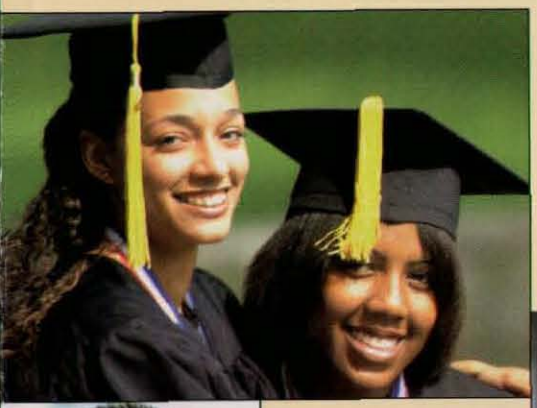
2004-2006 Cedar Valley College Catalog

It all begins here.



Dallas County Community Colleges

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Beginning College

1. Apply to be admitted to the college.

Complete an application for admission. Applying early is a good idea. Your place in registration is determined by the date you apply. An early start also ensures you have plenty of time to visit with an advisor to plan your course schedule. There are several convenient ways to get an application and apply:

- Come by the campus and fill out your application in person.

- Get your application by mail. Just call, toll-free, metro 817-COLLEGE and we'll send you an application and other information you would like about the college.

- Apply on-line at our website at www.dcccd.edu/cvc

2. See your Cedar Valley College advisor.

After you are admitted to college, you must attend an orientation session. Please contact the Advisement/Counseling Center at 972-860-8262 to schedule a session. After orientation, you should contact the Assessment/Testing Center to schedule your assessment. After your assessment is completed, you will visit with your academic advisor to select your courses.

3. Register for classes.

You may register for classes by:

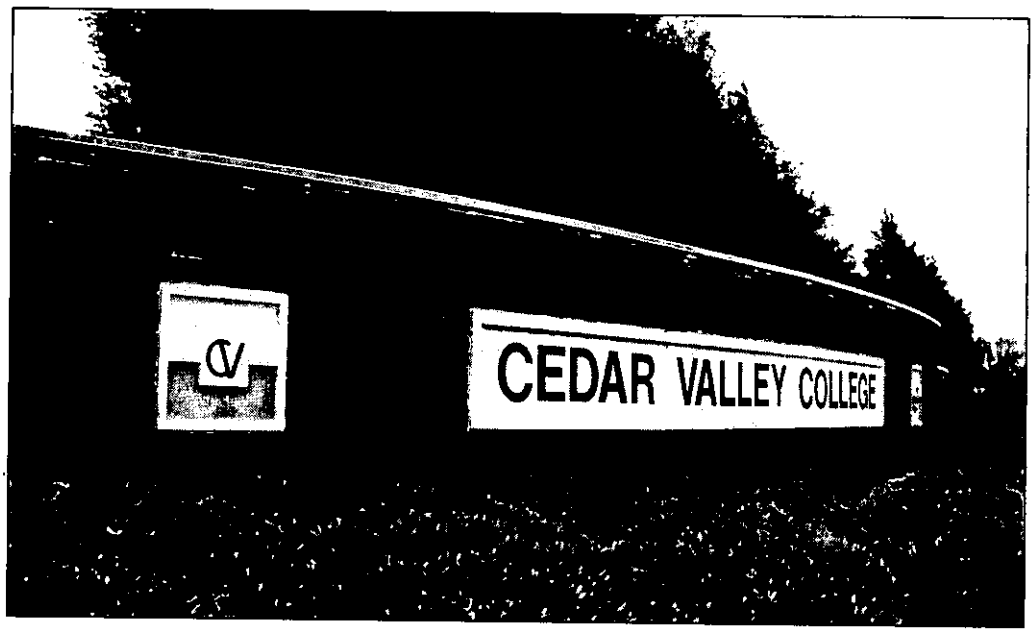
- In-person registration during early and regular registration times. Regular registration occurs the week before classes begin.

- By telephone--telephone registration is easy and convenient.

- Or register online through our website at eConnect.dcccd.edu.

There are certain qualifications you must meet to register by telephone or online. Please contact the Advisement/Counseling Center at 972-860-8262 to find out if you meet the qualifications.

2004-06 Catalog



Please Note:

This printed catalog is produced for your convenience. It is available online at: www.cedarvalleycollege.edu along with other important information about the college.

Thanks for taking a look at Cedar Valley College. We're committed to your educational success, with a wide range of classes and a faculty dedicated to providing you with an excellent educational experience. That's been our mission since we opened our doors in 1977.

We invite you to visit our campus and let us show you what Cedar Valley College can do to help ensure your future success.

We're located at: 3030 North Dallas Avenue
Lancaster, Texas 75134
(972) 860-8201

Cedar Valley College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the associate degree.

This catalog contains policy regulations and procedures in existence at the time this publication went to press. The District Colleges reserve the right to make changes at any time to reflect current Board policies, administrative regulations and procedures and applicable state and federal regulations. This catalog is for information purposes and does not constitute a contract, express or implied, between any applicant, student or faculty member and Dallas County Community College District.

Educational opportunities are offered by Cedar Valley College without regard to race, color, age, national origin, religion, sex, disability or sexual orientation.

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—— Academic Calendar ——

Mini-semesters, flexible-entry classes and other alternative schedules, along with thier final exam dates, may be offered between or during regular semesters by some of the Dallas County Community Colleges. Please contact individual colleges or go online to www.dcccd.edu *for updated class and registration schedules.*

Fall Semester, 2004

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

August 16 (M)	Faculty reports
August 23 (M)	Classes begin
September 4 (S)	12th class day
September 6 (M)	Labor Day holiday
November 11 (R)	Last day to withdraw with a grade of "W"
November 25 (R)	Thanksgiving holidays begin
November 29 (M)	Classes resume
December 6-9 (M-R)	Final exams
December 9 (R)	Semester closes
December 13 (M)	Grades due in Registrar's Office by 10 a.m.
December 23 (R)	College buildings and offices close for the holidays at end of workday

Winter Term, 2004/2005

Note: Contact colleges for availability and schedules.

Spring Semester, 2005

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

January 3 (M)	College buildings and offices open
January 10 (M)	Faculty reports
January 17 (M)	Martin Luther King, Jr. Day holiday
January 18 (T)	Classes begin
January 31 (M)	12th class day
February 17 (R)	District Conference Day, faculty and administrators
February 18 (F)	Faculty professional development (TCCTA)
March 14 (M)	Spring Break begins
March 17 (R)	District Conference Day, professional support staff
March 18 (F)	Spring holiday for all employees
March 21 (M)	Classes resume

Spring Semester, 2005 (continued)

March 25 (F)	Holiday begins
March 28 (M)	Classes resume
April 14 (R)	Last day to withdraw with a grade of "W"
May 9-12 (M-R)	Final exams
May 12 (R)	Semester ends
May 12 (R)	Graduation
May 16 (M)	Grades due in Registrar's Office by 10 a.m.

May Term, 2005

Note: Contact colleges for availability and schedules.

Summer Sessions, 2005*

Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Check with your college or it's website for registration times and dates.

First Summer Session Please see asterisk note below.*
(Based on a 4-day class week plus first Friday)

May 30 (M)	Memorial Day holiday
June 6 (M)	Classes begin
June 9 (R)	4th class day
June 10 (F)	Class day (1st Friday class meeting)
June 28 (W)	Last day to withdraw with a grade of "W"
July 4 (M)	Fourth of July holiday
July 7 (R)	Final exams
July 7 (R)	Session I ends
July 11 (M)	Grades due in Registrar's Office by 10 a.m.

Second Summer Session Please see asterisk note below.*
(Based on 4 day class week plus first and second Friday)

July 12 (T)	Classes begin
July 15 (F)	Class day (1st Friday class meeting)
July 15 (F)	4th class day
August 3 (W)	Last day to withdraw with a grade of "W"
August 11 (R)	Final exams
August 11 (R)	Session II ends
August 15 (M)	Grades due in Registrar's Office by 10 a.m.

*** Summer Sessions, 2005 - DCCCD Colleges' summer sessions can vary. Please see your college's class schedule or its website for updated times, dates and locations**

CEDAR VALLEY COLLEGE

A rewarding educational experience awaits you at Cedar Valley College.

Cedar Valley is one of seven colleges in the Dallas County Community College District (DCCCD). Approximately 4,000 students benefit from our comprehensive curriculum, which includes academic transfer, career programs, including work force development training for area employers and non-credit continuing education courses.

Our dedicated faculty and innovative programs combine to create an exciting learning environment, including:

- Affordable, with opportunities for personal growth and/or transfer to a baccalaureate program. Half price tuition for afternoon and weekend courses during specified times
- Mini-mesters between the traditional fall and spring semesters
- Guarantees that every class listed in the schedule will be offered, plus guarantees for transfer credit and job competency
- Special services, including tutoring and note-taking, for disabled students
- Distance learning from home by telecourse, computer and live TV, as well as the DCCCD's only completely on-line biology course
- Veterinary Technology Program accredited by the American Veterinary Medical Association and the Texas Veterinary Medical Association. One of only three accredited Distance Education Veterinary Technology Programs nationwide
- Computer Graphics program with emphasis on learning the skills and techniques of computer graphics, electronic imaging and production
- Nationally recognized Music and Fine Arts program with two internationally known artists on the faculty
- Law Enforcement Academy
- Student Resource Center with state-of-the-art computers with internet access
- Programs for high school students, including Tech Prep, Concurrent Credit and TAAS/TASP preparation and Upward Bound
- Career and Job Placement Center, Advisement Counseling Center and Student Support Services
- Tutoring Services.

The Campus

Cedar Valley is located on 353 acres in southern Dallas County, just south of I-20. The campus plan was developed to take advantage of the site's natural beauty, which includes a gazebo and a pedestrian walk along two sides of a 17-acre lake. Cedar Valley has a 400-seat performance hall, gymnasium, baseball field, and a surgery facility and barn for the Veterinary Technology program.

Cedar Valley College Mission

The Mission of Cedar Valley College is to enrich the potential and increase the productivity of people in the communities we serve by providing quality educational experiences in a caring and innovative environment.

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

The Cedar Valley College Mission Statement was developed from a Delphi study done in 1991. The study polled students, faculty, staff, administrators and community residents to gather opinions about the mission of the College. The current Mission Statement is based on this foundation of information, and was revised in 1998. It accurately reflects the culture, climate and instructional needs of the community it serves.

Cedar Valley College Statement of Purpose

As determined by the State of Texas, the purpose of each public community college shall be to provide:

1) technical programs up to two years in length leading to associate degrees or certificates;
2) vocational programs leading directly to employment in semi-skilled and skilled occupations;
3) freshman and sophomore courses in arts and sciences;
4) continuing adult education programs for occupational or cultural upgrading;
5) compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;

6) a continuing program of counseling and guidance designed to assist students in achieving their individual education goals;
7) work force development programs designed to meet local and statewide needs;
8) adult literacy and other basic skills programs for adults; and
9) such other purposes as may be prescribed by the Texas Higher Education Coordinating Board of local governing boards in the best interest of post-secondary education in Texas.

Accreditation

Cedar Valley College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award the associate degree.

CEDAR VALLEY COLLEGE ADMINISTRATION

President	Jennifer Wimbish	972-860-8250
Vice President of Academic & Student Affairs	Vacant	972-860-8261
Assistant to Vice President of Instruction	Claire Summers	972-860-8230
Vice President of Business Services	David Browning	972-860-8007
Coordinator, Student Services	Ana Torres	972-860-8084
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Dean, Continuing Education	Rhonda Jackson	972-860-8021
Dean, Educational Resources & Technology	Vacant	972-860-8051
Dean, External Relations	Jerry Cotton	972-860-8157
Dean, Institutional Effectiveness & Research	Claire Gauntlett	972-860-8128
Dean, Liberal Arts	John Souders	972-860-8121
Dean, Student Support Services	Brenda Carter-Crawford	972-860-8265
Associate Dean, Educational Resources	Edna White	972-860-8152
Director, Admissions/Registrar	Carolyn Boswell-Ward	972-860-8203
Assistant Director, Admissions/Registrar	Lucia Johnson	972-860-8204
Director, Business Operations	Chris Mitchell	972-860-8283
Director, Cedar Valley College Center at Cedar Hill	David Vaughn	972-860-7800
Director, Facilities Management II	Cindy Rogers	972-860-8187
Director, Financial Aid	Frank Ellis	972-860-8280
Director, Human Resources	Linda Williams	972-860-8225
Director, Marketing and Public Information	Sonya Spencer	972-860-8142
Director, School Alliance & Institutional Outreach	Mwauna Maxwell	972-860-8065
Director, Small Business Development Center	Herb Kamm	972-709-5878
Director, Special Populations and TRIO	Grenna Rollings	972-860-8181
Director, Testing Center	Jonas Young	972-860-8118
Director, Veterinary Technology	Brian Heim	972-860-8019
Instructional Designer	Tim Barker	972-860-8239
Program Director, Continuing Education	Toni Schubarth	972-860-8295
Program Director, Continuing Education	Dollie Pope	972-860-8156
Program Director, FCI-Special Programs	Will Armstead	972-287-2911, X-376
Training Consultant, Continuing Education	Bill Wells	972-860-8208
Senior Dean, Resource Development	Pam Gist	972-860-8180

INSTRUCTIONAL DIVISIONS

Business/Science/Technology	972-860-8160
Continuing Education/Workforce Training	972-860-8210
Human Development	972-860-8262
Liberal Arts	972-860-8120

STUDENT SERVICES

Administration	972-860-8228
Admissions/Registrar	972-860-8201
Book Store	972-860-2900
Business Operations	972-860-8290
Career Information & Placement	972-860-8146
Counseling Center	972-860-8262
Evening Office	972-860-8230
Facilities Services	972-860-8186
Financial Aid	972-860-8280
Health Center	972-860-8277
Library	972-860-8140
Police	972-860-8286
Special Services	972-860-8119
Student Programs & Resources (SPAR)	972-860-8236
Testing/TASP Information	972-860-8118
Tutoring	972-860-8119
Veteran's Affairs	972-860-8201

CEDAR VALLEY COLLEGE FACULTY AND ADMINISTRATION

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Minger, Diane ..... Marketing Careers
Indiana State University, B.S.; Texas Woman's Univ., M.S., Ph.D.

Mitchell, Chris ..... Director of Business Operation
Mountain View College, A.A.S.

Mungenast, Andy ..... Computer Information Systems
Cedar Valley College, A.A.S.; Dallas Baptist Univ., B.A.B.A.;
Texas A&M at Commerce, M.B.A.

Paul, Duncan A. ..... Motorcycle, Outboard Engine & Small Engine
Univ. of North Texas, B.S.

Pharr, John ..... Business and Economics
Univ. of North Texas, B.A., M.S.

Pope, Dollie ..... Program Director
Texas A&M Univ., B.B.A.

Ridgway, Linda ..... Art
Louisville School of Art, M.F.A.; Tulane Univ., M.F.A.

Riley, Joel L. ..... Counselor/Human Dev.
Bishop College, B.S.; Univ. of North Texas, M.Ed.

Rios-Harris, Rebekah ..... English
Dallas Baptist Univ., B.A., M.Ed.; Univ. of Texas at Arlington, M.A.

Rogers, Cindy ..... Director of Facilities Management II
Texas A&M at Commerce, B.A.

Rogers, Dan ..... Speech
Univ. of Central Arkansas, B.S.; Univ. of North Texas, M.S.

Rolling Jr., Lincoln ..... History
Sam Houston State Univ., B.A., M.A.; Univ. of Texas at Austin, Ph.D.

Rollings, Grenna ..... Director of Special Populations & TRIO
Univ. of Natal Durban, South Africa, B.S.; Dallas Baptist Univ., M.B.A.

Schubarth, Toni ..... Program Director
Texas Wesleyan Univ., B.S.

Serrano-Correa, Ginnette ..... Computer Information Systems
Texas A&M at Commerce, B.S.; Southern Methodist Univ., M.S.

Siemantel, Jennifer ..... Biology
Stephen F. Austin State Univ., B.S., M.S.

Slone, Jane ..... Biology
Texas A&M at Commerce, B.S., M.S., M.S.

Smith, Andrea ..... Mathematics
Univ. of Central Oklahoma, B.S., M.S.; Oklahoma State Univ., M.S.

Smith, Rosemary ..... Patient Care Technician
El Centro College, A.A.S.; Univ. Texas A&M at Commerce, B.S.

Souders, Jr., John C. ..... Dean of Liberal Arts
Texas A&M Univ., B.S., M.E.; Air Force Institute of Technology, Ph.D.

Spencer, Sonya ..... Director of Marketing & Public Relations
Southern Methodist Univ., B.F.A.; Dallas Baptist Univ., M.L.A.

Stewart Jr., Kerby M. ..... Music
Texas Christian Univ., B.F.A.

Stewart, SaRita ..... Criminal Justice
Grambling State Univ., A.S., B.S., M.S.

Sullivan, Tim ..... Anthropology/Sociology
Univ. of Southern California, B.A.; Southern Methodist Univ., M.A.; Univ. of Texas at Arlington, Ph. D.

Summers, Claire ..... Asst. to Vice President of Instruction
Univ. of Texas at Austin, B.A.; Dallas Baptist Univ., M.A.

Summers, Patricia ..... Veterinary Technology
Trinity Univ., B.A.; The Ohio State Univ., M.S., D.V.M.

Thompson, Tommy ..... Mathematics
Southeastern Louisiana Univ., B.S.; Univ. of Texas at Austin, M.A., Ph.D.

Tomczak, Christina ..... Philosophy/Visiting Scholar
Florida State Univ., B.S.; Southwestern Baptist Theological ..... Seminary, M.D., Ph.D.

Torres, Anna ..... Coordinator of Student Services
Univ. of New Orleans, B.A., M.Ed.

Tremelling, Don ..... Instructional Specialist, Bldg. Trades Maint., FCI
Certified Technician

Vaughn, David ..... Director of CVC Center at Cedar Hill
Univ. of Nevada at Las Vegas, B.A.; Oklahoma State Univ., M.S.

Wells, Bill ..... Training Consultant
Oklahoma City Univ., B.S.; Univ. of Central Oklahoma, M.S.; Oklahoma State Univ., Ed.D

White, Edna ..... Associate Dean of Educational Resources
Univ. of Texas at Arlington, B.M.; Univ. of North Texas, MLS

Whitton, Bobby Joe ..... Instructional Specialist, Appliance Repair, FCI
Certified Technician

Wilkie, Dave ..... Physical Education
Ball State Univ., B.S., M.A.

Williams, Linda ..... Director of Human Resources
Dallas Baptist Univ., B.A.; Univ. of Nebraska at Lincoln, M.A.

Wilson, Burlene ..... Office Technology
Oklahoma State Univ., B.S., M.S.

Wimbish, Jennifer ..... President
Hampton Univ., B.S.; Texas A&M Univ., M.A.; Michigan State Univ., . Ph.D.

Wimbish, Linda ..... English
Stephen F. Austin Univ., B.A.; Texas A&M at Commerce, M.S.

Wolf, Charles ..... Veterinary Technology
Sul Ross State, A.A.S., Tarleton State Univ., B.S., M.S.

Wright, David L. ..... Veterinary Technology
Texas A & M Univ., B.S., D.V.M.

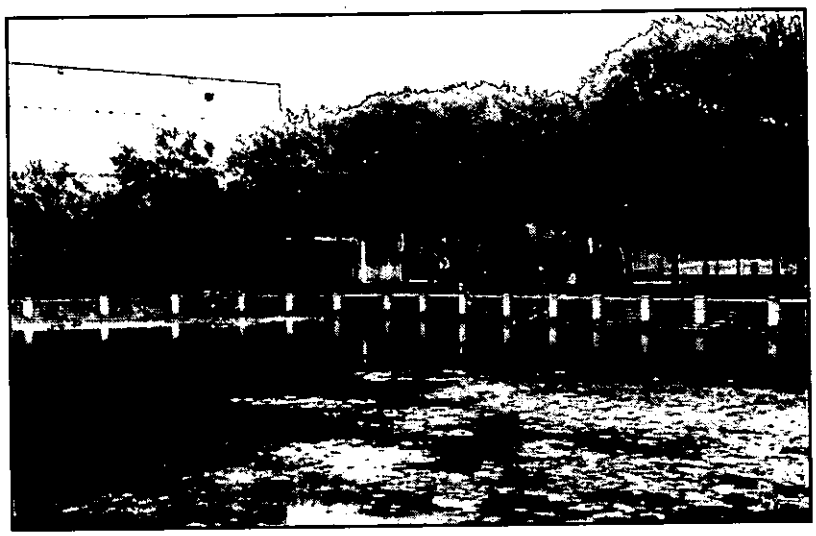
Young, Jonas ..... Director of Testing
Paul Quinn College, B.S.

Youngblood, Mary Ann ..... English
Univ. of Texas at Arlington, B.A.; Univ. of North Texas, M.A.

General Information

Accreditation

Each of the Dallas County Community College District's seven colleges - Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake, and Richland - is individually accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404.679.4501) to award the associate degree. The official statement of accreditation for each college is published in that college's individual catalog.

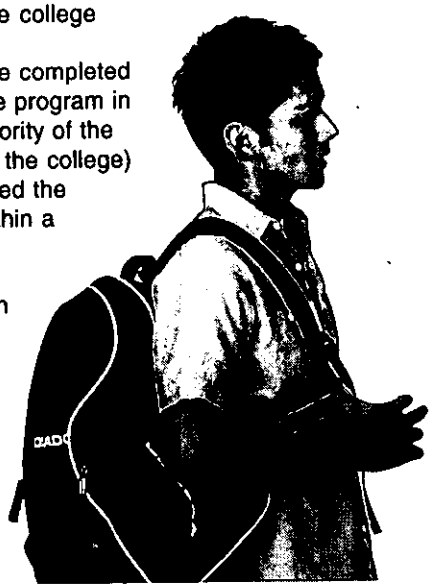


Guarantee for Job Competency

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

Special conditions, which apply to the guarantee, are as follows:

- The graduate must have earned the Associate in Applied Sciences Degree or completed the certificate program beginning May 1992, or thereafter in a Technical program identified in the college catalog.
- The graduate must have completed this degree or certificate program in the DCCCD (with a majority of the credits being earned at the college) and must have completed the degree or certificate within a four-year time span.
- 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.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by the college as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, division dean, job placement, counselor, and appropriate faculty member will develop a written educational plan for retraining.
- 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.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for the cost of books, insurance, uniforms, and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- The student's sole remedy against the college and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
- The program can be initiated through written contact with the office of the college president.



Guarantee for Transfer Credit

The college guarantees to its' Associate in Arts and Associate in Sciences graduates the transferability of course credit to Texas public colleges and universities. Students pursuing these degrees will complete the college's core curriculum of 48 credit hours. By Texas State Law, the entire core will transfer as a block to all Texas public colleges and universities to take the place of the core curriculum of the receiving transfer institution. Students should work closely with an advisor in the choice of electives to ensure that the

transfer institution has cooperated with the college in the development of Transfer Guides that clearly indicate how the university accepts the selected elective courses in transfer.

Another means of ensuring the transferability and applicability of all courses within an Associate in Arts or an Associate in Sciences is to follow specific degree plans in specific majors that are called Fields of Study. A Field of Study plan has the approval of the Texas Higher Education Coordinating Board. The entire plan of courses is designed to transfer as a block of courses to all Texas public colleges and universities when the student majors in the specific Field of Study at the transfer institution.

The college guarantees the transferability of course credit to private and out-of-state colleges and universities when the student pursues the Associate in College/ University Transfer degree. This degree is composed of courses negotiated through a formal articulation process with private and out-of-state universities. Students interested in pursuing this degree should contact the Advisement Center early in their college career.

The college guarantees that a student may take tuition-free course(s) if: (a) A Texas public college or university refuses to accept in transfer core courses when the student has received the Associated in Arts or Associate in Sciences degree; (b) A Texas public college or university refuses to accept in transfer courses listed in that institution's Transfer Guide; (c) A Texas public college or university refuses to accept in transfer all courses taken in order to receive a Field of Study Associate in Arts/Associate in Sciences degree; or (d) A private or out-of-state institution refuses to accept in transfer a course when the student has received the Associate in College/ University Transfer.

The conditions that apply to the guarantee area are as follows:

- Transferability means the acceptance of credits toward a specific major and degree at a Texas public college or university. The courses must consist entirely of those in the core curriculum, the courses outlined in an official Field of Study, and additional elective courses identified by the receiving university as transferable and applicable toward a specific major and degree in its Transfer Guides written within the last five years.
- For transfer to private and out-of-state institutions, a written plan with the receiving institution must be executed; and
- 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.

The college works with a number of institutions to develop Transfer Guides. These include such as the University of North Texas, Texas A&M Commerce, The University of Texas at Arlington, The University of Texas at Dallas, Texas Woman's University, Texas Tech University, Amberton University, Dallas Baptist University, Baylor University, Southern Methodist University, and others. In order to secure such a guarantee, students should begin the process in the college Counseling/Advisement Center to work closely with an advisor.

To ensure guaranteed transfer, students are strongly encouraged to check with the university where they plan to transfer. No university shall be required to accept in transfer toward a degree, more than 66 semester credit hours of academic credits earned by a student in a community college. Universities, however, may choose to accept additional credit hours. Also, all public colleges and universities must offer at least 45 semester credit hours of academic courses that are substantially equivalent to courses listed in the Lower Division Academic Course Guide manual including those that fulfill the lower-division portion of the institution's core curriculum.

History

The Dallas County Community College District (DCCCD) enrolls over 100,000 credit and non-credit students every semester, making it one of the largest higher education institutions in the State of Texas.

The DCCCD comprises seven colleges located strategically throughout Dallas County. Anyone in Dallas County has only a short drive, bus or train ride to reach the nearest college.

More than three decades of growth and progress are a credit to the vision of Dallas area citizens. In May 1965, Dallas County voters created the Dallas County Junior College District and approved a $41.5 million bond issue to finance it. The next year, El Centro College began serving students in downtown Dallas. Eastfield College in Mesquite and Mountain View College in southwest Dallas enrolled their first students in 1970. Richland College opened two years later in north Dallas.

An additional $85 million in bonds supported the DCCCD's expansion, and construction began on three more colleges. Cedar Valley College in Lancaster and North Lake College in Irving opened in 1977, followed by Brookhaven College in Farmers Branch in 1978.

In addition to the colleges, the DCCCD also operates the Bill Priest Institute and R. Jan LeCroy Center for Educational Telecommunications, both named for former DCCCD chancellors. The Bill Priest Institute opened south of downtown Dallas in 1989, serving individuals and businesses of all sizes with training programs customized to meet their needs. The LeCroy Center is one of the largest producers of distance education products in the nation.

Dallas County Community College District Vision, Mission, and Goals

Vision

The Dallas County Community College District adds value to lives and builds communities.

Mission

We prepare students to become productive and responsible members in communities that are increasingly diverse in a world that continues to change dramatically. We provide students with academic, technical, work and life skills, as well as self-confidence to be successful in the workplace, community, and in other endeavors.

Goals

In implementing our goals, we are clear that we must remain accessible and affordable while maintaining educational quality. We will embrace and celebrate the diversity of our students, staff, and communities in all we do. The diversity of our institution and our programs and services is important. We will continue to improve our student retention and offer necessary remediation for students to successfully reach their goals.

- Student Success – The success of students is always our primary focus.
- Employee Success – Our commitment to hiring, retaining and developing successful employees is key to the positive impact we have on our students and communities.
- Economic and Workforce Development – We play a major role in economic and workforce development programs and initiatives that are key to development in this region, state and nation.
- Community Development – We support improvement in the quality of life of our communities and will continue to strengthen and expand our connections to civic, community, and educational organizations.
- Business and Fiscal Affairs – We maintain the public's trust by being fiscally responsible and accountable at all times.
- Institutional Development – Our regular assessment of programs and services, as well as our daily business, guides our planning into future.

Approved by the DCCCD Board of Trustees on December 16, 2003.

The DCCCD and Innovation

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is comprised of 19 outstanding community colleges and districts throughout North America. The League Alliance includes more than 700 community and technical colleges from around the world. The League's purpose is to encourage innovation, experimentation, institutional transformation, and the continuing development of the community college movement internationally. 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 programs and to make a positive difference in the lives of students. See http://www.league.org/welcome.htm for more information about the League for Innovation.

Commonly Used Terms & 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 the registration period, only if the course is available and has not met more than twice.

Admission: A person wishing to enroll must complete an application, be accepted and receive acknowledgement of acceptance from the Admissions Office before registering for classes. An application can be acquired online at www.dcccd.edu

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

Career & Technical Courses: Courses that lead to a Certificate or Associate in Applied Sciences Degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be used in the job market. Consult an advisor regarding transferability if you plan to attend a four-year institution.

Catalog: The book containing course descriptions, certificate, and associate degree requirements, and general information. The DCCCD Catalog can be located on the web at www.dcccd.edu.

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

College-Based Distance Learning Class: A College-based Distance Learning Class has a portion of the instructional contact hours delivered at a distance, with occasional college-based instructional requirements, i.e. testing and review sessions. Most student services are delivered on campus. College-based Distance Learning Classes are offered using one or more of the distance learning course delivery formats.

College Level Math: Requires a student to have successfully completed two years of high school algebra and acquire an appropriate assessment score at the DCCCD standard, a standard which is higher than the state's TSI standard, or successfully complete Developmental Mathematics 0099 or Developmental Mathematics 0093 with a grade of C or better. Other math prerequisites may be required.

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

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

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

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

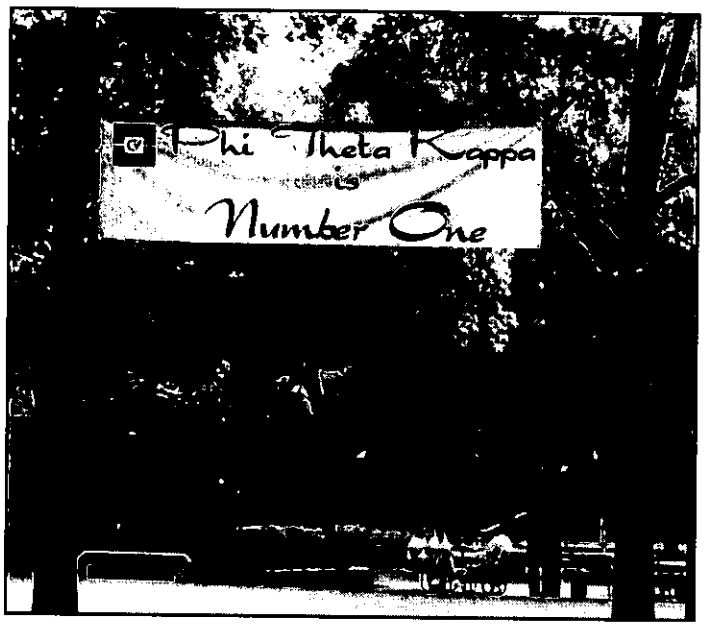
Credit: The numerical value assigned to a course (see "credit hours/semester hours.")

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

Credit/non-credit: Credit classes are those that award academic credit and may apply toward a degree. Non-credit classes do not apply toward a degree and are usually offered as continuing education courses.

DCCCD: Dallas County Community College District. The district is composed of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake, and Richland Colleges. These colleges are all subject to the policies established by the DCCCD Board of Trustees.

Dallas TeleCollege Virtual Class: Courses offered through Dallas TeleCollege are defined as "virtual classes." A Dallas TeleCollege virtual class requires that all instruction and student services be delivered at a distance with no on-campus requirements. Dallas TeleCollege virtual class sections are numbered 9000-level. Virtual class sections may be offered using the online course or Telecourse Plus distance learning course delivery formats. A course offered through Dallas TeleCollege is the equivalent of the same course offered by all colleges of the DCCCD.



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

Distance Learning: Distance learning courses are offered in a variety of formats. Each format requires a unique set of technologies essential to successful course completion.

Dropping a Course: The act of officially withdrawing from a particular course without penalty before a specified date. See the Academic Calendar in this catalog for "Last Day to Withdraw." It is the student's responsibility to drop a course by the date published. Effective with the Fall 2004 Semester, students may have to pay a higher rate of tuition for the third or more times they attempt a course. Students should take care in dropping a course as any future retake of that course may result in a higher rate of tuition.

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

eConnect: eConnect is a web application that allows you to search, register and pay for your credit classes, view your grades and access your financial information online. You must meet certain eligibility criteria to register on-line. All students are eligible to pay for credit classes and access your financial information using eConnect.

Electives: Courses that 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.

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

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

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

GPA: Grade Point Average. Two different ways of computing a GPA are utilized. For further explanation, see Grades & Transcripts.

Grade points: See Grades & Transcripts.

Grades: See Grades & Transcripts.

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.

Live-Interactive Television Course: The live-interactive television course uses one-way video and two-way audio. Each class is a live cable broadcast. Tapes are not available for these courses. Students must view class at broadcast times. See the Cable Broadcast Schedule in the distance learning pages printed in the College's Class Schedule. Students must have access to a participating cable television system. Students may interact during the live class with the faculty by telephone, placing a call to a voice bridge system. The course may include college-based requirements including orientations, testing and review sessions. Call the Distance Learning Hotline for more information about participating cable systems, (972)-669-6400 or if outside Dallas, toll-free: 1(888)-468-4268. Only college based distance learning classes may utilize the live-interactive television course delivery format.

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

Online Courses: Online courses are delivered using only computers and computer peripherals. Students are required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction and facilitate interactions among faculty and students.

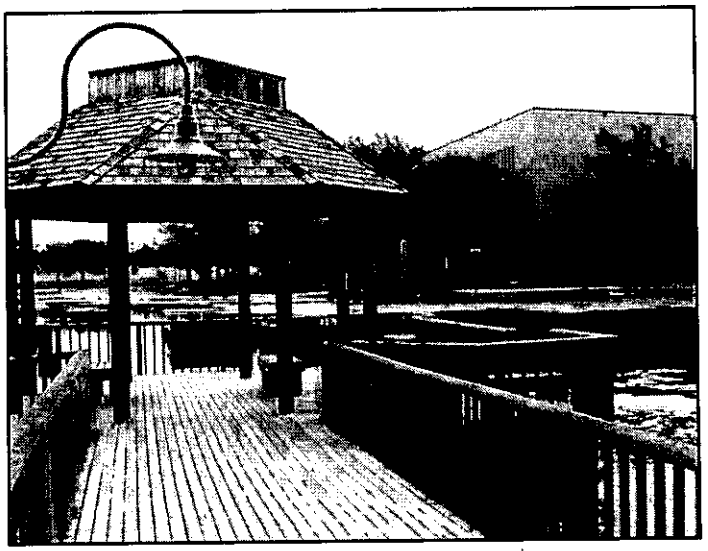
Part-time student: A student who is enrolled for less than 12 credit hours during a semester or less than six credit hours in a summer session. The student may be enrolled in one or more colleges of the DCCCD as long as the total number of hours meets the part-time requirement.

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

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

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 College's Class Schedule for registration dates.



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

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

Syllabus (Syllabi): An outline for a course of study. Students usually receive a syllabus from the instructor at the beginning of each course.

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

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

Telecourse: The telecourse allows the student to work and learn independently, with college-based requirements including orientations, testing and review sessions. The course includes a pre-produced video series with print materials. Class interaction is offered through the telephone, fax, and mail. Students may view video lessons either through a local cable system, by purchasing videocassettes or viewing them on campus, or by purchasing videostreaming.

Telecourse Plus Courses: The Telecourse Plus course incorporates the use of video and the online classroom. The course includes a pre-produced video series with print materials. Students may view video lessons either through a local cable system, by purchasing videocassettes or viewing them on campus, or by purchasing videostreaming. Students are also required to have reliable Internet access and the latest version of Internet browser software for the online instruction.

Telephone registration: Touch-tone telephone registration is available during registration for those who meet eligibility criteria. The telephone number for touch-tone telephone registration is 972-613-1818.

Transfer courses: Courses that are designed to transfer to other colleges and universities. Students need to consult with a registration advisor or check on college website 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 that can be obtained through the Admissions Office. An official transcript must have the seal of the college affixed and the signature of the Registrar.

TSI: Texas Success Initiative; See TSI and Assessment.

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 Academic Calendar in this catalog or in the College Class Schedule for the "Last Day to Withdraw." Effective with the Fall 2004 Semester, students may have to pay a higher rate of tuition for the third or more times they attempt a course. Students should take care in withdrawing from a course as any future retake of that course may result in a higher rate of tuition.

Getting Started

How to Enroll

1. Complete an Application for Admission. Applications are also available from any Admissions Office and on the Internet at https://www1.dcccd.edu/stuapp/.
2. Submit all of the following with your Application for Admission:

- Proof of Texas residency (for those who wish to be considered residents for tuition purposes,
- Scores from college entrance exams (SAT, ACT) taken in the last five years,
- Scores from the Texas Assessment of Academic Skills Program (TAAS) taken in the last three years,
- Scores from the Texas Assessment of Knowledge and Skills (TAKS) taken in the last three years,
- Approved Texas Success Initiative (TSI) program test scores from ACCUPLACER, ASSET, COMPASS, or THEA (Texas Higher Education Assessment). TASP scores will still be honored even though the TASP test is no longer made available.
- GED certificate (required for students who taken the GED exam,
- Official transcripts from high school are recommended for students with no college experience,
- Official transcripts from all colleges previously attended (required for students with college experience).

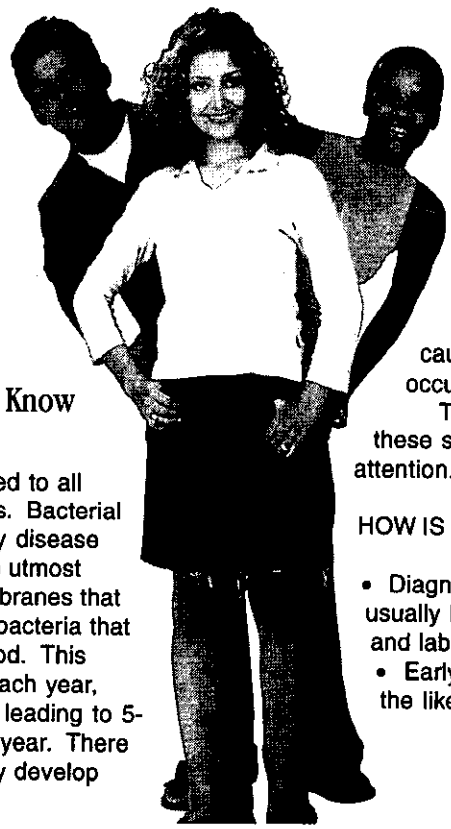
After you are admitted, but prior to registration, you must either present scores from ACCUPLACER, ASSET, COMPASS or THEA (Texas Higher Education Assessment).

If you are TSI (Texas Success Initiative) exempt or TSI waived, you are still required to meet all course prerequisites. Currently, the colleges of the DCCCD offer ACCUPLACER and ASSET state approved assessment instruments. Please see your advisor to determine your testing requirements.

Please refer to the college credit class schedule for registration dates.
"Extended" registration opportunities may be limited.

Immunizations

The college does not require proof of immunizations for admission to most programs. However, all prospective students should have adequate immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis (See Texas Department of Health's Recommended Adult Immunization Schedule.) Some health-related programs require specific immunizations prior to admission; that information is outlined in student orientations for those programs.



Important Information You Need To Know About Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

WHAT ARE THE SYMPTOMS?

- High fever
- Severe headache
- Rash or purple patches on skin
- Vomiting
- Light sensitivity
- Stiff Neck
- Confusion and sleepiness
- Nausea
- Lethargy
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

HOW IS THE DISEASE TRANSMITTED?

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

CAN THE DISEASE BE TREATED?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
- Those living in close quarters
- College students 25 years old or younger
- Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe - most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at Dallas County Health Department, phone 214-819-2000.

HOW CAN I FIND OUT MORE INFORMATION?

- Contact your own health care provider
- Contact Student Health Center at:
  Brookhaven —972-860-4195
  Cedar Valley —972-860-8277
  Eastfield —972-860-7190
  El Centro —214-860-2113
  Mountain View — 972-860-8699
  North Lake — 972-273-3170
  Richland — 972-238-6135
- Contact your local or regional Texas Department of Health office at 817-264-4551
- Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo and www.acha.org

Get an early start... Don't wait until the last minute to apply and register.

Student Identification

When you apply, you are asked to furnish a Social Security number. This number ensures the accuracy of your student records. If you do not have a Social Security Number, or do not choose to use the Social Security Number, the college will assign you a student identification number other than your Social Security Number. Each student will be assigned a student identification number. It is your responsibility to report any changes in your name, address, or email address to Admissions Office.

Admission Requirements

If you wish to be classified as a resident and have the benefit of paying lower tuition than non-residents, you must prove you lived in Texas for the 12 months immediately prior to the semester in which you enroll. If you cannot provide proof of residency, you will be classified as a non-resident and required to pay non-resident tuition. For specific information about required documentation, contact the Admissions Office.

Some admission requirements vary depending on a variety of factors. Determine which one or more of the following categories best describes you, then read the corresponding information below:

- First time student
- Student concurrently enrolled in high school & DCCCD
- High school student enrolled in dual credit programs
- Transfer student
- Former student
- Undocumented student who is a resident of Texas
- International student

First time students

You may apply as a beginning freshman if you meet *one* of these standards:

- You are a graduate of an accredited high school.
- You are a graduate of an unaccredited high school and are 18 years of age or older.
- You earned a General Education Diploma (G.E.D.).
- You are at least 18 years of age and do not have a diploma or G.E.D (may be admitted by individual approval).
- If you are under the age of 18, are no longer enrolled in high school of any kind, and do not have a diploma or a G.E.D., you may be admitted by *one* of the following:
- A written recommendation of the principal or superintendent of the last high school you attended, *or*
- Show results indicating you have the ability to benefit from the college's programs through performance on an assessment test associated with the Texas Success Initiative (TSI) program. These tests are the ACCUPLACER, ASSET, COMPASS or Texas Higher Education Assessment (THEA). ACCUPLACER and ASSET are available at the college.
- If you are 16, did not graduate from an accredited school, but did graduate from a non-accredited high school, or were schooled in a non-traditional setting (i.e., home-schooled), you may be admitted if you meet *all* of the following conditions:

- Present a written recommendation of the principal or superintendent of the last school you attended, or TSI approved test results indicating you have the ability to benefit from the college's programs; *and*
- Present a notarized record of the high school equivalent work completed and the date of successful completion; *and*
- Complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within the college, *and*
- Agree to limitations on conditions of admission established by the college.

After you are admitted, but prior to registration, you must have test scores on file from a TSI approved test.

Students Concurrently Enrolled in High School and the College

If you are still enrolled in high school you may be admitted under the following conditions:

- If you have completed your junior year in an accredited high school, you may be admitted with your high school principal's written recommendation. You must also present scores on one of the following tests: ACCUPLACER, ASSET, COMPASS or Texas Higher Education Assessment (THEA), with results indicating your ability to complete college-level work. ACCUPLACER and ASSET are available at the college. Generally, you may take no more than two courses each semester. The college-vice president or designate will have a conversation with prospective students under the age of sixteen (16) and their parents so that expectations of college readiness issues of the students, parents, and college are clarified. These issues will be considered in determining readiness for college level course work.

- If you have not completed your junior year at an accredited high school, you may be admitted upon meeting *all* of the following conditions:
  - Submit your high school principal's written recommendation;
  - Present scores on ACCUPLACER, ASSET, COMPASS, or Texas Higher Education Assessment (THEA) with results indicating your ability to do college-level work;
  - Receive approval from the college Vice President of Instruction or designate. Upon approval, you may take no more than two courses each semester. However, if you meet specific conditions, you may be permitted to enroll for three courses.
- The college-vice president or designate will have a conversation with prospective students under the age of sixteen (16) and their parents so that expectations of college readiness issues of the students, parents, and college are clarified. These issues will be considered in determining readiness for college-level course work.

- If you are enrolled in non-accredited high schools or educated in a non-traditional setting (i.e., home-schooled) and have completed the equivalent of the junior year (16 units) in high school, you may be admitted by meeting *all* the following conditions:
  - Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
  - Present scores on ACCUPLACER, ASSET, COMPASS, or Texas Higher Education Assessment (THEA) with results indicating your ability to do college-level work;
  - Complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within college;
  - Agree to limitations on conditions of admission. You may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
  - Receive approval from College's Vice President of Instruction or designate.
- The college-vice president or designate will have a conversation with prospective students under the age of sixteen (16) and their parents so that expectations of college readiness issues of the students, parents, and college are clarified. These issues will be considered in determining readiness for college-level course work.

- If you are enrolled in non-accredited high schools or educated in a non-traditional setting (i.e., home-schooled) and have not completed the equivalent of the junior year (16 units) in high school, you may be admitted by meeting all the following conditions:
  - Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
  - Present scores on ACCUPLACER, ASSET, COMPASS, or Texas Higher Education Assessment (THEA) with results indicating your ability to do college-level work;
  - Complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within the college.
  - Agree to limitations on conditions of admission. You may take no more than two courses each semester; *and*
  - Receive approval from the Vice President of Instruction or designate.
- The college-vice president or designate will have a conversation with prospective students under the age of sixteen (16) and their parents so that expectations of college readiness issues of the students, parents, and college are clarified. These issues will be considered in determining readiness for college-level course work.

- High school students are generally not admitted into developmental courses unless a contract for such services exists between the college and the school.
  Most financial aid programs are available only to students who have either graduated from high school or have a G.E.D. Please see the Financial Aid section of the catalog.

High School Students Enrolled in Dual Credit Programs

Dual Credit Programs are instructional partnerships between a public school district, a private secondary school or a home school and the college. Course credit is provided to high school students for both high school and college credit. College credit may be for certificate or associate degree programs. Financial Aid is generally limited to those who have either graduated form high school or have a G.E.D.

Eligibility requirements for Dual Credit:

- To enroll in courses for an associate degree or level-two certificate (TSI eligible) program, you must present a passing score on the ACCUPLACER, ASSET, COMPASS or Texas Higher Education Assessment (THEA) in at least one area (reading, writing, or math) as deemed applicable by the college for the intended course in which you wish to enroll. ACCUPLACER and ASSET are available at the college. If you are exempt from TSI, you are also exempt from local assessment for the purposes of dual course credit. Public school students wishing to enroll in level–one certificate (TSI waived) programs must have met TAAS/TAKS standards by passing all sections of the exit-level TAAS/TAKS or through end-of-course exams.
- High school students are generally limited to enrolling in two dual credit courses per semester. You may be permitted to enroll in more than two courses if recommended to do so by your high school principal or appropriate home school "official" *and* under one of the following conditions:
- Achieve a minimum GPA of 3.00 on at least two college courses taken in previous semesters; *or*
- Prove you have passed all sections of TSI tests; or
- Prove your eligibility to be TSI exempt based upon TAAS, TAKS, ACT, or SAT as approved by the Texas Higher Education Coordinating Board. (Note: these score standards are often altered by the THECB and the currently approved scores must be used.)
- High school students must meet all appropriate admissions criteria to the college.
- High school students must fulfill all prerequisite requirements to enrolling in a dual credit course.

The college-vice president or designate will have a conversation with prospective students under the age of sixteen (16) and their parents so that expectations of college readiness issues of the students, parents, and college are clarified. These issues will be considered in determining readiness for college-level course work.

Transfer Student

If you wish to transfer college credit, you are eligible for admission for enrollment from an accredited collegiate institution as defined in the *Acceptance of Credit in Transfer* section (next) if you meet the following conditions:

- You must present a complete transcript bearing the seal and signature of college/university official of each institution attended. Transcripts must be submitted before you enroll and should include the previous admission record and evidence of honorable dismissal. If you do not submit transcripts prior to enrolling, you can be blocked from a number of courses that require taking certain prerequisites. Transcripts received become the permanent property of the college. If you have earned a baccalaureate and/or graduate degrees from accredited colleges and universities, you may submit a copy of a college/university diploma in lieu of transcripts. However, transcripted documents of prerequisites for specific courses must still be provided. If you are transferring from another college, you are not at liberty to disregard your collegiate record by applying as a beginning student. The college reserves the right to review academic credentials and/or transcripts from other higher education institutions for the purposes of evaluating the acceptability of credits. If you do not report all accredited college/university course work, you will be subject to disciplinary action, including expulsion and possible loss of credit for subsequent course work taken at the college.
- You must meet the minimum academic standards of the college. If another institution enforced scholastic withdrawal or suspension, and you meet the minimum academic standards of the college, you may petition for admission to the designated school official or admissions committee. Admission may be provisional, and credit hours and course work may be limited.
- You must meet all TSI requirements, as follows, after you are admitted:
- If you are transferring from another Texas public college or university, you must present ACCUPLACER, ASSET, COMPASS, or THEA scores if you wish to enroll in any college-level coursework. If you are TSI exempt, you are still required to meet course prerequisites. (TASP scores will still be honored even though the TASP test is no longer made available) *and*
- If you are transferring from a private and/or out-of-state college or university, you must present assessment scores associated with the Texas Success Initiative (TSI) program. See TSI section in the catalog.

Acceptance of Credit in Transfer

Credit for courses in which a passing grade ("D" or better) has been earned may be transferred to the college from colleges and universities accredited through one of the following associations: *Middle States Association of Colleges and Schools/Commission on Higher Education *New England Association of Schools and Colleges *North Central Association of Colleges and Schools *Northwest Association of Colleges and Schools/Commission on Colleges *Southern Association of Colleges and Schools/Commission on Colleges *Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges *Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the college's responsibility not to transfer credits received from any United States institution not so accredited except where signed agreements between the college and other institutions exist. However, if you have gained proficiency through completing coursework from non-accredited institutions, you may receive college credit through credit-by-

examination and, in some circumstances, credit by experience. Appropriate Dallas County Community College personnel will complete course-by-course evaluation as needed for degree or program planning. The institution will inform transfer students of the amount of credit that will transfer prior to the end of the first academic term in which they are enrolled. Once the student has been notified that the credits have been evaluated, the student may look at the results at http://econnect.dcccd.edu

Individual courses transferred will not be posted to the student's record. Official transcripts from all higher education institutions must be on file in the Registrar's Office. Generally, the college will not accept junior and senior level coursework as transfer credit unless there is an approved articulation agreement with the specific four-year college or university. Credits earned through other education programs—such as credit-by-examination, military experience, and the U.S. Armed Forces Institute—are reviewed by the Registrar and credit may be granted if applicable. You must submit all official transcripts from all higher education institutions and a request for a degree plan evaluation to the Registrar's Office before an evaluation can take place. 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. If you are admitted with a grade point deficiency, you cannot graduate until you have cleared the deficiency by earning additional grade points.

Texas Success Initiative (TSI) questions? See your college TSI advisor or go online to www.thecb.state.tx.us

Academic Forgiveness Policy

In keeping with SB1321 passed into legislation in 1993, any Texas state resident may elect not to have the college utilize college credits on courses which are ten (10) years or older. If you elect this option, no college courses or credits ten (10) years or older will be evaluated for credit. You may not selectively choose courses ten (10) years or older to be utilized. This provision does not relieve you from notifying the college of attendance at previous institutions nor of the need for you to submit transcripts indicating all previous course work attempted. If you elect this option, you must notify the Registrar's Office when you submit your Application for Admission. You must have all official transcripts on file before meeting with a designated official to review all official college transcripts before the Academic Forgiveness Policy is granted. **The Academic Forgiveness Policy does not apply toward eligibility issues for federal financial aid.**

Former Students

If you were formerly enrolled in this college or any college of the DCCCD, but have not attended a DCCCD college for more than one year, you must update your Application for Admission. If you have unsettled financial debts or your record is blocked for any other reason at this or any DCCCD College, you will not be allowed to register until the record is cleared.

Undocumented Student who is a Resident of Texas

Texas State Law states that you can be admitted to the college and be considered a resident of Texas if you resided with a parent, guardian, or conservator at least part of the time while you attended a public or private high school in Texas and met all the following conditions:

- Graduated from a Texas public or private high school or received the equivalent of a high school diploma in Texas;
- Resided in Texas for at least three years as of the date you graduated from high school or received the equivalent of a high school diploma;
- Have not registered as an entering student at any college or university prior to the Fall Semester of 2001, and
- Sign the affidavit provided by the college that states you will file an application to become a permanent resident at the earliest opportunity you are eligible to do so.

The Matricular Consular I.D. Card can be utilized as an I.D. for admissions purposes. Students who are undocumented and of Mexican decent are eligible to apply for the Matricula Consular I. D. Card. To read more about this card, go to http://www.sre.gob.mx/dallas/english/idcards.htm.

International Students

The college is authorized under federal law to enroll non-immigrant students carrying valid visas. International students are admitted once all admission requirements are complete. If you are an international student seeking F-1 visa status, you must:

- Contact the college to request international student admission information;
- Provide an official TOEFL (Test of English as a Foreign Language) score of 530 or higher on the paper/pencil version or a TOEFL score of 197 or higher on the computerized version to meet the English proficiency requirement for college level classes. Intensive English students are recommended to have at least 430 or higher on the paper/pencil version of TOEFL or 117 or higher on the computerized version of TOEFL. The TOEFL requirement may be waived for the intensive English programs of the DCCCD through approved methods as outlined by the college. If you meet one of the following criteria, you will be excused from the TOEFL requirement for admissions to college level courses:
  - You are a graduate of an accredited U.S. college or university; or
  - You are a native speaker of English from a country in which English is the primary language of the majority as documented by the Cambridge Encyclopedia of Languages. See international admissions advisor for list of approved countries);or
  - You have an official transcript from an accredited college or university in the United States showing a grade of C or better for English 1301 or the equivalent; or
  - You have an institutional TOEFL score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version from the University of North Texas, the University of Texas at Arlington, or University of Texas at Dallas; or

* You have successfully completed the final level of an intensive English program of the DCCCD; or
* You can present documented completion of the final level of an intensive English language program that is approved by the DCCCD through an established agreement.

- Show documented evidence of sufficient financial support for the academic year,
- International students must provide official written medical proof of freedom from tuberculosis through either a negative Mantoux tuberculin skin test or chest X-ray that was given in the United States within the last one (1) year. Out-of-country students must undergo testing for freedom from tuberculosis upon arrival in the United States before registration in classes is allowed. The DCCCD does recommend that all prospective students have adequate immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis (see Texas Department of Health's Recommended Adult Immunization Schedule).
- Submit official transcripts from each high school, college or university previously attended with a minimum of "C" average;
- Fulfill all admission requirements before the deadline designated by the college for international students and receive approval for admission from international admissions advisor.
- In addition to the requirements stated above, if you are an international student wishing to transfer from another U.S. institution, you must also:
  * Present documentation indicating valid non-immigrant status;
  * Provide official transcripts or documented proof verifying that you are "in-status" and have been pursuing a full course of study during the term immediately preceding the transfer from the institution last authorized by INS for attendance. International students are subject to the requirements of the Texas Success Initiative (TSI) program.
- Upon admission, students must present all original immigration documents including a valid I-94 arrival/ departure record and an unexpired passport to be copied and kept on file. F-1 students must receive and secure the Form I-20AB from each new school attended. F-1 students must enroll in a minimum of 12 credit hours and maintain full-time enrollment during each regular semester in order to maintain visa status. It is strongly recommended that F-1 students obtain health insurance for the duration of their studies in the college. After admission, international students must present TSI scores unless otherwise exempt. If adequate English proficiency is not demonstrated through this assessment, placement in additional English language and/or Math courses will be required.

Evaluation of Foreign Credentials

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

An official course-by-course evaluation of foreign credentials must be completed before transfer credit will be considered. You, the student, are responsible for arranging for the course- by-course credential evaluation. A partial list of acceptable professional evaluation services is available at the Admissions Office and the International Student Advisor's Office. You, the student, are expected to pay all costs of translation and/or evaluation of foreign credentials.

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

Texas Success Initiative (TSI) Program

After you are admitted, but prior to registration, you must either present scores from an assessment test associated with the Texas Success Initiative (TSI) program or be exempt. See exemptions from TSI Requirements in this section to determine if you are exempt or waived from TSI requirements. Assessment is not used to determine admission except for students wishing to enroll in "special admissions" programs.

The Texas Success Initiative (TSI) Program is required by state law to ensure students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TSI includes a testing component designed to identify and provide information about your reading, writing, and math skills. You are expected to consult with the college TSI Coordinator in order to meet the TSI requirements. It is your responsibility to be aware of all TSI regulations. For more information, visit www.thecb.state.tx.us/

TSI Requirements

Effective fall 2003 the Texas Higher Education Coordinating Board (THECB) implemented the Texas Success Initiative (TSI) for Texas public institutions of higher education, a program to replace the former TASP program. It is the intent of the Texas Higher Education Coordinating Board that Texas public institutions of higher education use the flexibility and responsibility of TSI rules to improve individualized programs to ensure the success of students in higher education. The Dallas County Community College District (DCCCD) makes every effort to ensure that students have equal opportunity for success in their academic coursework. In order to facilitate their college readiness for such coursework, the District assesses students with a TSI required assessment instrument and places them based on their assessment results. DCCCD students must be assessed on TSI Reading, Writing and Math. TSI Standards in Reading, Writing and Math must be met with required course prerequisites.

TSI Assessment Instruments

TSI approved test instruments are ACCUPLACER, ASSET, COMPASS and Texas Higher Education Assessment (THEA), formerly known as TASP. Even though the TASP test is no longer administered, previous TASP scores will continue to be honored as directed by the THECB.

The colleges administer ACCUPLACER or ASSET, both of which are TSI state approved assessments.

Exemptions/Waivers

You must have TSI assessment scores on file prior to enrolling for college-level courses. If you meet any of the following conditions, you are exempt or waived from the TSI requirements.

1. For a period of five years from the date of assessment, a student who is tested and performs at or above the following standards is exempt: (Scores for exemption must be attained in one sitting.) DCCCD course prerequisite requirements will be maintained.
   ACT: English = 19, Math = 19, Composite = 23
   SAT: Verbal = 500, Math = 500, Combined = 1070
2. For a period of three years from the date of assessment, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with minimum, scaled scores of 1770 (Writing), 89 (TLI-Reading), and 86 (TLI-Math) is exempt. Since the TAAS test is administered over several days, students who miss a day of testing due to illness or emergency are allowed to make up the missed sections of the test and have the aggregate results count as a single sitting of the test. DCCCD course prerequisite requirements will be maintained.
3. For a period of three (3) years from the date of testing, a student who is tested and performs on the **Eleventh grade exit-level** Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from assessment required under this title for those corresponding sections. DCCCD course prerequisite requirements will be maintained.
4. A student who has graduated with an associate or baccalaureate degree from a regionally accredited institution or from a recognized international institution and submits appropriate documentation of degree and official transcript is exempt. DCCCD course prerequisite requirements will be maintained.
5. A student who transfers to the DCCCD from a regionally accredited private or independent institution of higher education or a regionally accredited out-of-state institution of higher education and who has satisfactorily completed at least 3 hours college-level core-related coursework with a grade of "C" or better is exempt. The transferred college-level core-related coursework will be evaluated to determine which component area(s) reading, writing or math will have been met. An official transcript must be submitted. DCCCD course prerequisite requirements will be maintained.
6. A student who has previously attended any accredited institution of higher education and has been determined to have met readiness standards by that institution is exempt. An official transcript must be submitted. DCCCD course prerequisite requirements will be maintained.
7. A student who is enrolled in a certificate program of one year or less will be **waived** of TSI requirements (Level-One certificates, 42 or fewer semester credit hours). DCCCD course prerequisite requirements will be maintained.
8. A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment is exempt. DCCCD course prerequisite requirements will be maintained.
9. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States is exempt. DCCCD course prerequisite requirements will be maintained.
10. A non-degree-seeking or non-certificate-seeking student is **waived** from TSI requirements. DCCCD course prerequisite requirements will be maintained.

Minimum Passing TSI Standards

Students who meet the TSI State standard for reading and writing will be able to enroll into college level courses that require college level readiness in reading and writing skills. Students who meet the minimum TSI State standard for math must still score at a higher level to meet college level readiness standard as required for enrolling into college level math. The Texas Higher Education Coordinating Board acknowledges that colleges and universities can require a higher TSI cut score for enrollment into college level math courses since the TSI State standard for mathematics does not meet the college level math readiness standard (see grid below). Level II Certificates and Associate in Applied Sciences degrees that do not require college-level math will have the passing standard for mathematics as required by the state's TSI math readiness standard. Associate in Arts, Associate in Sciences, Associate in Applied Sciences, and Level Two Certificates that require college level math will have the passing standard for mathematics as required by the state's TSI math standard plus successful completion of **required** DCCCD course prerequisites or by appropriate test score (see grid below). The DCCCD will use the following minimum passing standards to determine a student's readiness to enroll in freshman-level academic coursework:

Instrument	Reading	Writing WS=writing sample	State TSI Math standard for degrees not requiring math nor college level math	DCCCD TSI standard for degrees requiring college level math
ACCUPLACER	78	80 w/WS=5, OR	63	Ele Alg (M2)=69, AND Intermd Alg (CLM)=41
THEA	230	220	230	270
ASSET	41	40 w/WS=5, OR WS=6	38	Ele Alg (M2)=38, AND Intrmd Alg (M3)=41
COMPASS	81	59 w/WS=5, OR	39	Algebra=70

ADVISEMENT AND PLAN FOR ACADEMIC SUCCESS

For each student who fails to meet the minimum passing standards, the DCCCD shall:

- Advise the student regarding developmental education necessary to ensure the readiness of that student in performing freshman-level academic coursework.
- Provide a plan, working with the student, for academic success, which shall include developmental education and may include provisions for enrollment in appropriate non-developmental coursework.
- Each plan for academic success shall:

  * Be designed on an individual basis to provide the best opportunity for each student to succeed in performing freshman-level academic coursework.

  * Provide to the student a description of the appropriate developmental education considered necessary to ensure the readiness of that student to perform freshman-level academic coursework.

  * Provide to the student an appropriate measure for determining readiness to perform freshman-level academic coursework, which shall be a grade of "C" or better in the terminal course, or appropriate scores on developmental education exit exams.

Students with Disabilities

The DCCCD shall consider all federal laws pertaining to individuals with disabilities when assessing and advising such students. The Disability Services Office on each DCCCD campus will identify and provide, on an individualized basis, appropriate accommodations for assessment of students with disabilities. The Disability Services Office will also determine, in conjunction with campus TSI coordinators, when a student with a learning disability has completed remediation requirements to the satisfaction of the institution and "met" TSI standards. Such determination will be based on, among other factors, appropriate and sufficient documentation of a student's disability.

DETERMINATION OF READINESS TO PERFORM FRESHMAN-LEVEL ACADEMIC COURSEWORK

The DCCCD shall determine when a student is ready to perform freshman-level academic coursework on an individual basis according to the needs of the student. As indicators of readiness, the DCCCD institutions shall consider, as appropriate:

- Performance in developmental education by earning a grade of "C" or better in the highest level of remediation for each failed area;
- Performance in appropriate non-developmental coursework;
- Performance on an approved assessment instrument (described in "Assessment Instruments" above);
- Performance on appropriate developmental exit exams used by the institution; and
- Performance in core-related courses transferred in from other accredited institutions of higher education, met by earning a grade of "C" or better.

TSI Retest Requirements

In compliance with Section 4.59 (c), a student is required to retake an assessment instrument after successfully completing all developmental education if the student did not initially perform at or above the following scores:

Instrument	*Reading Comp*	*Writing Skills*	*Mathematics*
ASSET	35	35 (objective)	Ele Alg = 30
COMPASS	64	44 (objective)	Algebra = 23
ACCUPLACER	61	62 (sentence skills)	Ele Alg = 42
THEA	201	205	206

TSI Retest Options

In extenuating circumstances, a student may retake an assessment instrument after waiting at least forty-eight hours after initial testing. The student must submit a written appeal to the Director of Advising to retest. Upon official notification and if approved, the student must take the re-test within two weeks of the approval and prior to enrolling in classes.

Additional institutional re-testing with ACCUPLACER, ASSET, or Quick THEA, to determine the student's readiness to perform freshman-level academic coursework, shall be allowed once per term district wide, starting in the next term after the initial term of enrollment.

DCCCD may require students to pay for re-testing services by fall 2004.

COURSE PREREQUISITES

All courses in the DCCCD core curriculum and other courses require documented college-level readiness in the appropriate area before enrollment. In compliance with the work of the Curriculum Committees for courses, the DCCCD catalog will identify, and the Course Master will regulate, prerequisites for these courses. No student shall be exempt or waived from prerequisites without evidence of academic readiness. Students who have met all of their TSI standards, course prerequisite requirements, and all other graduation requirements will be awarded their certificate or degree. The DCCCD transcript will indicate a student's readiness in reading, writing and mathematics.

Transferring Assessment Scores

If you take a TSI approved assessment test, accumulate any collegiate hours, and later transfer to another Texas public college or university, the receiving institution shall honor your officially transcripted scores. If you transfer from another Texas public college or university to this college, the college will honor your officially transcripted TSI approved assessment scores.

TSI Assistance

The college TSI Coordinators can assist you with information about TSI requirements:

- Brookhaven College: Brenda Dalton (972) 860-4677
- Cedar Valley College: Carolyn Ward (972) 860-8204
- Eastfield College: Jennie Banks (972) 860-7028
- El Centro College: Jim Handy (214) 860-2073
- LeCroy Center: Lakendra Higgs (972)-669-6417
- Mountain View College: Kathy Taylor (214) 860-8557
- North Lake College: Deena Reeve (972) 273-3127
- Richland College: Teddy Krekula (972) 238-6115

Additional TSI information can be found at the Texas Higher Education Coordinating Board's web site: www.thecb.state.tx.us.

And remember TSI rules are always subject to change. For the latest TSI information, see the college TSI Coordinator.

Money Matters

Tuition

Tuition is the dollar amount a student pays for his or her academic instruction. It is based on credit hours and place of legal residence. Tuition rates are subject to change, without notice, by DCCCD's Board of Trustees and by the State of Texas.

Category of Tuition	*Dallas County Residents*	*Other Texas Residents (Out of County Residents)*	*Out of State/ Out of Country*
Full Tuition	$30 per credit hour with a $30 minimum	$50 per credit hour with a $50 minimum	$80 per credit hour with a $200 minimum

Texas residents, who own property subject to ad valorem taxation by the DCCCD, or dependents of such persons, may pay tuition at the rate of residents of Dallas County. If a senior citizen (person 65 years or older) who resides in or owns property subject to ad valorem taxation in Dallas County enrolls in credit courses, DCCCD colleges will waive a maximum of six hours tuition each semester or summer session if space is available.

An individual who has moved to Texas and enrolled before having resided here for 12 months immediately preceding registration, and his or her dependents, may be entitled to pay the tuition required of Texas residents. Such an individual 1) must be an employee of a business or organization that is part of Texas' economic development and diversification program, and 2) must file with the college a letter of intent to establish residency in Texas.

Residency

The residency status of each student is determined during the admissions process, based upon documentary evidence available to make that decision. If the college later determines that a student was not entitled to resident status at the time of his or her registration, the student shall pay the college the amount he or she should have paid as a non-resident. If the student fails to pay as required, he or she is not entitled to receive a transcript or to receive credit for the courses taken while falsely registered as a resident student.

State law requires that students sign an oath of residency. The oath of residency is not and may not be substituted for documentary evidence.

Provided they established legal residence in the state of Texas, the county of residence for a student under 18 years of age is the county in which his or her parents or legal guardian resides. Students who are 18 years of age and older are deemed to be residents of the county in which they reside.

Students less than 18 years of age whose family resides in another state or whose family has not resided in Texas for twelve months immediately preceding the date of registration are classified as out-of-state residents. Students 18 years of age or older who have not been residents of the state twelve months following their 18th birthdays or for the twelve months immediately preceding the date of registration are also classified as out-of-state residents.

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

The descriptions of residency statuses contained above are generally applicable. The Education Code (Section 54.052), rules of the Texas Higher Education Coordinating Board, and judicial and/or administrative interpretations specifically govern residency status. In the case of conflict between the above-noted descriptions and the latter authorities, the latter shall govern. Questions concerning residency should be directed to the admissions office.

Tuition Installment Pay Plan (TIPP)

Students may elect to pay tuition in installments during the fall and spring semesters. The following conditions apply.

- A nonrefundable, $15 charge is due when the installment plan is initiated, which must be before the first day of classes.
- Tuition for flexible-entry courses may not be paid in installments unless registered for prior to the official certification date of the term in which the pay plan is initiated.
- Course credit may be denied if payment in full has not been made by the end of the semester.
- A promissory note must be signed when the first payment is made.
- If courses are dropped, the refund (if any) is applied to the balance due.
- If courses are dropped and no refund is due, the balance must still be paid in full.

- A $10 late charge is applied to a late payment (maximum of $20 per pay plan).
- Payment due dates and amounts are ½ before the official institutional first day of classes, ¼ before start of the 6th class week, and the final ¼ before start of the 11th class week.

Reciprocal Tuition Agreements
(See next page for chart)

HOPE Scholarship and Lifetime Learning Tax Credits

The Taxpayer Relief Act of 1997 (TRA) provides education tax incentives in the form of the Hope Scholarship Credit and the Lifetime Learning Credit. These benefits allow taxpayers to reduce their federal income tax based upon qualified tuition and fees paid, assuming the taxpayer meets TRA requirements.

The Hope Scholarship Credit is for students who are enrolled at least half-time in one of the first two years of post-secondary education and are pursuing an undergraduate degree, certificate or other recognized credential. The Lifetime Learning Credit is available to qualifying individuals who may not otherwise qualify for the Hope Scholarship. For more information about these education tax incentives, call the Internal Revenue Service at 1-800-TAX-1040 or visit their Web site at www.irs.gov.

For purposes of filing tax returns, 1098-T forms indicating amount of tuition paid and financial aid received during the tax year are mailed to taxpayers by January 31 of each year. There is a telephone number on the form to call if any of the information appears incorrect. Students may view their 1098-T online after January 31 through the web site www.1098t.com

Tuition Rebate Program

Students who graduate with a baccalaureate degree from a Texas public university may qualify to receive $1,000 from the baccalaureate-granting institution if they meet the following criteria:

- Must have enrolled in a Texas public institution of higher education in fall 1997 or thereafter;
- Must have been a resident of Texas and entitled to pay in-state tuition at all times while pursuing the degree;
- Must have received a baccalaureate degree from a Texas public university; and
- Must have **attempted** no more than three hours in excess of the minimum number of semester hours required to complete the degree in the catalog under which graduated. Hours attempted includes transfer credits, course credits, earned exclusively by examination, courses that are dropped after official census date, and for-credit developmental/remedial courses. The college has academic advisors to help students plan their course of study at the community college to maximize their chances of qualifying for this rebate when they graduate from a university with a baccalaureate degree.

Refund of Tuition

To be considered officially withdrawn from one or more classes and eligible for a refund, a student must have the appropriate form with the college within the refund period. Refunds for flexible-entry classes are prorated based on the number of weeks each class spans. Refund period for fall, spring, and summer semesters are the following:

Amount of Refund	***Fall and Spring (16-week semesters)***	***Summer (5-week semesters)***
100%	Prior to the 1st class day of the semester	Prior to the 1st class day of the semester
70%	During the first 15 class days of the semester	During the first 5 class days of the semester
25%	During the 16th-20th class days of the semester	During the 6th class day of the semester
None	After the 20th class day of the semester	After the 6th class day of the semester

The amount of refund may be reduced for federal financial aid recipients who have not completed 60% of the enrollment period for which they have received aid. The 1st class day is the official institutional first day of classes; it may precede a student's actual first day of class. Refunds are based on net charges for classes dropped and added if occurring prior to the date the college must report official enrollment.

Refunds are made to credit cards (if tuition was paid by credit card) or by check mailed to the student's address on file with the college. Refunds are not issued in cash. Tuition paid directly to the college by a sponsor, donor, employer or scholarship is refunded based on the terms stipulated by the funding source. Processing a refund check normally requires a minimum of one month from the date of approval.

A student who wishes to appeal for a greater refund may do so by submitting a petition and explanation of any extenuating circumstances to the college refund petitions committee. If the committee approves the petition, the college will notify the student and issue a refund accordingly.

Reciprocal Tuition Agreements

Courses in certain associate degree programs offered by DCCCD colleges may be taken by Collin and Tarrant County residents at in-county tuition rates (see table below). Residents of Cooke, Denton, Ellis, Grayson, Hill and Weatherford counties may also take courses in the construction technology program at in-county tuition rates.

Program	*DCCCD College(s)*	*In-county Tuition*	
		Collin	*Tarrant*
Air Conditioning and Refrigeration—Residential	Cedar Valley,	•	
	Eastfield	•	
Air Conditioning and Refrigeration Technology	Eastfield	•	
Apparel Design	El Centro	•	•
Auto Body Technology	Eastfield	•	
Automotive Technology	Brookhaven,		
	Cedar Valley, Eastfield	•	
Automotive Technology—			
Dealership-sponsored Technician	Brookhaven, Eastfield	•	•
Aviation Technology: Air Cargo • Aircraft Dispatcher		•	
• Airline Management • Fixed Base Operations		•	
• Professional Pilot	Mountain View	•	•
Biotechnology	El Centro, Mountain View	•	•
Commercial Music	Cedar Valley	•	•
Construction Management and Technology	North Lake	•	
Construction Technology	North Lake	•	•
Diagnostic Medical Sonography	El Centro	•	•
Digital Imaging Technology	Eastfield	•	
Echocardiology Technology	El Centro	•	•
Educational Personnel	El Centro, Richland	•	•
Electrical Technology	North Lake	•	•
Electronic Commerce	Brookhaven, Eastfield		•
	Mountain View, North Lake,		•
	Richland		•
Engineering Technology	Richland		•
Food and Hospitality Service	El Centro	•	•
Horticulture	Richland	•	•
Hospitality Management	North Lake		•
Interior Design	El Centro		•
International Business and Trade	Richland	•	•
Invasive Cardiovascular Technology	El Centro	•	•
Medical Laboratory Technology	El Centro		•
Medical Staff Services	El Centro	•	•
Medical Transcription	El Centro	•	•
Mortgage Banking	North Lake	•	•
Pattern Design	El Centro	•	•
Plumbing and Pipefitting Construction	North Lake	•	•
Radiologic Sciences	Brookhaven, El Centro	•	
Social Work Associate—Generalist	Eastfield	•	
Substance Abuse Counseling	Eastfield	•	
Travel, Exposition and Meeting Management	Richland	•	•
Veterinary Technology	Cedar Valley	•	•
Video Film Technology	North Lake	•	
Visual Communications	Brookhaven		•
Vocational Nurse	El Centro	•	•
Welding Technology	Mountain View	•	

Returned Checks

When the Business Office receives returned checks, it notifies students in writing. You must pay the amount of the check plus a check fee with cash or a cashier's check within the time limits prescribed by the notification letter you receive. (A returned check fee of $20 will be charged for each returned item except in case of bank error. If the bank for any reason returns a check for tuition, 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. You may be dropped from courses if check(s) are returned. Additionally, you may be blocked from further enrollment until all costs are paid.

Additional Charges

Some classes may use facilities or services for which students pay a third party, such as for scuba gear rental or bowling alley admission. The college levies a service charge for administering tests that establish credit-by-exam; the charge may change without prior notice. Out-of-state students who receive all instruction remotely through DCCCD's "Virtual College" pay $55 per credit hour for distance learning services. (This charge may be adjusted depending on contracted services with distance learning partners.) Graduating students pay for cap and gown rental. The cost for auditing a course is the same as if taking the course for credit.

Dallas County Community College District

Tuition—All Semesters

Semester Credit Hours	DALLAS COUNTY Registration Tuition	OUT-OF-DISTRICT Registration Tuition	OUT-OF-STATE OR COUNTRY Registration Tuition
1	$30	$ 50	$200
2	60	100	200
3	90	150	240
4	120	200	320
5	150	250	400
6	180	300	480
7	210	350	560
8	240	400	640
9	270	450	720
10	300	500	800
11	330	550	880
12	360	600	960
13	390	650	1,040
14	420	700	1,120
15	450	750	1,200
16	480	800	1,280
17	510	850	1,360
18	540	900	1,440
19	570	950	1,520
20	600	1,000	1,600

*A distance learning fee of $55 per credit hour, a minimum of $165 for a 3-credit-hour course, **shall be charged only to out-of-state students** who receive all services remotely through the District's "Virtual College." This fee may be adjusted, depending on contracted services with distance learning partners.*

Please discuss any questions regarding proper tuition classification with admissions office personnel.

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

Tuition for all semesters is as follows:

1. **Dallas County Residents** $30.00 per credit unit or a minimum of $30.00
2. **Out-of-District Residents** $50.00 per credit unit or a minimum of $50.00
3. **Out-of-State Residents** $80.00 per credit unit; minimum of $200.00
4. **Out-of-Country Residents** $80.00 per credit unit; minimum of $200.00

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

Effective Date: Summer, 2003

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

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

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

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

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

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

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

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

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

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

Financial Aid

The colleges of the Dallas County Community College District recognize that many students who wish to attend college do not have the financial resources available to pay the cost of higher education. Each college operates an Office of Financial Aid to assist students seeking a degree or certificate by making their educational goals possible financially. The primary purpose of financial aid is to assist students who, without such aid, would be unable to attend college. The college financial aid office administers various types of financial aid programs including grants, loans, scholarships and part-time employment. To learn more about student financial aid programs, visit www.students.gov (federal programs), www.collegefortexans.com (state programs), and www.dcccd.edu (college, district, and community programs).

No person shall be excluded from participation in, denied the benefits of, or subject to discrimination under any program administered by DCCCD on any basis prohibited by applicable law, including but not limited to, race, color, age, national origin, religion, sex, disability or sexual orientation.

Most financial aid is awarded on the basis of need. In addition, most financial aid programs require annual applications. The Office of Financial Aid will make every effort to assist the student in meeting his/her need using all resources available. Each student has certain rights and responsibilities in the financial aid application process. Therefore, it is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds. Failure to comply with regulations may result in loss of funding and/or eligibility.

Eligibility Requirements for Financial Aid

In general, a student is eligible for financial aid if he or she meets the following requirements:

- Be a U.S. citizen or an eligible non-citizen;
- Have a demonstrated financial need;
- Be making satisfactory academic progress (as defined by the college) in the course of study;
- Not be in default on a Federal Perkins Loan, Federal Stafford Loan, or Federal PLUS Loan;
- Be enrolled at the college for the purpose of obtaining a degree or certificate;
- Have a high school diploma or G.E.D., or meet special ability-to-benefit requirements;
- Be registered with the selective service if required to do so; and
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant.

Eligibility Requirements for Texas Residents Who Are Non-Citizens

The Texas State legislature extended eligibility for state student financial aid programs to certain non-citizens in the 2001 legislative session. This legislation is known as HB 1403 or the "Noriega Bill". To receive assistance from state aid programs the student must:

- Have resided with the individual's parent, guardian, or conservator while attending a public or private high school in this state, and
- Have lived in Texas at least three years as of the date of the GED or high school graduation, and
- Have earned the GED or graduated from a public or private high school in Texas, and
- Be registered as an entering student in an institution of higher education not earlier than the 2001 fall semester.

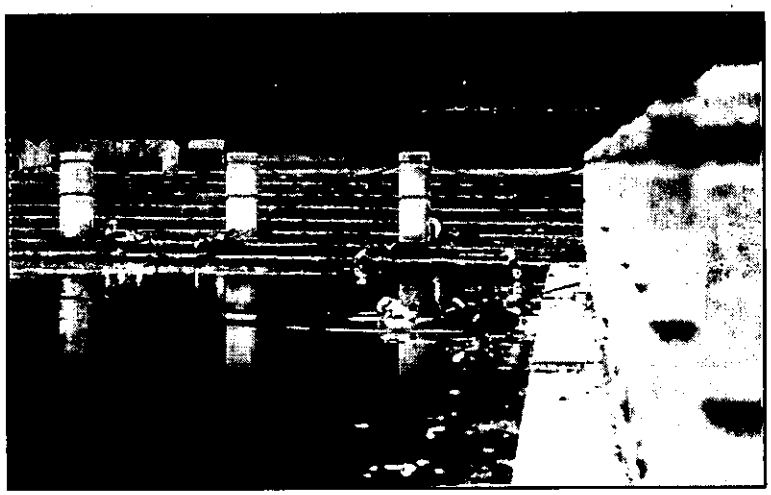
  In addition, these individuals must sign an affidavit in the college's admissions office stating that they will apply for permanent resident status when they are eligible.

Do you need financial aid?

The time to apply is right now!

Types of Aid Available

Financial Aid is categorized into two types: Gift Aid and Self-Help Aid. Gift Aid includes grants and scholarships that do not have to be repaid. Self-Help Aid includes Student employment and Student loans. Student loans must be repaid with few exceptions. In all cases, students should make themselves completely familiar with the terms and conditions of financial aid they receive. Brief descriptions of the most common programs are given below. For more detailed information, please visit the websites listed on the previous page. Since most programs have limited funding, it is important to apply as early as possible each year. A list of priority processing dates is listed later in this section. Funds for applications received after these dates may be limited.



Federal Pell Grant

Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. Eligibility requirements include enrollment for at least 1 credit hour during an eligible enrollment period.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant program is for undergraduates with exceptional financial need—that is, students with the lowest Expected Family Contributions (EFC). Federal regulations give priority to students who receive federal Pell Grants. Eligibility requirements include enrollment for at least 3 credit hours.

Texas Public Educational Grant (TPEG)

Texas Public Educational Grants are for students enrolled in credit and certain continuing education courses whose educational costs are not met in whole or in part from other sources. TPE Grants may be used to assist students who have demonstrable financial need but may be ineligible for other aid programs. Eligibility requirements include enrollment for at least 3 credit hours.

Toward EXcellence, Access and Success (TEXAS) Grant

TEXAS Grants are for well-prepared, eligible graduates (no earlier than 1998) from public or accredited high schools in Texas. In addition to satisfying general eligibility requirements, recipients of these grants:

A student who:

- Is a Texas resident;
- Has financial need and an expected family contribution (EFC) of no more than $8,500;
- Has applied for any available financial aid or assistance;
- Has not been previously granted a baccalaureate degree;
- Enrolls at least ¾ time in an undergraduate degree or certificate program at a Texas non-profit college or university;
- Has not been convicted of a felony or a crime involving a controlled substance; and
- Graduated from an accredited high school in Texas no earlier than the 1998-1999 school year;
- Completed the recommended or distinguished achievement high school curriculum or its equivalent (1), and
- Enrolls in an eligible Texas college or university within 16 months of high school graduation; OR

A student who:

- Is a Texas resident;
- Has financial need and an expected family contribution (EFC) of no more than $8,500;
- Has applied for any available financial aid or assistance;
- Has not been previously granted a baccalaureate degree;
- Enrolls at least ¾ time in an undergraduate degree or certificate program at a Texas non-profit college or university;
- Has not been convicted of a felony or a crime involving a controlled substance;
- Received his/her first associate degree in May 2001 or later, and
- Enrolls in a higher level undergraduate program within 12 months of receiving the AD.

Academic performance and other requirements must be met for students to receive continuing eligibility.

Toward EXcellence, Access and Success (TEXAS) Grant II (TGII)

The TEXAS Grant II program provides aid to financially needy students enrolled in Texas public two-year colleges. In addition to satisfying general eligibility requirements, recipients of these grants:

A student who:

- Is a Texas resident;
- Shows financial need;
- If applying for a first-time award, has a family contribution of no more than $2,000;
- Registers for the Selective Service or is exempt from this requirement;
- Is enrolled at least ½ time (6 semester credit hours) in the first 30 hours (or their equivalent) in an associate's degree or certificate program at a public two-year college in Texas;
- Has not been granted an associate's or a bachelor's degree, and
- Has not been convicted of a felony or a crime involving a controlled substance.

Academic performance and other requirements must be met for students to receive continuing eligibility.

Leveraging Educational Assistance Partnership Program (LEAP, formerly SSIG) and Special Leveraging Educational Assistance Partnership Program (SLEAP)

LEAP and SLEAP are federally funded programs that provide grant assistance to financially needy students who are Texas residents and who receive state grant funds. Eligibility requirements include enrollment for at least 6 credit hours.

Rising Star Program

Each year, the Rising Star Program makes the following promise to graduating seniors in many Dallas County high schools. If you graduate from high school, demonstrate a modest level of academic potential, and have specific financial need, the DCCCD Foundation, Inc. guarantees you the opportunity to earn an associate's degree or job certification from any of the seven DCCCD colleges. The message that college is possible through the Rising Star program is an important one to send to students in Dallas County. The DCCCD Foundation is building a special endowment to make this a permanent opportunity for elementary and junior high school students who get the message early. Rising Star scholarships cover all direct costs, up to $4,000, for tuition, books, and other charges associated with enrollment at a DCCCD college. For more information, visit www.dcccd.edu/fdn

Academic eligibility requirements for the Rising Star program are 1) graduation from a Dallas County public high school or Dallas CAN! Academy, and 2) ranking in the top 40% of the graduating class OR having at least a "B" average in a standard high school curriculum OR passing the Texas Success Initiative (TSI) approved tests and meeting course prerequisites before enrolling in college classes. Financial eligibility is based on number of people in the household and the annual family income.

Foundation and College Scholarships

Through the generosity of individuals, businesses, foundations, and many community professional and service organizations, the DCCCD Foundation and colleges have an array of student scholarships. Visit the college financial aid office to obtain a complete listing and application, or on the web at www.dcccd.edu/fdn/scholarships/scholarships.html. The colleges of the district have been given the authority and discretion to award Foundation scholarships within the guidelines of the general scholarship and award packaging policies of each school.

Stafford and PLUS Loans

Stafford Loans to students are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The borrower is not charged any interest before beginning repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. If the borrower allows interest to accumulate, it will be capitalized—that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount. The borrower can receive a subsidized loan and an unsubsidized loan for the same enrollment period. A student must be enrolled in at least six credit hours to be eligible to borrow from the Stafford Loan Program.

Students planning to become teachers may be interested in Stafford Loan cancellation for teachers. Borrowers may be able to cancel up to $5,000 of their Stafford Loans if they are teaching in a low-income school. To qualify, the borrower must work as a full-time teacher for five consecutive years in an elementary or secondary school that has been designated as a "low-income" school. The U.S. Department of Education each year designates low-income elementary and secondary schools, and a list of these schools, by year, is posted on the department's website. A full list of qualifying conditions and other information concerning repayment of loans may be found at www.ed.gov/offices/OSFAP/Students/ or from the college financial aid office.

PLUS loans enable parents with good credit histories to borrow for the education expenses of each child who is a dependent undergraduate student enrolled at least half time. The yearly limit on a PLUS loan is equal to the student's cost of attendance minus any other financial aid he or she receives. Eligibility requirements include enrollment for at least 6 credit hours.

Emergency Short-term Loans

The college has limited funds available for short-term loans to meet emergency needs of students. Loans are usually limited in amount, bear no interest, and must be repaid within 60 days of the date of the loan or the end of the term, whichever comes first. A late charge of $10 and collection costs is added for payments made after the due date. To qualify, applicants must be making satisfactory academic progress (as defined by the college) and not have any debts or blocks on their college record.

Tuition Installment Pay Plan

See the "Money Matters" section of this catalog for information about paying tuition in installments.

Part-time Employment

The Federal College Work-Study Program (FCWS) is a need-based financial aid program that provides part-time (not to exceed 18.5 hours per week) employment for eligible students. To be considered, students should indicate their interest in work-study employment on the financial aid application they submit each year. The average wage for the FWCS positions is $7.00 per hour.

The college also provides a limited number of part-time employment opportunities for students who do not demonstrate financial need. In some cases, the college may be able to help students find employment off-campus.

Tuition Exemptions

The State of Texas offers a number of exemptions for various categories of students. For example, exemptions are available to:

- Aid for Dependent children (AFDC) students,
- American (other than U.S.) hemisphere students,
- Blind or deaf students,
- Children of disabled firemen and peace officers,
- Children of prisoners of war or persons missing in action,
- Early high school graduation students,

- Salaried Fire fighters enrolled in fire science courses,
- Foster-care students,
- Highest ranking high school graduate,
- ROTC/National Guard students,
- Senior citizens, and
- Veterans and dependents

For a full list and the criteria for eligibility, visit or contact the Texas Higher Education Coordinating Board at 1-800-242-3062.

Vocational Rehabilitation

The Texas Rehabilitation Commission offers tuition assistance to students who are vocationally challenged as a result of a physically or mentally disabling condition. This assistance is generally limited to students who are not receiving other forms of financial aid. For information, contact the Texas Rehabilitation Commission at 1-800-634-2616.

American Indian/Native American Students

The Bureau of Indian Affairs offers educational benefits to American Indian/Native American students. For information, contact the Oklahoma Area Education Office at 405-945-6051 or 405-945-6052.

Veterans' Educational Benefits

The college assists veterans with completing proper forms and coordinating the certification procedures for monthly benefits administered under the auspices of the U.S. Department of Veterans Affairs (VA). The college veterans' affairs office may also provide information about VA educational benefits and assist with accomplishing enrollment and arranging tutoring services. (The VA website is www.va.gov.)

VA regulations are subject to change without notice. Contact the college veterans' affairs office for information about current regulations and procedures. Direct questions about specific financial benefits to the VA Regional Office at 1-800-827-1000.

Under the Hazlewood Act, certain Texas veterans who have exhausted their educational benefits from the VA can attend Texas public colleges and have tuition waived. To be eligible, the student must:

- Have been a resident of Texas at the time he or she entered the service,
- Have an honorable discharge,
- Must currently be a Texas resident,
- Must have exhausted any federal grant eligibility,
- Not be in default on any federal educational loans.

Financial Aid Application Process

To apply for financial aid in the DCCCD, applicants must complete the following items in a timely manner. In general, all application materials must be fully completed no later than 30 days before registration. Otherwise, the student will be expected to make payment arrangements with the Cashier's Office using personal resources at the time of registration. Late aid applications will be processed after registration for aid as it becomes available. Most scholarship programs have individual deadlines that must be met in order to be considered for an award from that particular scholarship program.

1. The *Free Application for Federal Student Aid* (FAFSA) is available upon request from the college financial aid office or from a local high school. Applicants should complete information on themselves and their spouses or parents (if applicable), and obtain the appropriate signatures as outlined in the directions for the FAFSA. The FAFSA can be filed with the government processor in one of the following ways:
   - By mail: This method will require four to six weeks to receive a Student Aid Report (SAR); or
   - By FAFSA on the web: Submitting the FAFSA to the government processor can be done over the Internet. The address to the website is http://www.fafsa.ed.gov. This method can take less than a week for the government to process.
2. Financial Aid awards will be made only after the FAFSA results have been sent to the college by the government processor and the entire financial aid application process has been completed. If a student's record is selected for verification (a review of the FAFSA data), all required documentation and corrected FAFSA information must be received before the application process is complete.
3. An Award Notification Letter is sent to each student who completes the application process and for whom aid eligibility can be determined. The Award Notification Letter contains the names and amounts of the financial aid awards that the student is eligible to receive. The letter also contains important information about restrictions and conditions that can affect the ability of the student to receive the amounts awarded.
4. Financial aid awards will be disbursed by the Business Office of each college according to the regulations of each award program. Please refer to the "Money Matters" section of this catalog for information on how and when aid is disbursed during each award period.

Release of Financial Aid Disbursements

The Business Office of the college cannot disburse financial aid awards until the student is enrolled in an eligible program of study as required by the guidelines of each applicable aid program. Some programs require attendance in all enrolled classes before aid may be released.

In general, aid may be applied to applicable tuition and fees no earlier than ten days prior to the start of classes each semester. Any excess amounts of awards, up to $500, remaining after tuition and fees are paid that can be allowed to pay for textbooks and supplies will be released to eligible students no earlier than ten days prior to the start of classes, also.

The remainder of unpaid awards that are eligible to be released to the student for the semester will be disbursed by the Business Office within fourteen days after the certification date of the semester. Disbursement will be made by a deposit to a student check card or by paper check issued to the student.

Priority Processing Dates

SARS received by (date)	*For the period of*
April 1	The next summer sessions
May 1	The next academic year
October 1	The next spring semester

Continuing students should file a FAFSA as soon as possible after January 1 of each year if they want to receive aid the next academic year.

Class Registration Deadlines

Financial aid programs require enrollment and attendance in class in order for financial aid awards to be paid toward educational expenses. An eligible enrollment is determined by validation that the student is registered in the required number of credit hours and in the correct program of study on the twelfth class day of the semester in which aid is to be paid. The official academic calendar of the college will be used to determine the official date of enrollment. If the student withdraws from the class after aid has been paid, he or she may be required to return a portion of the financial aid received for the term. Please read the following section, "Return of Federal Title IV funds Policy."

Return of Federal Title IV Funds Policy – Effective Date August 21, 2000

Colleges of the Dallas County Community College District return unearned funds received from Federal student assistance programs to the proper program accounts or lenders in accordance with Federal Title IV student assistance regulations, as amended, under 34 CFR, section 668.22(d) of the Reauthorization of the Higher Education Act of 1965, with rules of the Texas Higher Education Coordinating Board and with district board policies.

The student receiving assistance from Federal Title IV programs is required to complete a minimum number of hours for which assistance was received. If the student completely withdraws from school during the semester, or quits attending, but fails to officially withdraw, the student may be required to return the unearned part of the funds which were received to help pay educational expenses for the semester. Liability for return of Federal Title IV funds will be determined according to the following guidelines:

Don't wait until the last minute to apply for financial aid. Early application is essential to ensure all paperwork arrives in the right place at the right time.

1. If the student remains enrolled and attends class beyond the 60% mark of the semester in which aid received, all federal aid is considered earned and not subject to this policy.
2. If the student completely withdraws from all classes before completing 60% of the semester, a *pro-rated* portion of the federal aid received must be returned to the federal aid programs equal to the percentage of the semester remaining.
3. If the student does not officially withdraw from classes, and stops attending all classes, a *pro-rated* portion of the federal aid received, based on the documented last date of attendance, must be returned to the federal aid programs. If the college is unable to document the last date of attendance, one-half of all federal aid received during the semester must be returned to the federal aid programs.

Return of Federal Title IV funds will be distributed according to statutory regulations. Worksheets provided by the U.S. Department of Education or calculations produced through the Datatel/Colleague Return of Funds (ROF) subroutine will be used to determine the amounts and order of return. If a student's share of the return amount exists, the student will be notified and allowed 45 days from the date of determination to return the funds to the business office of the college for deposit into the federal programs accounts. If the student does not return the amount owed within the 45 day period, the amount of overpayment will be reported to the U.S. Department of Education (USDE) via the National Student Loan Database (NSLDS) and the student will be referred to the USDE for resolution of the debt.

Examples of how this policy is applied are available upon written request to Dallas County Community College District, Office of Financial Aid, 701 Elm Street, Dallas, Texas 75202.

Distance Learning

In most cases, federal and state agencies award financial aid similarly for traditional on-campus and distance education classes. However, students should be careful to adhere to the rules and regulations that apply to distance education where financial aid is concerned. For more information, visit **www.telecollege.dcccd.edu**.

Standards for Satisfactory Academic Progress (SAP)

Colleges of the DCCCD are required by law to formulate standards to gauge the progress of students receiving financial assistance through federal, state, or institutional student aid programs by applying both qualitative and quantitative measurements to academic work. [34 CFR 668.16(e)] A maximum time limit for the completion of a degree, a comparison of attempted to completed credit hours, and a minimum cumulative grade point average (CGPA) are used by the DCCCD to measure satisfactory academic progress. Satisfactory progress is reviewed at least once per academic year, at the end of the spring semester. Students who do not meet either the qualitative or quantitative standards at the end of the spring semester will be placed on suspension for the next award year in which they enroll. An exception to this rule is for students who exceed the overall time limits for program completion. Once the maximum time frame is reached, the student is suspended from receiving additional financial assistance to complete that program at the end of that particular academic term.

(Note: Some non-federal student aid programs (i.e., state and private foundations) have specific SAP requirements unique to the individual program. In those instances, the program requirements will supercede the general SAP policy stated here. It is the student's responsibility to understand the requirements of each financial aid program from which aid is received.)

Quantitative Progress

Federal student aid regulations state that student eligibility cannot extend past 150% of the stated length of a student's program of study. Associate degree programs in the DCCCD generally require up to 66 semester credit hours for completion. Therefore, a student who is working toward an associate degree must complete that program within 99 attempted semester credit hours (66 hrs. x 1.5). The maximum time frame for a certificate program would be similarly calculated.

A student's entire enrollment history is considered when evaluating academic progress within the established time frame, whether or not aid has ever been received. An otherwise eligible student may receive financial aid for a maximum of 30 attempted credit hours in developmental/ remedial course work. Once the 30 credit hour maximum is reached, additional developmental credit hours will not be used to calculate the award amount, but will continue to count toward the overall maximum time frame.

As indicated in the above paragraph, at the end of the academic term in which the maximum number of allowed hours has been attempted, the student loses eligibility for financial assistance to complete that program.

A financial aid recipient must also be making progress toward completing his or her program by successfully completing at least a minimum number of the hours attempted. The table below indicates the minimum number of hours that must be successfully completed before the end of the spring semester each year for the applicable enrollment level.

Requirements for Hours Completed

Hours Attempted	*Hours Required to Complete with a Passing Grade*
24 or more	18
18-23	12
12-17	9
6-11	6
5 or less	Must complete all

Courses with a recorded grade or mark of "F", "W", "WX", "E", or "I" are not considered successfully completed. Repeated courses will be included in the total number of attempted enrollments used in measuring the overall time frame for completion of a program. **Only courses attempted within the DCCCD will be considered in measuring the completion rate for academic progress.** Courses transferred from other institutions outside the DCCCD will be considered only for monitoring the overall time frame for completion of a student's program of study.

Qualitative Progress

Each financial aid recipient's academic record is reviewed at the end of the spring semester to measure the student's qualitative academic progress. Students are expected to maintain a minimum cumulative grade point average (CGPA) of 2.00 while they are enrolled within the DCCCD. Only courses attempted within the DCCCD will be considered in measuring the CGPA for academic progress. **The GPA on transfer work will not be considered in computing the CGPA for financial aid satisfactory academic progress.**

A student falling below this minimum CGPA at the end of the spring semester will be placed on financial aid suspension.

Reinstatement Procedures

The college will review academic records at the end of the spring semester each year and determine each student's compliance with SAP. Students who fail to satisfy SAP will be placed on financial aid suspension for the next award year in which they enroll. To regain eligibility, a student must pay the expenses related to enrollment from the personal resources until the student has satisfied the minimum standards of SAP. If a determination is made that the student is qualified for reinstatement, the upgrade status will become effective with the start of the next period of enrollment. Financial aid will be terminated for students who receive three suspensions for failure to meet standards of SAP.

Appeals Procedures

The DCCCD recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Any student subject to suspension of financial aid eligibility may appeal to the Office of Financial Aid for a review of the decision.

The appeal must be made to the director at the college where the student is planning to enroll. The appeal must be submitted in writing and must include an explanation and documentation of the reason(s) why the minimum academic standards required by this policy were not achieved, and that the adversity has been resolved.

All appeals must be attached to an Appeal of Financial Aid Suspension form that can be obtained from the Financial Aid Office. The Financial Aid Officer will review the appeal and the student will be notified by the Financial Aid Office, in writing, within five working days after the appeal decision is made.

All documents pertinent to the appeals process become part of the student's financial aid record. If the petition is denied, the student has the right to request that the appeal decision be reconsidered by the college administrator to whom the financial aid office reports. The decision of the supervising administrator is final. The administrator shall also have the authority to place conditions upon the receipt of any financial aid for those cases in which aid is reinstated.

Students whose financial aid eligibility has been terminated after being suspended for the third time will forfeit their right of appeal and reinstatement to eligibility.

State-Mandated Standards of Satisfactory Academic Progress (TXG-SAP) for the TEXAS Grant

The Texas state legislature has included specific standards of Satisfactory Academic Progress for students receiving TEXAS Grants. As with the general SAP policy, the TXG-SAP has both a quantitative and qualitative standard that must be achieved each year to renew the award. The qualitative standard of 2.50 cumulative grade point average (CGPA) must be met by the end of the second year after the first grant was received. Texas law requires that the CGPA calculation must include all coursework taken for college credit from all institutions from prior semesters regardless of whether financial aid was received during that time. The quantitative standards limit the student to 150 credit hours or 6 years whichever comes first. In addition, the student must successfully complete at least 75% of the hours attempted during the last academic year.

Reinstatement Procedures

Students may appeal to the Office of Financial Aid for reinstatement to the TEXAS Grant Program. If the suspension is due to an insufficient CGPA the student may request in writing that the hours taken in the following summer be included in the calculation. If the new calculation achieves a CGPA above 2.50, and the student is otherwise eligible, then the student may be reinstated to eligibility. If the suspension is due to a deficient completion rate (below 75%), the student must complete a full academic year and attain a completion rate of 75% or better in the following year in order to be reinstated to eligibility.

Students' Rights and Responsibilities

- *You have the right to know...*

- What financial aid programs are available in the Dallas County Community College District
- The deadline for submitting applications for each of the programs.
- How financial aid will be distributed, how decisions on distributions are made, and the basis for these decisions.
- How your financial aid was determined. (Costs for tuition, fees, room, board, travel, books, supplies, personal and miscellaneous expenses are considered in your budget)
- What resources (your current assets, parental contribution, other financial aid, etc.) were considered in the calculation of your need.
- How much of your financial need as determined by the college has been met.
- The details of the various programs in your student aid package.
- What portion of the financial aid you received must be repaid, and what portion is grant aid. If the aid is a loan, you have the right to know the interest rate, the total amount that must be repaid, the payback procedures, and the length of time you have to repay the loan, and when the repayment is to begin.
- How DCCCD determines if you are making satisfactory progress and what happens if you are not.

- *In accepting your responsibilities you must...*

- Complete all application forms accurately and submit them on time to the proper place.
- Provide correct information. In most instances, mis-reporting information on financial aid application forms is a violation of law and may be considered a criminal offense that could result in an indictment under the U.S. Criminal Code.
- Return all additional documentation, verification, corrections, and/or new information requested by either the Office of Financial Aid or the agency to which you submitted your application.
- Be responsible for reading and understanding all forms that you are asked to sign, and for keeping copies of them.
- Live up to all agreements that you sign.
- Perform the work agreed upon in accepting a work/study award.
- Be aware of and comply with deadlines for application or reapplication for aid.
- Be aware of the DCCCD refund procedures.
- Be aware that early withdrawal from the term may result in a *pro rata* reduction of financial aid eligibility. Such a reduction may require that you repay money that you received to attend school.
- Report change in name, address, e-mail address and telephone number to the Office of Financial Aid and Registrar Office.

Registering For College

How to register

When you are admitted, you will receive notification about when you can register for classes. Class schedules made available each semester and summer session outline the courses that are planned. As students register, some class sections reach capacity, making them unavailable to more students. You may select classes available at the time you register.

Registration for specific courses takes place throughout the academic year. Refer Flexible Entry Courses in this section and/or contact the Advising/Registration Offices for additional information.

Follow these steps:

1. After receiving notification that your Application for Admission has been accepted, ask the Admissions Office staff what assessment steps are required for you.
2. Obtain a schedule for the semester or summer session for which you are enrolling. Schedules are available at the college and online.
3. Meet with an advisor to determine the courses you wish to take. You may be eligible for online or telephone registration if you meet specific eligibility criteria. Refer to *Recommended Academic Load* in this section.
4. Register for classes.
5. Pay for your classes by the designated due date on your registration summary.

Assessment Procedures

Our assessment services evaluate your readiness for certain college courses and determine whether you are likely to be successful in those courses. The college offers an assessment and advisement program for entering students that is a required part of the enrollment process.

The assessment program is comprised of several parts. You complete a questionnaire that documents information about your career and work plans, previous academic achievement and other relevant information. Your basic skills in reading, writing and mathematics are also assessed; this information may come from ACT, SAT, previous college-level work or from scores on the standardized tests administered at the college. If you have previously taken any of the Texas Success Initiative (TSI) state approved tests, you will also need these scores. *You should have official copies of ACT, RSAT, SAT, THEA, TAAS, or TAKS scores and transcripts mailed to the Admissions Office or make them available when you apply for admission. It is your responsibility as a student to have these available when you enroll.*

The assessment program provides you and your academic advisor the information you need to make informed decisions. Information about your skills, abilities, career plans, educational background, life experiences and motivation is important in helping you make selections from the many educational options available.

Students may be required to assess by taking one of the TSI state approved assessments prior to enrolling in classes that have prerequisite skills in reading, writing, or math.

The college reserves the right to advise students in the appropriate remediation if assessment results indicate a need for improving skills in reading, writing, and/or mathematics. No student shall be exempt or waived from prerequisites without first evidence of academic readiness.

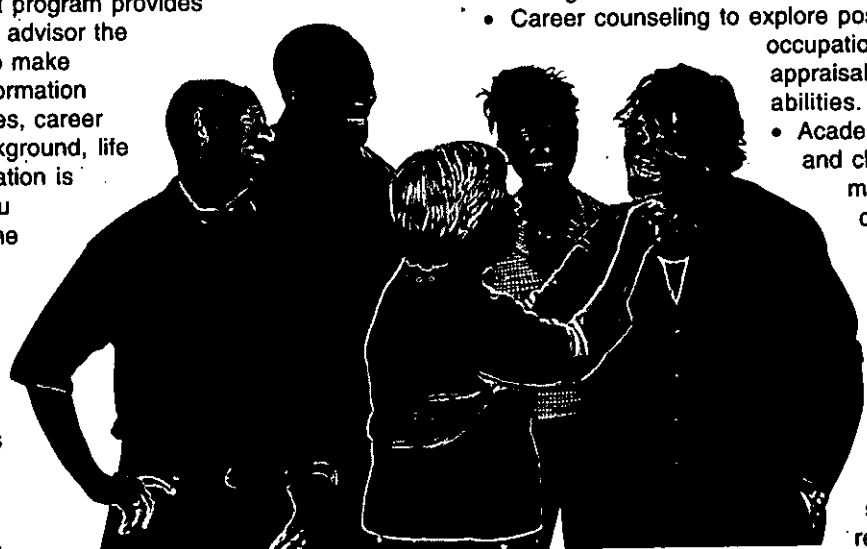
Details of assessment and advisement procedures are available through the college Counseling/Advisement Center or in the college class schedule, published each semester.

Counseling & Advisement Services

The college offers valuable resources in the Counseling/Advisement Center to help you plan each semester of study.

Our counselors and academic advisors can assist you in selecting courses of study, determining transferability of courses, choosing or changing careers, gaining independence, and confronting problems of daily living. Counseling and advising staff provide assistance in the following areas:

- Career counseling to explore possible vocational directions, occupational information, and self-appraisal of interest, personality and abilities.
- Academic advisement to develop and clarify educational plans and make appropriate course choices.
- Confidential counseling sessions to assist you in managing the academic environment and dealing with issues that may hinder success.
- 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.

- Crisis intervention and referral sources to provide in-depth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or emotional problems.

Among the Counseling/Advisement Center's resources are computerized transfer guides, a large collection of senior institution catalogs and bulletins, senior college admission application forms, and other specialized brochures and information.

You can also take advantage of several computer resources to help you clarify goals, identify career and occupational interests, and research information about senior institutions.

The college also plans events especially for students who plan to transfer. These activities include College Days where officials from senior institutions visit on campus to talk directly with you, special transfer workshops and seminars, and events designed to assist students in making career decisions. Many other materials are available to help you if you plan to transfer, including Transfer Guides and Course-by-Course Equivalency Guides.

Flexible Entry Courses

In keeping with its commitment to meet individual educational needs, the college offers flexible entry courses. These courses are often self-paced, allowing you to work at your own speed. You should be aware of the time specified by the college that course requirements need to be completed. You should check with the Registrar to determine times for registration in these courses. You must obtain approval to enroll in these courses.

Recommended Academic Load

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. You must receive permission from the appropriate college official to carry a heavier load. If you are employed and carrying a full load (12 credit hours or more), it is recommended that you not work more than 20 hours per week. If you work more than 20 hours, you should consider reducing your 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. For shortened terms, you may not enroll for more credit hours than the total number of weeks the class meets; i.e. for a 3 week term, you may register for no more than 3 credit hours. Contact your college advisor for specific information.

Change of Schedule

You should pay close attention to the days and meeting times for your classes. If you must request a class change, contact the Advising/ Registration Offices during the time specified in the current Class Schedule. No change is complete until it has been appropriately processed through the registration system.

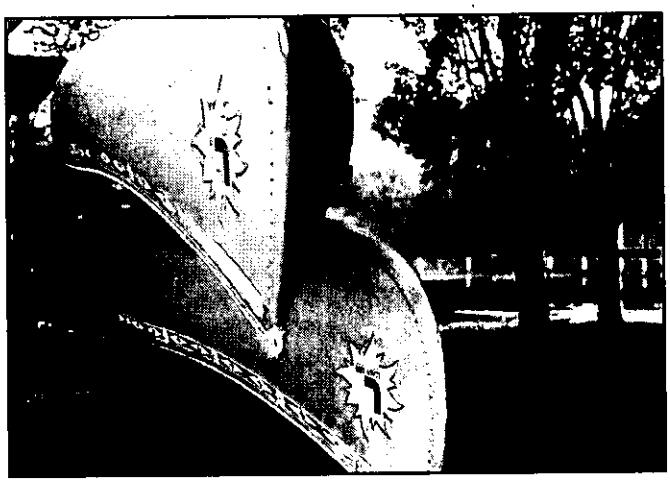
Classification of Students

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.

Learner Services

Student Programs and Resources

Recent research in higher education indicates that for many students involvement is an important contributor to academic success. That's why the college plans activities to encourage your involvement in college life.



SPAR staff plans and presents a variety of programs and activities for students and the surrounding community. These programs may include but not limited to lectures, art gallery visits/receptions and performance events to provide students with a stimulating co-curricular education. Programs often are coordinated with the various instructional divisions to provide you with valuable educational experiences. Leadership conferences, retreats, diversity training, and volunteer opportunities offer you opportunities to develop skills that enrich your quality of life.

The institution invites you to take an active role in your college experience. You have many opportunities to become involved in the decision-making processes for the college. You may want to join a student club, participate in student government/ambassador activities, or serve on one of several committees engaging in real decision making for the college. You may be able to become involved regularly in decisions regarding:

- Improvements for an aspect of the college (facilities, services provided, instruction, etc.);
- programming speakers and special events offered to the student body;
- student disciplinary hearings;
- conducting (or completing) surveys and questionnaires designed to gather information about your college experiences; *and/or*
- The selection process of new college administrators.

Assessment/Testing Center

The Assessment/Testing Center offers a variety of testing services that meet the expressed needs of students, staff and the community. Assessment/Testing Centers provide these services:

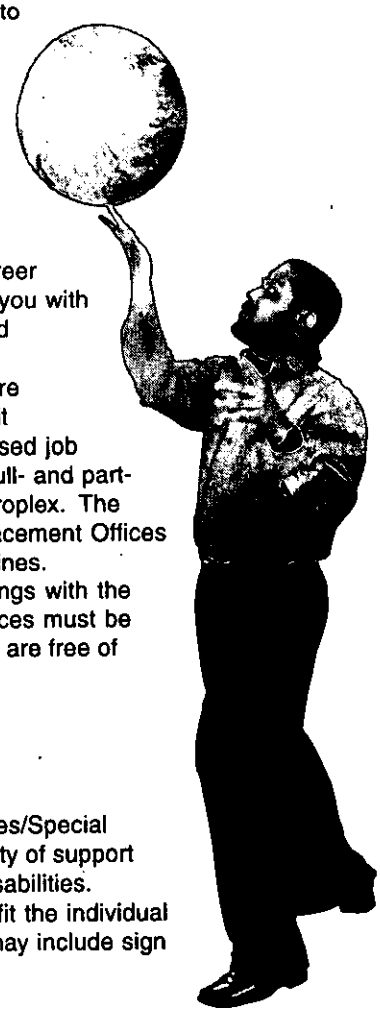
- Academic testing (instructors' tests, make-up exams, self-paced exams and distance education testing)
- Assessment testing that meets both TSI and placement requirements.
- Standardized exams (national and state exam programs such as: ACT, SAT, CLEP, GED, THEA, etc.)
- Psychometric Testing (assessment of personality, vocational interests, aptitude, etc.); you must be referred by a counselor or appropriate faculty member for psychometric testing.

Before taking a test in the one of the Assessment/ Testing Centers, you must provide photo identification. Some centers may also require a student identification card. There is a charge for some test services. For additional information, please contact the college Assessment/Testing Center.

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

Career Planning and Job Placement Services

The college provides career planning and job placement services free of charge to students, alumni, former students and those in the process of enrolling. The Career Planning and Job Placement Office may provide opportunities for you to learn job search skills, such as how to establish employment contacts, complete an application, write a resume and cover letter, and interview for a job. In addition, the college may offer services such as career testing and computerized career guidance programs to assist you with choosing a college major and making career decisions.



Job listing services are provided at the college, and it participates in an Internet-based job listing service that contains full- and part-time opportunities in the Metroplex. The Career Planning and Job Placement Offices strictly adhere to EEO guidelines. Employers posting job openings with the college Job Placement Services must be EEO employers. All services are free of charge to you.

Disability Services/ Special Services Offices

The Disability Services/Special Services Offices offer a variety of support services for students with disabilities. Services are coordinated to fit the individual needs of the student. They may include sign

language interpreting, computer-aided real-time translation (CART), note-taking, tutoring, reader/scribe services, use of assistive technology, loan of specialized equipment, and providing large print materials. Academic and career advisement services, special testing arrangements, priority registration, and extensive information and referral services are also available.

Students requesting services are responsible for providing current educational or psychological/medical documentation from a qualified professional verifying the disability and the need for services. New students are encouraged to contact the Disability Services/Special Services Office at least one month prior to registration.

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

For additional information, contact the Disability Services/Special Services Office at the college or see http://www.dcccd.edu/access/.

Health Services and Insurance

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

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

Health services are available to current students and staff. You do not need to be sick to come to the Health Center. Health questions and concerns are welcome. Students with chronic health problems should visit the Health Center to discuss any special concerns with the nurse before attending classes or whenever problems arise. No information about your health will be released without your written permission unless required by law.

We recommend that all prospective students have adequate immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis. See the **Texas Department of Health's Recommended Adult Immunization Schedule** at https://www1.dcccd.edu/catalog/admiss/immune.cfm

Optional student health insurance, with optional coverage for spouse and children, is available through outside vendors. These limited coverage policies are administered by insurance companies at a cost as outlined by these companies. Students may acquire a list of vendors from their college Health Center, International Student Advisor Office or at https://www1.dcccd.edu/catalog/ss/sd/insurance.htm

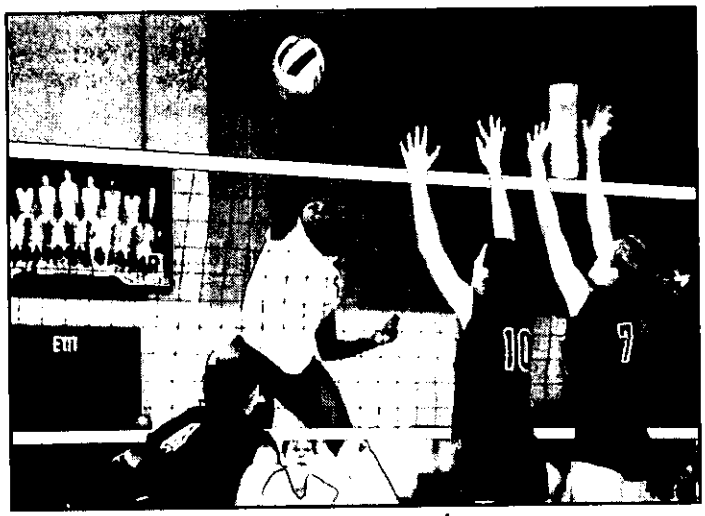
Housing

The college does not operate dormitories of any kind nor maintain listings of available housing for students. If you do not reside in the area, you must make your own arrangements for housing.

Library

The college libraries are information centers which support academic transfer programs and technical/occupational programs through classroom instruction and distance learning. Each college library, http://library.dcccd.edu/, maintains a substantial collection of books, journals, and electronic resources on a variety of subjects. Additionally, there are special collections available for career materials, pamphlets, newspapers, popular magazines and technical periodicals. Other resources provided may include slides, tapes, compact discs, computer software, videotapes, films, digital videodisks, links to websites, electronic books, and online databases.

The college librarians orient users to the information environment and introduce them to the tools needed to



navigate an increasingly complex world of information resources. Through orientation and research classes, librarians provide information skills to help the users achieve academic goals.

Willful damage to library materials (or property) or actions disturbing other library users 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. Student transcripts will not be issued until all library records are cleared.

College Police Departments

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

The college complies 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.

Student Organizations

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

- Co-curricular organizations pertinent to the educational goals and purpose of the institution;
- Social organizations to provide an opportunity for you to make friends and establish a sense of community with fellow students;
- Service organizations to promote your involvement in the community; *and*
- Pre-professional and academic organizations to contribute to your career development.

Tutoring Services

The college may provide individual and small group tutoring as an academic support service for students needing extra help with coursework and/or study skills. You should seek these services early in the semester.

Athletics

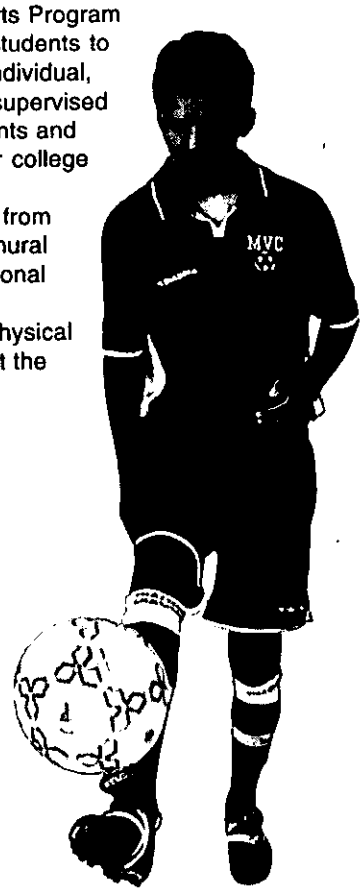
Intercollegiate Athletics

The intercollegiate athletic program provides student athletes opportunities to compete in sports in an educational environment. Bringing together those students with motor skills beyond the level of the college physical education class and/or intramural offerings, the program promotes physical fitness, intellectual development, social interaction, sportsmanship and team commitment.

The athletic program strives to bring together both participants and spectators of diverse ethnic and cultural backgrounds. Participation on athletic teams is voluntary on a non-scholarship basis for women and men meeting requirements established by the Metro Athletic Conference and the National Junior College Athletic Association (N.J.C.A.A.). Most teams are associated with the N.J.C.A.A., and our conference champions compete at regional, district and national tournaments. In the last several years, the college teams have been the N.J.C.A.A. Division III national champion in baseball and numerous sports. For more information regarding eligibility, rules, standards, and sports offered contact the school Athletic Department or Physical Education Office.

Intramural Sports

The Intramural Sports Program provides opportunities for students to participate in a variety of individual, dual and team sports in a supervised recreational setting. Students and employees can enrich their college life, have fun, make new acquaintances and benefit from exercise through the Intramural Sports Program. For additional information, contact the intramural director in the Physical Education Office, or contact the Student Programs and Resources (SPAR) Office.



—Academic Information—

Degree Requirements

The college confers the Associate in Arts Degree, Associate in Sciences Degree, the Associate in Applied Sciences Degree, the Associate of College/University Transfer Degree, Certificates and Fields of Study awards to students who have completed all stated requirements.

If you are seeking a certificate or associate degree, you must submit official transcripts of all previous work attempted before a certificate or degree will be awarded. If you fail to submit official transcripts from other institutions you have attended, you will not receive a degree or certificate.

Students must meet all Texas Success Initiative (TSI) standards in order to receive a degree from the college.

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

For any degree or certificate earned in the college a student must earn at least 25% of the credit hours required for graduation through instruction (not credit-by-examination) by the college of the DCCCD granting the award. The degree must be awarded by a college that offers the program in which you majored. The Registrar must approve correspondence work for graduation credit. If you qualify for a degree from more than one college of the DCCCD, you must indicate which college is to award the degree. The following courses will not be counted toward any degree requirements: Courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM 1170.

Associate in Arts and Associate in Sciences Degrees

These degrees are designed as the equivalent of the first half of a baccalaureate degree. Both are general plans and may or may not satisfy the requirements of a specific transfer university. Students desiring to transfer should seek one of these degrees after consultation with the college Counseling/Advising Center. However, in keeping with Texas State law, students who complete the 48 hour credits of the core curriculum are assured that the core should transfer to any Texas public college or university; in such instances, the core should be substituted for the core requirements of the receiving institution. Therefore, in pursuing a degree, students are encouraged to complete the entire core within the college. However, care should be taken in the selection of math and science courses to ensure that those courses also meet requirements of the proposed major at the transfer institution.

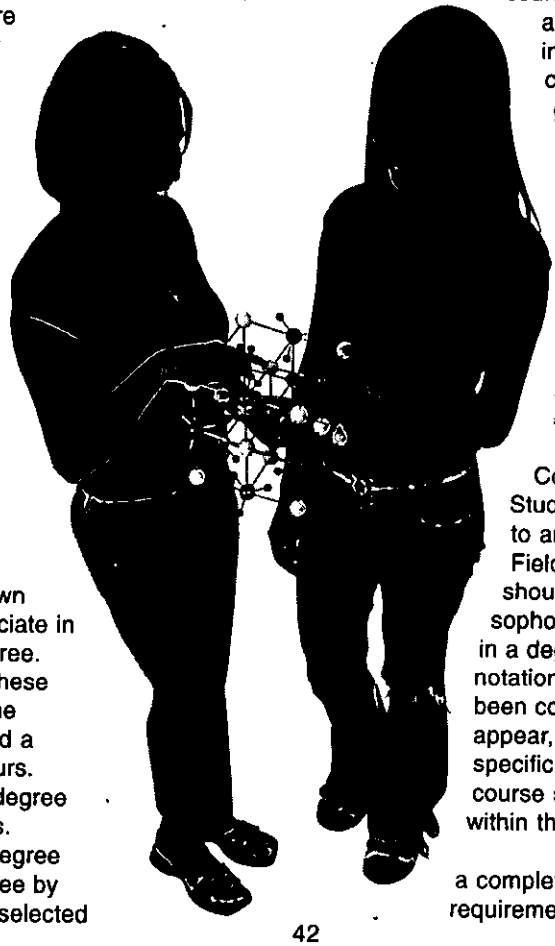
Students transferring from another Texas public college or university who have completed that institution's core requirements are assured that DCCCD will accept the completion of that core in lieu of its own toward the requirements for the Associate in Arts or the Associate in Sciences degree.

In order to receive either of these degrees, students should complete the college's 48- hour core curriculum and a minimum of 13 additional elective hours. Students should look and follow the degree outline for those degree requirements.

The Associate in Sciences degree differs from the Associate in Arts degree by requiring an additional 3 hours to be selected from a course with the prefix of BIOL, BCIS, COSC, CHEM, MATH, PHYSICS, or GEOL. Students are not eligible to receive both degree titles.

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The GPA for graduation is based on the credit earned for all courses taken in colleges of the DCCCD and for all credit which is transferred from other institutions. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM 1170.

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



Fields of Study

The Texas Higher Education Coordinating Board has created Fields of Study designed to transfer as a block of credit to any Texas public college or university. Such Fields of Study comprise the courses a student should complete at the freshman and sophomore level that will lead to a specific major in a degree. Students' transcripts will include a notation indicating a specific Field of Study has been completed. In order for such a notation to appear, students must successfully complete specific courses within each Field of Study. No course substitutions, other than those shown within the degree plan, will be permitted.

In addition, students may wish to combine a completed Field of Study with the core curriculum requirements to complete the appropriate

Associates degree. In order to do so, students should complete the courses indicated in the degree plans located elsewhere in this catalog. However, care must be taken as in some instances students may have to make a choice between pursuing the degree or the official Field of Study because of the number of hours required. As additional Fields of Study are made available, information may be located on the college web page.

At the time of printing this catalog, the following Fields of Study, or majors, are available:

Field of Study Degrees

- Associate in Sciences Degree with a Field of Study in Business
- Associate in Sciences Degree with a Field of Study in Computer Science
- Associate in Arts Degree with a Field of Study in Criminal Justice
- Associate in Sciences Degree with a Field of Study in Engineering Technology—Computer Engineering Technology
- Associate in Sciences Degree with a Field of Study in Engineering Technology—Electrical Engineering Technology
- Associate in Sciences Degree with a Field of Study in Engineering Technology—Electronics Engineering Technology
- Associate in Arts Degree with a Field of Study in Mass Communications-Advertising & Public Relations
- Associate in Arts Degree with a Field of Study in Mass Communications-Broadcast Journalism
- Associate in Arts Degree with a Field of Study in Mass Communications-Journalism
- Associate in Arts Degree with a Field of Study in Music
- Associate in Arts Degree with a Field of Study in Teacher Preparation for Pre-K - Grade 4
- Associate in Sciences Degree with a Field of Study in Teacher Preparation for Grades 4-8 Certification

Associate in Arts/Associate in Sciences "Emphasis" Degrees

In addition, the college offers a number of "emphasis" degrees in specific majors. An "emphasis" degree is one designed by the college. It includes the core curriculum required in all degrees plus courses within the student's desired major. Students pursuing an "emphasis" degree should work closely with an advisor to ensure all courses will transfer and count toward the major at the selected institution to which the student plans to transfer. An "Articulated Emphasis" degree is one that will transfer to specified universities. As additional Emphasis Degrees are made available, information may be located on the college web page. At the time of printing this catalog, the following Emphasis Degrees are available:

Emphasis Degrees

- Associate in Arts Degree with an Emphasis in Art
- Associate in Arts Degree with an Emphasis in Bilingual Teacher Preparation for Early Childhood Pre-K – Grade 4
- Associate in Sciences Degree with an Emphasis in Bilingual Teacher Preparation for Early Childhood Pre-K – Grade 4
- Associate in Sciences Degree with an Emphasis in Bilingual Teacher Preparation, Grade 4-8
- Associate in Arts Degree with an Emphasis in Early Childhood Education – Grade 4 Teacher Preparation
- Associate in Sciences Degree with an Emphasis in Electrical Engineering
- Associate in Arts Degree with an Emphasis in Humanities
- Associate in Sciences Degree with an Emphasis in Mathematics
- Associate in Arts Degree with an Emphasis in Peace Studies
- Associate in Arts Degree with an Emphasis in Photographic/Imaging
- Associate in Arts Degree with an Emphasis in Teacher Preparation—Teacher Preparation General Education
- Associate in Arts Degree with an Emphasis in Teacher Preparation—Urban Education

Associate in College/University Transfer Degree

Only students who plan to transfer to a private or out-of-state college or university may earn an Associate in College/University Transfer through an individually-negotiated degree plan that incorporates those elements of the Associate in Arts or Associate in Sciences Degree that fall within the student's transfer plan. Students must have completed a minimum of 61 credit hours; earned a grade of "C" or better in English 1301, the selected college level math course, and speech (if required); a grade point average of at least "C" (2.00) based upon GPA (2); and have met all TSI standards (if students are not TSI exempt) to receive this degree. These 61 hours may be earned at any college of the DCCCD and must include:

- History 1301 and 1302 (6 credit hours)
- Government 2301 and 2302 (6 credit hours)
- English 1301 (3 credit hours)
- A **college-level** math course numbered 1300 or above (3 credit hours)
- Either Speech 1311 or 1315 (3 credit hours)
- 3 credit hours to be selected from Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; or Music 1306, 1308, 1309

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

Students who wish to transfer to another Texas public college or university should follow the Associate in Arts/ Associate in Sciences degree plans because those degree patterns includes the 48 credit hour core requirements. Such students are not eligible to apply for an Associate in College/ University Transfer degree.

Associate in Applied Sciences Degree

This degree is designed to teach specific career/ technical skills. The requirements for each major in the Associate in Applied Sciences Degree are clearly shown in the curriculum patterns 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 with a grade of "C" or better in each of the following three general education courses: English 1301 *or* English 1302, (whichever is required), Speech 1311 or 1315 (whichever is required), *and* Mathematics 1314 or higher ***or*** Science (whichever is required). Each Associate in Applied Sciences Degree requires students to take three credit hours from the general education categories of Humanities or Fine Arts and three credit hours from Social Sciences or Behavioral Sciences (the specific curriculum pattern will cite what students must take to meet these requirements). Additionally, each student must earn a grade point average of at least 2.00 ("C"), based on GPA # 2, and meet all TSI standards in Reading, Writing, and Mathematics. The GPA is based only on the credit hours used to meet degree requirements and the following courses will not count toward graduation or the GPA for graduation: Courses numbered below 1000, Arts 1170, Drama 1170, and Music 9176.

Specific degree requirements for each career and technical program can be found in this catalog. For some programs, more than 60 credit hours are required. All prescribed requirements for the specific program degree in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Career and Technical Programs section of this catalog for a more detailed explanation.

Certificate Program Requirements

Certificate Programs are part of the Career and Technical Program offerings. In order to be awarded a certificate, you must complete all program course requirements with a grade point average of 2.00 ("C") or better. Only the grades for the specific courses required in the certificate program will be used in calculating the GPA to determine eligibility for these awards.

Some certificate programs do not require you to meet TSI standards, but course prerequisite requirements for such certificates must be met. When you seek a TSI waiver based upon participation in one of these certificate programs, you may not enroll in any course other than those required for completing the certificate program requirements. If you attempt other coursework, your TSI waived status will end and you must meet the TSI standards that apply to students not enrolled in a TSI waived certificate program.

The specific requirements for each certificate program are outlined within each technical specialization. See *Career and Technical Programs.*

Older Course Work Taken

Some course descriptions have a statement that indicates a course formerly was known as "Prefix and Number." While this often means the new course replaces the former course, this is not true in all cases. For example, if the new course has a different amount of credit hours, a different course title, or the same course number is listed under one or more courses, the newer course will not automatically replace the former course in the records of students. Students who wish to use the older course to fulfill a degree plan requirement will need to contact the college Admissions Office or appropriate division office to process a substitution form.

Course Prerequisites

Course prerequisites must be met at the point of registration. Students are expected to take either courses or meet assessment standards in order to meet the course prerequisites. The college reserves the right to administratively withdraw students who have not met the specific course prerequisites. In such cases, students will be notified and given the opportunity to register for a replacement course.

STUDENTS WHO PLAN TO TRANSFER

Core Curriculum

Every Texas public college and university is required by Texas law to have a core curriculum that, if completed at one institution, should transfer and take the place of the core at the receiving institution. Therefore, if your plans include transferring to a Texas public university, it is to your distinct advantage to complete the core at this college since the core should transfer as a block of credit to the receiving university. In addition, the core is the very basis of the Associate in Arts or Associate in Sciences degrees. If you complete the core of 48 hours, you need only an additional 13 hours in order to receive a degree.

If you take some of the college's core but do not complete it, you are assured that core courses will transfer and apply to the receiving institution's core. Most universities will not accept a grade of D in transfer as meeting core requirements. In addition, you should take care in the selection of math and science courses to ensure they are applicable to the major you wish to pursue.

The core curriculum is predicated on the judgment that series of basic intellectual competencies—reading, writing, speaking, listening, critical thinking, and computer literacy—are essential to the learning process in any discipline. Although students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards and, later, to succeed in both their major field of academic study and their chosen career or profession. Therefore, the following 6 intellectual competencies can be found throughout the college core:

- READING: Reading at the college level means the ability to analyze and interpret a variety of printed materials—books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

- WRITING: Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a sine qua non in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.
- SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.
- LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.
- CRITICAL THINKING: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.
- COMPUTER LITERACY: Computer Literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

Perspectives in the Core Curriculum

The objective of disciplinary studies within a core curriculum is to foster multiple perspectives as well as to inform and deliver content. An imperative of a core curriculum is that it contain courses that help students attain the following perspectives:

1. Establish broad and multiple perspectives on the individual in relationship to the larger society and world in which he or she lives, and to understand the responsibilities of living in a culturally and ethnically diversified world;
2. Stimulate a capacity to discuss and reflect upon individual, political, economic, and social aspects of life in order to understand ways in which to be a responsible member of society;
3. Recognize the importance of maintaining health and wellness;
4. Develop a capacity to use knowledge of how technology and science affect their lives;
5. Develop personal values for ethical behavior;
6. Develop the ability to make aesthetic judgments;
7. Use logical reasoning in problem solving; and
8. Integrate knowledge and understand the interrelationships of the scholarly disciplines.

Disciplinary courses within a core curriculum should promote outcomes focused on the intellectual core competencies, as well as outcomes related to establishing perspectives, and the basic concepts in the discipline. The DCCCD core curriculum includes courses that satisfy specific exemplary educational objectives.

COMPONENT AREA OF COMMUNICATION

The objective of a communication component of a core is to enable students to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience. The exemplary educational objects are:

- To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
- To understand the importance of specifying audience and purpose and to select appropriate communication choices.
- To understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual and oral communications.
- To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
- To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
- To develop the ability to research and write a documented paper and/or to give an oral presentation.

The following courses include the above objectives in the college core: English 1301, English 1302, and one of the following: Speech 1311, Speech 1315, any Foreign Language course 1311 or higher, or American Sign Language course. (NOTE: Students seeking an Associate in Arts or Associate in Sciences must select Speech 1311 or Speech 1315.)

COMPONENT AREA OF MATHEMATICS

The objective of the mathematics component of the core is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems. The exemplary educational objectives are:

- To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
- To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
- To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
- To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.

- To interpret mathematical models such as formulas, graphs, tables, and schematics, and draw inferences from them.
- To recognize the limitation of mathematical and statistical models.
- To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

The following math courses include the above exemplary educational objectives: Math 1314, 1324,1332, 1333, 1348, 1414, 2342, 2412, or 2442 or higher level math.

COMPONENT AREA OF NATURAL SCIENCES

The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the bases for building and testing theories. The exemplary educational objectives are:

- To understand and apply method and appropriate technology to the study of natural sciences.
- To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.
- To identify and recognize the differences among competing scientific theories.
- To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.
- To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

The following science courses include the above exemplary educational objectives: Biology 1406, 1407, 1408, 1409, Chemistry 1405, 1407, 1411, 1412, Geology 1401, 1403, 1404, 1445, Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, and 2426.

COMPONENT AREA OF HUMANITIES AND VISUAL AND PERFORMING ARTS

The objective of the humanities and visual and performing arts in a core curriculum is to expand students' knowledge of the human condition and human culture, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature, philosophy, and the visual and performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts and humanities as fundamental to the health and survival of any society. Students should have experiences in both the arts and humanities. The exemplary educational objectives are:

- To demonstrate awareness of the scope and variety of works in the arts and humanities.
- To understand those works as expressions of individual and human values within an historical and social context.
- To respond critically to works in the arts and humanities.
- To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
- To articulate an informed personal reaction to works in the arts and humanities.
- To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
- To demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

The following humanities and visual performing arts courses include the above exemplary educational objectives: Arts 1301, 1303, 1304, Dance 2303, Drama 1310, 2366, Humanities 1301, Music 1306, 1308, 1309, English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, Cultural Studies 2370, History 2321, 2322, 2380, 2381, Philosophy 1301, 2306, 2307, 2316, 2317, and Religion 1304.

COMPONENT AREA OF SOCIAL AND BEHAVIORAL SCIENCES

The objective of a social and behavioral science component of a core curriculum is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity. The exemplary educational objectives are:

- To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- To examine social institutions and processes across a range of historical periods, social structures, and cultures.
- To use and critique alternative explanatory systems or theories.
- To develop and communicate alternative explanations or solutions for contemporary social issues.
- To analyze the effects of historical, social, political, economic, cultural, and global forces on the areas under study.
- To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
- To understand the evolution and current role of the U.S. in the world.
- To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
- To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- To analyze, critically assess, and develop creative solutions to public policy problems.
- To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
- To identify and understand differences and commonalties within diverse cultures.

The following social and behavioral science courses include the above exemplary educational objectives: History 1301, 1302, Government 2301, 2302, Anthropology 2346, 2351, Economics 1303, 2301, 2302, 2311, Psychology 2301, 2314, 2316, Sociology 1301, 1306, and 2319.

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

COMMUNICATIONS – 9 credit hours *(Select each of the following)*
- English 1301: *A grade of "C" or better required.*
- English 1302, and **one** of the following:
- Speech 1311*, Speech 1315*, any Foreign Language Course 1311 or higher, or an American Sign Language course.

*Students must select Speech 1311 or 1315 if seeking an AA or AS degree. *A grade of "C" or better is required if you select Speech 1311 or Speech 1315.*

MATHEMATICS – 3 credit hours *(Select one from the following)*
- Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, 2442, or higher level. *A grade of "C" or better required.*

LAB SCIENCES – 8 credit hours *(Select two from the following)*
- Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426.

Note: This requirement cannot be met by using the following combinations:
- Biology 1406 and 1408;
- Chemistry 1405 and 1411;
- Physics 1401 and 1405;
- Physics 1401 and 2425;
- Physics 1405 and 2425.

SOCIAL/BEHAVIORAL SCIENCES – 15 credit hours *(Select each of the following)*
- History 1301, 1302;
- Government 2301, 2302

(Select one from the following)
- Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319

HUMANITIES/VISUAL AND PERFORMING ARTS – 9 credit hours *(Select one from each of the three groupings)*

I.
- Arts 1301, 1303, 1304
- Dance 2303
- Drama 1310, 2366
- Humanities 1301
- Music 1306, 1308, 1309

II.
- English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333

III.
- Cultural Studies 2370
- History 2321, 2322, 2380, 2381
- Philosophy 1301, 2306, 2307, 2316, 2317
- Religion 1304

OTHER– 4 credit hours
(Select each from the following)
- Physical Education 1164 *and*
- Computer Science 1300 *or* higher level COSC course.

Academic Transfer Programs

The college 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 ensure the transfer of credits. Although each four-year school is different, you may guarantee the transferability of your 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 the college, you may ensure that the transfer process is a positive experience.

Another means of ensuring success in transferring to a Texas public college or university is to complete the core curriculum at this college since the entire core should transfer as a block of 48 credits. In addition, if you complete a Field of Study Associate in Arts/Associate in Sciences degree, the curriculum should transfer and count toward the specific major at all Texas public institutions. To ensure guaranteed transfer, you are strongly encouraged to check with the university where you plan to transfer.

Earning an Associate Degree Prior To Transferring

You may elect to earn a two-year associate degree. The Associate in Arts and the Associate in Sciences degrees are designed specifically for those students who plan to transfer to a Texas four-year institution. Both of these degrees include the core curriculum. The flexibility of these degree programs also allows you to complete many of the introductory courses specifically related to your major field of study. You should also keep in mind the Associate in Arts/Associate in Sciences Field of Study degrees. The entire curriculum of the Field of Study degrees will transfer to all Texas public colleges and universities. However, in some cases students may have to select between completion of the core or the Field of Study in those instances when the combined total of hours exceeds 66 hours. In addition, the college offers "Emphasis" degrees that feature "majors" which are recommended to students transferring in a specific discipline. See degree plans in this catalog.

The Associate of College/University Transfer Degree is an individually negotiated degree designed to permit students to take only those courses that will apply toward a specific major only at a specific private or out-of-state college or university. Students should see an advisor at the college for more information.

Transfer Policy

The Texas Higher Education Coordinating Board (THECB) requires all public colleges and universities to accept transfer of credit for successfully completed courses as applicable to an associate or baccalaureate degree in the same manner as credit awarded to non-transfer students in that degree program.

Institutions are not required to accept in transfer more credit hours in the major area of a degree program than the number set out in any applicable Board-approved Field of Study Curriculum for that program. In any degree program for which there is no Board-approved Field of Study Curriculum, institutions are not required to accept in transfer more lower-division course credit in the major applicable to a baccalaureate degree than the institution allows their non-transfer students in that major. An institution of higher education may deny the transfer of credit in courses with a grade of "D" as applicable to the student's field of study curriculum courses, core curriculum courses, or major. No university shall be required to accept in transfer or toward a degree program, more than sixty-six (66) semester credit hours of lower-division academic credit. Universities, however, may choose to accept additional credit hours.

Transfer Dispute Resolution

If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied, and shall include in that notice the reasons for denying the credit. Attached to the written notice shall be the procedures for resolution of transfer disputes for lower-division courses as outlined in this section, accompanied by clear instructions outlining the procedure for appealing the decision to the Commissioner.

(1) A student who receives notice may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.

(2) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and guidelines.

(3) If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the sending institution may notify the Commissioner in writing of the request for transfer dispute resolution, and the institution that denies the course credit for transfer shall notify the Commissioner in writing of its denial and the reasons for the denial.

The Commissioner or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institution.

Source: http://www.thecb.state.tx.us/CBRules/tac3.cfm?Chapter_ID=4&Subchapter=B

For further information, please contact the DCCCD Office of Transfer Services and University Relations at:
Phone: 214-860-2185
Fax: 214-860-2677
E-mail: ags1132@dcccd.edu
Mail: DCCCD, 701 Elm Street, Dallas, Texas 75202

Choosing A Major and Developing An Educational Plan

You may be entering college with a clear idea of what major you will choose and which senior institution you plan to attend. But, if you are like many students, you may not know where you will transfer or in what discipline you may major.

If you are undecided about a major at the university, you are encouraged to take courses in the core curriculum as these will transfer to all Texas public universities. During the first semester, you should investigate your interests. By the second or third semester, you should begin to develop a clear sense of which senior institution you will attend and the requirements for your chosen degree program. Working closely with a counselor or advisor, and using current information from four-year institutions, you should follow the Associate in Arts/Associate in Sciences Degree plan because they incorporate the core curriculum. The counseling and advising personnel at the college can help you develop a degree plan for almost any major. Listed below are some of the four-year majors you can begin in the college:

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

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

Special Opportunities for Students Wishing to Transfer

The DCCCD Transfer Services and University Relations home page address is http://www.dcccd.edu/trans/

On this website, students will find:

- Tips on how to transfer successfully
- Answers to most commonly asked transfer questions
- Transfer guides to specific majors at approximately 30 Texas universities
- Transfer admission information for Texas universities
- Course-by-course equivalencies for college courses at Texas universities
- Details on the Transfer Guarantee Program
- Educational resources for students and counselors/ advisors.
- DCCCD – University Articulation Agreements

College Resources for Transfer Students

The college offers many resources designed specifically for those students planning to transfer to a university. You should take advantage of these resources early in your college experience, particularly if you have not chosen a major or have not selected a university. Many of the resources can assist you in making informed decisions when selecting courses, choosing a transfer institution, and completing all of the necessary steps in the transfer process.

Transfer Guides

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

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

Although officials at the various universities have reviewed the information in these guides, the content is subject to change. It is the student's responsibility to verify the accuracy of this information with the receiving institution. Counselors and academic advisors can also assist students in preparing for majors other than those listed above.

Course-by-Course Equivalency Guides

Equivalency Guides offer a listing of how every course transfers to each specific senior institution. This information can be helpful to you if you have selected a senior institution but have not chosen a major yet. You 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 or advisor can assist you in determining whether courses apply to a particular major.

Common Course Numbering System

To help meet your transfer needs, the college is a member of the Texas Common Course Numbering System Consortium. All Texas community/junior colleges participate in this system. Most universities are cooperating with this new numbering system indicating courses equivalent to the common course system. By Fall 2005, many state universities may have adopted this same numbering system.

Colleges teach courses similar in nature, and these courses have been designated by a common number. The common number facilitates the transfer of these courses between and among the participating institutions. Further in this catalog you will find course descriptions for every course offered in the college. Course descriptions will indicate if a course has been assigned a common course number. You should not assume that only courses with common course numbers will transfer.

Choosing A Catalog Year

The college catalog has any degree or certificate program requirements of 5 years. This means you are expected to complete within five (5) years as outlined in the catalog in effect at the time of your entrance to the college. You may elect to utilize a more recent catalog year in which you were enrolled, provided the degree requirements are met during that 5-year period and the requisite courses are still offered. If you plan to transfer, you should keep a copy of the catalog dated at the time you entered college, the catalog year you followed for your graduation requirements, a copy of degree plan from the DCCCD web page, the catalog of the university to which you wish to transfer, and the transfer guide valid at the time you enrolled at the college. You may wish to maintain a copy of all course syllabi, particularly if you plan to transfer to either a private university or one located out of state.

Other Things to Consider

During the time you are enrolled in the college, you should begin to determine the necessary steps for completing the transfer admission process. The process may require a great amount of preparation, and you should be certain you understand all of the requirements for admission, such as:

- Application deadlines,
- Minimum grade-point average requirements,
- Limits 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 you can meet with representatives from all areas of the institution.

There is a limit on the number of hours taken by any one student in which the state of Texas will reimburse universities. By law, some Texas public universities may charge a higher rate of tuition to students who exceed the limit. Contact the college or university to which you plan to transfer and obtain more information concerning tuition fees.

Other Educational Programs

American English and Culture Institute

The Dallas County Community College District offers an intensive English program called the American English and Culture Institute (AECI) for international students preparing to study in American colleges and universities or planning to work in fields where English is the primary language. The AECI is a year-round program of English and culture study that is offered in ten-week sessions and divided into proficiency levels of one through four. Students who score higher than 117 but less than 197 on the computer-based TOEFL or who score higher than 430 but less than 530 on the paper-based TOEFL will be considered for the AECI.

Career and Technical Programs

You can prepare for a career as a skilled employee after one or two years of college study if you enroll in one of our many Career and Technical Programs. These programs are established after studies verify that related employment opportunities exist in business and industry. With the assistance and cooperation of representatives from local business, industry, and public agencies, the Career and Technical Programs are designed to meet increasing local and regional workforce needs. These programs provide you with the opportunity to develop the necessary competencies to meet the demands of area employers.

Career and Technical courses are accredited college courses that lead to a Certificate or an Associate in Applied Sciences Degree. We offer placement assistance to you as you complete course work in our Career and Technical Programs. We maintain a continuous relationship with local and regional industries to keep you informed of employment opportunities.

In addition to classroom instruction, the college offers external learning experiences programs. These are competency-based learning experiences provided at a work site which enhance lecture and laboratory instruction. See External Learning Experiences for Career and Technical Programs.

Certificate and associate degree Career and Technical Programs are designed for you to complete within one or two years. The Bill Priest Institute offers certificate programs designed to be completed in less than one year.

The College offers a Guarantee for Job Competency for all students who earn a certificate or an Associate in Applied Sciences Degree.

Credit-By-Examination

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

You must pay a test administration service charge for each course examination. This service charge must be paid prior to taking the examination and is not refundable. Final acceptance of credit-by-examination for specific degree purposes is determined by the degree-granting institution. If you are planning to use credit-by-examination to meet degree requirements at other institutions, you should check the receiving institution's requirements.

You must be currently enrolled as a credit student at the college to receive credit-by-examination. Although your current enrollment in a course may normally make you ineligible for national testing programs, the Foreign Language Curriculum Committee permits an exception to this policy for students enrolled in foreign language courses. You may earn as many credits through examination as your ability permits and needs require, but at least 25% of the credit hours required for graduation must be taken through instruction and not through credit-by-examination.

Credit-by-examination may be attempted only one time in any given course, and a minimum score must be earned in order for credit to be recorded. Those who successfully complete an approved credit-by-examination may choose to have either the grade earned, if it is made available, or "CR" recorded on the transcript. Only letter grades of A, B, or C for credit-by-exam will be calculated into the GPA. If a student chooses "CR" for a credit-by-exam or if "CR" is the only option available to students, the "CR" cannot be calculated into the GPA. **Students who meet the minimum passing standard on Computerized CLEP exams will be awarded "CR". The option for a letter grade is currently not available.**

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

CLEP Computerized Test Subject Exams

(CLEP General Exams are NOT approved)
*See Advisement for test limitations for these computerized CLEP exams

Test Name	*Minimum Score*	*Credits*	*Course(s)*
Principles of Accounting	50	6	ACCT 2301, 2302
Principles of Management	50	3	BMGT 1303
General Biology	50	8	BIOL 1406, 1407
Introductory Business Law	50	3	BUSI 2301
General Chemistry	50	8	CHEM 1411, 1412
Principles of Macroeconomics	50	3	ECON 2301
Principles of Microeconomics	50	3	ECON 2302
English Literature	50	6	ENGL 2322, 2323
American Literature	50	6	ENGL 2327, 2328
College Level I French Language	50	8	FREN 1411, 1412
College Level II French Language	62	14	FREN 1411, 1412, 2311, 2312
College Level I German Language	50	8	GERM 1411, 1412
College Level II German Language	63	14	GERM 1411, 1412, 2311, 2312
*American Government	50	3	GOVT 2302
History of U.S. I	50	3	HIST 1301
History of U.S. II	50	3	HIST 1302
Western Civilization I	50	3	HIST 2311
Western Civilization II	50	3	HIST 2312
Principles of Marketing	50	3	MRKG 1311
College Algebra	50	3	MATH 1314
Trigonometry	50	3	MATH 1316
Calculus with Elementary Functions	50	5	MATH 2513
Introductory Psychology	50	3	PSYC 2301
Human Growth and Development	50	3	PSYC 2314
Introductory Sociology	50	3	SOCI 1301
College Level I Spanish Language	50	8	SPAN 1411, 1412
College Level II Spanish Language	66	14	SPAN 1411, 1412, 2311, 2312

CLEP Paper/Pencil Exams

(CLEP General Exams are NOT approved). Paper/pencil CLEP Tests are no longer administered, but the required scores, from such tests, taken within the past ten years can be utilized. *See College Testing Center for test limitations on these CLEP tests.

Test Name	*Minimum Score*	*Credits*	*Course(s)*
Intro Accounting (version retired in 7/95)	47	6	ACCT 2301, 2302
Principles of Accounting	45	6	ACCT 2301, 2302
Intro Management (version retired in 7/94)	47	3	BMGT 1303
Principles of Management	46	3	BMGT 1303
General Biology	46	8	BIOL 1406, 1407
Intro to Business Law	51	3	BUSI 2301
General Chemistry	47	8	CHEM 1411, 1412
Intro. Macroeconomics (version retired in 7/94)	48	3	ECON 2301
Intro. Microeconomics (version retired in 7/94)	47	3	ECON 2302
Principles of Macroeconomics	44	3	ECON 2301
Principles of Microeconomics	41	3	ECON 2302
English Literature	46	6	ENGL 2322, 2323
American Literature	46	6	ENGL 2327, 2328
College French 1 and 2 (version retired 7/97)	39	8	FREN 1411, 1412
College Level French Language	42	8	FREN 1411, 1412
College German 1 and 2 (version retired 7/95)	40	8	GERM 1411, 1412
College Level German Language	36	8	GERM 1411, 1412
College Level German Language	42	14	GERM 1411, 1412, 2311, 2312
*American Government	47	3	GOVT 2302

In order to receive credit for GOVT 2301, students must take a departmental test on Texas Government. The departmental GOVT 2301 test may be given only to students who have also received credit for Government 2302 via CLEP

American History I (version retired 7/96)	45	3	HIST 1301
History of U.S. I	47	3	HIST 1301
History of U.S. II	46	3	HIST 1302
Western Civilization 1	46	3	HIST 2311
Western Civilization 2	47	3	HIST 2312
Principles of Marketing	50	3	MRKG 1311
College Algebra (version retired 7/94)	45	3	MATH 1314
College Algebra	46	3	MATH 1314
Trigonometry	50	3	MATH 1316
Calculus w/ Elem. Functions (version retired 7/95)	47	5	MATH 2513
Calculus w/ Elem. Functions	41	5	MATH 2513
Intro. Psychology	47	3	PSYC 2301
Human Growth and Development	45	3	PSYC 2314
Intro. Sociology	47	3	SOCI 1301
College Spanish 1 and 2 (version retired 7/96)	41	8	SPAN 1411, 1412
College Spanish 1, 2, 3 and 4 (version retired 7/96)	50	14	SPAN 1411, 1412, 2311, 2312
College Level Spanish Language	45	8	SPAN 1411, 1412
College Level Spanish Language	50	14	SPAN 1411, 1412, 2311, 2312

AP Advanced Placement

Test Name	*Minimum Score*	*Credits*	*Course(s)*
Art History	3	6	ARTS 1303, 1304
Biology	3	8	BIOL 1406, 1407
Calculus AB	3	5	MATH 2513
Calculus BC	3	9	MATH 2414, 2513
Chemistry	3	8	CHEM 1411, 1412
English - Language and Comp	3	6	ENGL 1301, 1302
*French - Language	3	8	FREN 1411, 1412
*French - Language	4	11	FREN 1411, 1412, 2311
*French - Language	5	14	FREN 1411, 1412, 2311, 2312
*German - Language	3	8	GERM 1411, 1412
*German - Language	4	11	GERM 1411, 1412, 2311
*German - Language	5	14	GERM 1411, 1412, 2311, 2312
Government & Politics - US	3	3	GOVT 2302
Government - Comparative and Politics	3	3	GOVT 2371
History - European	3	6	HIST 2311, 2312
History - US	3	6	HIST 1301, 1302
Macroeconomics	3	3	ECON 2301
Microeconomics	3	3	ECON 2302
Music Theory	3	3	MUSI 1311
Physics B	3	8	PHYS 1401, 1402
Psychology	3	3	PSYC 2301
*Spanish - Language	3	8	SPAN 1411, 1412
*Spanish - Language	4	11	SPAN 1411, 1412, 2311
*Spanish - Language	5	14	SPAN 1411, 1412, 2311, 2312
Studio Art-Drawing	3	3	ARTS 1316

*Students taking Advanced Placement Exams have a choice of receiving a grade or "CR" for credit, except for the AP language exams for which only "CR" may be granted. For all but the AP language exams, a score of 3 equals C; a score of 4 equals B; a score of 5 equals A. If you take any of the tests listed above, you should check with the Registrar's Office to ensure these tests will be accepted in lieu of coursework. You should do this *prior* to taking the test as the previous list may change. You may challenge courses not on this list by taking an instructor-made examination. If you are interested in this method, contact the appropriate academic division office.

DANTES

Test Name	*Minimum Score*	*Credit*	*Course(s)*
Principles of Financial Accounting	49	3	ACCT 2301
Introduction to Business	46	3	BUSI 1301
Lifespan Developmental Psychology	46	3	PSYC 2314

CERTIFIED PROFESSIONAL SECTRETARY (CPS) EXAM

Students who can provide documentation from the Institute for Certifying Secretaries that they have passed all sections of the CPS should be granted credit for 15 hours from the courses listed below. Such students must complete 12 college level hours within the DCCCD and at least two courses must be completed in Office Technology with a grade of C or better. Credit earned through the CPS is applicable **only** to the Associate of Applied Sciences in Office Technology program. The student may select no more than 15 hours for the list below and ACR@ should be shown on transcript.

Before WECM	**2001 WECM Course Name**	**Hours**
OFCT 1373	POFT 1309	3 hours
OFCT 1376	POFT 2301	3 hours
OFCT 1377	POFI 1301	3 hours
OFCT 1378	No Course Available	3 hours
OFCT 1380	POFI 1345 or POFI 1349	3 hours
OFCT 2370	POFT 1302	3 hours

Continuing Education Programs

Within the college, continuing education programs deliver flexible, diverse, visionary instruction responsive to the needs of public, private, and corporate citizens. Continuing Education programs provide workforce training, personal and professional development courses and other outreach programs to enhance individual, community and economic development including customized training for business and industry.

Continuing education instructors are professionals from the community chosen for their knowledge, expertise and experience in their fields. Training and instruction are offered as courses, programs, seminars, workshops and distance learning opportunities. Registration is continuous, convenient and customer-oriented with new classes starting throughout the year on weekdays and weekends both during the day and evening hours. Continuing education classes are offered at the college and in a variety of locations throughout the community. For specific information on public course offerings, contact college and request a current Continuing Education Schedule or find it online at www.dcccd.edu.

A variety of student services are available for Continuing Education students including financial aid, library privileges, job placement assistance, tutoring and academic/career advising. Some scholarship and grant funds may be available for specific non-credit programs and courses. To apply for these funds, contact the College's Continuing Education or Financial Aid Office.

Continuing Education Units

Continuing Education Units (CEUs) are transcripted upon successful completion of all requirements, competencies and learning outcomes for approved workforce education courses. In all recognized educational circles, one CEU is equal to 10 contact hours of participation in an organized continuing education or extension experience. The CEU is a means of recording and accounting for continuing education activities and meeting the certification requirements of certain professional organizations.

Credit for Experiential Learning

Because individuals learn in a variety of ways and through a multitude of experiences, the college has established a means by which students may earn credit for college-equivalent education acquired through earlier schooling, work or other life experiences. In order to petition for experiential learning the student must be currently enrolled in the college assessing the learning experiences.

A student may be able to transcript college credit based on recommendations of the College Credit Recommendation Service of the American Council on Education. Such credit is granted as "CR." Evaluation and awarding of credit is the responsibility of the college where the student is enrolled.

A student may also petition for credit for other experiential learning. Portfolio assessment is one method by which the prior learning may be documented. Currently enrolled students may petition for credit by developing a portfolio that describes and documents pertinent learning comparable to that available in a specified college course. A faculty member in the appropriate program or discipline area evaluates the portfolio and determines commensurate credit. Credit is recorded as "CR." A second method is for the student to enroll in an existing section of a course (after consultation with the instructor) and develop an individualized plan for participation and testing based on the instructor's evaluation of skill and experience levels. Completion of this method results in the award of a letter grade. Finally, any district curriculum committee has the option of designing a program unique to their discipline.

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

Developmental Education

Developmental education courses are designed to provide students with academic skills necessary for success in college-level courses and to fulfill the Texas Success Initiative (TSI) standards. Many levels of developmental reading, writing, and math classes are offered to enable students to complete the required prerequisites for college-level work and to satisfy TSI standards. Developmental courses are listed in the catalog as DREA for developmental reading, DWRI for developmental writing, and DMAT for developmental math. These courses carry institutional credit but do not count toward a degree or certificate. Students who wish to improve skills in reading, writing, and math may also enroll in developmental courses even if not required because of low test scores. Instructional formats vary and may include computer-based, self-paced, lecture, and online offerings.

The State of Texas financially subsidizes the education of college students. In other words, the tuition paid by any student represents only a portion of the real costs of any developmental education courses. As the State of Texas will pay for only 27 hours of attempted Developmental Studies courses, students may be required to pay a higher rate of tuition for any developmental hours beyond the 27 hour limit. Developmental courses are ANY courses numbered 0099 and below. These courses include Developmental Reading, Developmental Math, Developmental Writing, English for Speakers of Other Languages (ESOL) and others.

eConnect

The Dallas County Community College District offers to students, eConnect, a web interface that provides online student services. The Student Menu allows you to:

- Complete your admissions application
- Search, register and pay for credit classes
- View your credit class schedule and grades
- Access your financial information
- Buy your books online
- Access your student records
- Ad/change your email address
- Fill out your Student Information Profile
- Request privacy of your directory information
- Request a transcript

For more information on the latest enhancements and added features, please see what's new and improved at eConnect at http://econnect.dcccd.edu

English for Speakers of Other Languages (ESOL)

English for Speakers of Other Languages (ESOL or ESL) courses are offered to provide academic English skills to students whose first or native language is other than English. Besides preparing students for the college learning experience in the areas of oral communication, reading, writing, and grammar, these courses teach students the skills needed to meet the requirements of the Texas Success Initiative (TSI, formerly TASP). Non-native English speaking students who wish to enroll in college-level courses, but who have not met language-related TSI standards or DCCCD prerequisites for doing so, may be expected to enroll in ESOL courses to meet those requirements. Appropriate tests or methods may be used to determine students' skill levels for ESOL course placement as well as to meet TSI requirements.

All non-native English speakers are welcome to study in the Dallas County Community College District, regardless of language level, background, or residency status. Because those students do have a wide variety of language experiences and needs, oral communication, reading, writing, and grammar courses are offered at various levels. This allows each student to focus on his or her areas of English language learning need and helps to ensure individual success in college studies. In addition, a selection of learning modes may be available for students to choose from, including lecture, online instruction, computer-aided instruction, fast-track, learning community, and intensive formats.

Evening & Weekend College

Most courses offered during the day are also available in the evening or on the weekend. Courses are offered both on campus and at selected community locations.

Evening and weekend courses offer high quality instruction and excellent facilities. Student services, including advisement, health, library, bookstore, food services, financial aid, and recreation may be available. Instructors are selected from the full-time college staff, from out-standing Dallas-area educators, and from other professional specialists. To enroll in evening and weekend courses, contact the college Admissions Office.

External Learning Experiences for Career and Technical Programs

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

External Learning Experience work sites must be approved by the college, and employers must be willing to enter into training agreements with the college and the student/employee. The college will assist you in seeking approved employment, if needed. Career and Technical Programs that include external learning experiences are indicated in this catalog. Prior to enrolling in one of these courses, you must consult with the program's External Learning Experience Coordinator. External Learning Experience Student Handbook can be found at http://www.dcccd.edu/vcea/workf/ele_student_handbook.htm.

Human Development Courses

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

Some Human Development courses transfer to colleges and universities as elective credit. These courses use an experiential model that allows for the use of a variety of teaching and 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.

International Studies/Study Abroad Opportunities

An important part of the commitment of the colleges of the DCCCD to enhancing student appreciation and understanding of diverse cultures is its international studies and study abroad programs. Therefore, any program offered by another college of the DCCCD is open to students of this college. These programs are available in a variety of countries during fall and spring semesters and in the summer and are available to students of this college. Semester-length programs may be currently available in England, France, Costa Rica, Spain, and Italy. In most programs, no prior knowledge of a foreign language is required. Many of the colleges also offer study-abroad opportunities during the summer sessions. College faculty teach these courses, which normally last two to four weeks. In previous years, these courses have been offered in Austria, Australia, China, Dominican Republic, France, Great Britain, Italy, Jamaica, Mexico, Portugal, Russia, Senegal, and Spain. For information about any of the semester or summer programs, contact the District Office of Student and Academic Programs 214-860-2410 or contact the study abroad advisor of the college. There are also other non-semester length courses offered during the year.

Texas residents enrolled in colleges that are members of the North Texas Community College Consortium may enroll in DCCCD international courses by paying "in-District" tuition. These colleges include: Brookhaven, Cedar Valley, Cisco, Collin County, Eastfield, El Centro, Grayson County, Hill, Kilgore, LeCroy Center, McLennan, Mountain View, Navarro, North Central Texas, Northeast Texas, North Lake, Panola, Paris, Priest Institute, Richland, Tarrant County, Texas State Technical at Marshall and Waco, Trinity Valley, Tulsa, Tyler, Vernon, Weatherford and the University of North Texas.

Make a difference for yourself & for your community. Participate in DCCCD Service Learning.

Non-Credit Student (Audit)

A person who meets the admission requirements may, with the consent of the division dean and instructor, enroll in a credit course as a non-credit student. As a non-credit student, you may attend class, but you will not receive a final grade or credit for the course. An instructor may give you exams if the instructor determines the examination is an essential component of the learning process. The college has the right to restrict registration in some courses for students wishing to audit.

Reserve Officers Training Corps

The college offers a Reserve Officers Training Corps (ROTC) program in cooperation with the University of Texas at Arlington. The ROTC program provides a unique opportunity for you to assess and develop your leadership skills by being exposed to a variety of leadership styles, techniques and tools. It also develops college-educated officers for the active Army and the reserve components, giving you the opportunity to pursue either a civilian or military career after completing college.

ROTC credits may be used to complete a college degree by applying them toward elective credit. Military science may be declared as a minor course of study in many degree programs at The University of Texas at Arlington. To be eligible, you must be enrolled in the ROTC program, must receive acceptance of military science as a minor from your major degree department, and must complete 18 hours of military science, 10 of which are advanced. If you participate in ROTC while enrolled in the college, you will be eligible to apply at UTA for ROTC scholarships to complete degrees at UTA. The U.S. Army Scholarship Program provides an excellent way for you to obtain assistance in financing a college education. Every scholarship provides for payment of all expenses incurred for fees and tuition, an allowance for books and supplies, and $200 a month for up to 10 months per year.

Service Learning

Service Learning combines academic instruction with active community service, utilizing critical, reflective thinking to examine the world around you and your civic responsibilities. It is a mutually beneficial partnership, allowing you to apply what you have learned in the classroom into the real world while developing new skills in a service position in the community. You get a chance to improve your critical thinking skills, explore career possibilities, and make a difference by meeting community needs and increasing community support. The colleges offer you an opportunity to serve at a wide variety of charitable and social agencies. The college is proud to be a member of both the Texas Campus Compact and the National Campus Compact, organizations which are strongly committed to the integration of Service Learning into college curriculum.

Servicemen's Opportunity College

In cooperation with other community colleges in the United States, the colleges participate in the Servicemen's Opportunity College. Through this program, you can plan an educational experience regardless of where the military requires you to serve. While military service, *per se*, carries no equivalent college credit, coursework earned in the military *may* result in equivalent college credit with appropriate documentation. For further information contact the Registrar's Office.

Tech Prep

Tech Prep is a college program that begins in high school; it is advanced placement for technical careers that prepares students for direct entry into the workplace upon completion of an associate degree or a post secondary certificate program.

College Tech Prep programs are sequences of courses developed cooperatively between school districts and DCCCD, and approved by both the Texas Education Agency (TEA) and the Texas Higher Education Coordinating Board (THECB).

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

- Choose a Tech Prep career program offered at your high school after reviewing options with your high school counselor.
- Complete the suggested high school Tech Prep classes with a minimum overall average of 80.
- Ask the high school counselor to fill out a "Transfer of Tech Prep College Credit" form.
- *Within 15 months after high school graduation:*
- enroll at any DCCCD college
- meet with a Tech Prep advisor at the college
- declare a major and file a degree plan in any degree or certificate program.

For more information about current Tech Prep programs, contact your high school counselor or career and technology teacher or call the college's Tech Prep office. See this website for more information: www.dcccd.edu/vcea/dtechp/

Tomorrow's Teachers

Tomorrow's Teachers is a first-of-its-kind, collaborative initiative among Dallas County independent school districts, the college and area four-year universities. The overall objective of the kindergarten-through-college program is to transform Dallas-area students into Dallas-area public school teachers.

Tuition for college and Dallas-area state universities is very affordable, but even modest tuition can sometimes be a barrier to education. Tomorrow's Teachers tackles this issue head on. Traditional financial aid in the form of student loans and grants is available through the college and all area four-year universities. Special funding programs are available, such as Rising Star, which guarantees all qualifying Dallas County high school graduates the opportunity to attend the first two years of college tuition free, books and fees included. In addition, the Tomorrow's Teachers program is a clearinghouse for scholarships earmarked specifically for students entering the teaching profession. See http://www.dcccd.edu/vcea/partner/Teachers/index.html for more information about Tomorrow's Teachers.

Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a statewide inventory of workforce education courses offered for semester credit hours and Continuing Education Units (CEUs). These courses are offered by the colleges to respond rapidly to the needs of business and industry. The WECM offers a means for the college to continually design and update high, quality workforce courses by receiving input from business and industry and community college faculty throughout Texas.

The Texas Higher Education Coordinating Board approves all courses cited in the WECM for use by all Texas public community and technical colleges. Therefore, if you earn semester credit hours and CEUs by successfully completing the requirements for the course(s), you will be able to transfer the credits or CEUs to another Texas public community or technical college that also offers the same course(s).

Student Obligations

Attending Classes

You are expected to attend regularly all classes in which you enroll. You 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 you. If you are unable to complete a course (or courses) in which you are enrolled, **it is your responsibility to withdraw from the course by the appropriate date. If you do not withdraw, you will receive a performance grade, usually a grade of "F."**

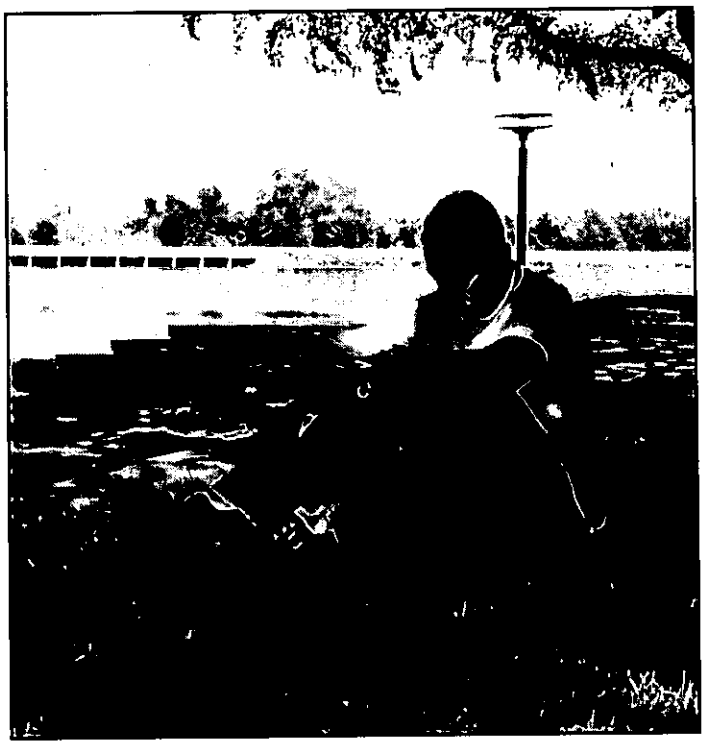
Under Texas Education Code, Section 51.911, all institutions of higher education shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day, or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of the institution or his or her designee. The student and instructor shall abide by the decision of the chief executive officer or his/her designee.

Dropping A Course or Withdrawing from College

To drop a class or withdraw from the college, you must follow the prescribed procedure. **It is your responsibility as a student to drop or withdraw**. Failure to do so will result in your receiving a performance grade, usually a grade of "F." Should circumstances prevent you from appearing in person to withdraw from the college, you may withdraw by the following: Mail or FAX to the registrar indicating which courses and by including your social security number or college I.D. number and signature; through the college online registration system; or through the "telephone registration" system. A drop/withdrawal request by any means must be received in the Registrar's Office by the official drop/withdrawal deadline. No drop or withdrawal requests are accepted by telephone unless through the "telephone registration" system. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar and the current class schedule. See Refund Policy for possible refund eligibility. Students who drop or withdraw should be aware of the course repeat policy in the next paragraph.

Repeating Courses

The State of Texas financially subsidizes the education of college students. In other words, the tuition paid by any student represents only a portion of the real cost of any credit and many Continuing Education courses since the State pays the remainder of the costs. The Texas State Legislature has



mandated that effective with the Fall 2002 Semester, most credit and Continuing Education courses may be attempted only two times; the State will no longer subsidize a student's enrollment for these courses for a third or subsequent attempt. Therefore, students may have to pay a higher rate of tuition or may be denied registration for a course for the third or subsequent time they attempt a course. Students should see an academic advisor to determine if they are repeating a course at least the third time. Students should carefully select courses. They should also take care in dropping a course as any future retake of that course may result in a higher rate of tuition or they may be denied registration for that course. See the following web page for information about courses exempt from this ruling and for cross-lists of both academic and continuing education courses: https://www1.dcccd.edu/catalog/ss/oep/repeating_courses.cfm.

Students Called into Active Duty

If you are called to report to active duty, please bring your official orders to the Admissions Office for processing. The Texas Higher Education Coordinating Board rules (chapter 21 Section 21.5) indicate, "If a student withdraws from an institution because the student is called into active military service, the institution, at the student's option, shall:

1. refund the tuition and fees paid by the student for the semester in which the student withdraws;
2. grant a student, who is eligible under the institution's guidelines, an incomplete grade in all courses by designating "withdrawn-military" on the student's transcript; or
3. as determined by the instructor, assign an appropriate final grade or credit to a student who has satisfactorily completed a substantial amount of course work and who has demonstrated sufficient mastery of the course material.

Grades & Transcripts

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	Average2 points	
D	Poor	1 point
E*	Effort	Not computed
F	Failing	0 points
I	Incomplete	Not computed
WX	Progress;	Not computed; re-enrollment required
W	Withdrawn	Not computed
CR	Credit	Not computed

*Used only with developmental studies courses.

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, if you take a three-hour course and earn an "A" you will accumulate 12 grade points for that course. Your 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, if you take the following courses, you will earn the following grades and have a grade point average of 2.93:

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

35/12 = 2.93

Your transcript and grade reports will indicate two different Grade Point Averages, called GPAs. GPA (1) is based upon all courses completed in colleges of the DCCCD in which you received a performance grade of A-F. GPA (1) is used to determine Suspension/Probation status and athletic participation eligibility. GPA (2) is based upon grade points earned in all college-level courses taken at the college and all other colleges of the DCCCD in which you received a performance grade of A-F. Courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM 1170 are not used in the calculation of GPA (2). GPA (2) is used to determine eligibility for graduation, honor rolls, and eligibility in Who's Who in American Junior Colleges. It is also the GPA that may be considered by four-year institutions if you transfer.

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 at all of the colleges of the DCCCD. When you withdraw from a course being

repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course.

If you believe an error has been made in determining a course grade, you should contact the instructor or appropriate division office as soon as possible. For more information, see Grade Dispute Resolution in the section on College Policies and Procedures.

An incomplete grade of "I" may be given when an unforeseen emergency prevents you 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, usually an "F".

An Incomplete Contract is used to assign an incomplete grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, you, and the appropriate division dean and submitted with the final grade report. When an Incomplete Contract must be submitted without your signature, the instructor must include a statement indicating that you are aware of and agree with the contract.

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

An "E" grade may be given when an instructor wishes to indicate that you have made progress in a developmental studies course. An "E" grade is non-punitive and is not computed. The "E" grade provides more flexibility for re-

enrollment, particularly for students who do not achieve a C-level grade in a course. An "E" grade indicates that you participated in a course according to TSI guidelines, but were unable to do C-level or passing work that would qualify you to enroll in transfer-level courses. The E grade indicates below college skill level work, but shows that you participated in and attended the class and attempted to do the work in the course.

Students on Federal Financial Aid should check with the Financial Aid Office concerning E grade(s) and any impact they have on benefits.

Acceptable Scholastic Performance

College work is measured in terms of credit hours. The number of credit hours offered for each course is listed with the course description in this catalog. In college-level courses (those numbered above 1000), the number of credit hours a course has is indicated by the second digit of the course number. A course numbered 1301 is a 3-hour credit course, one numbered 2401 is a 4-hour course, etc.

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

Grade Reports

Grade reports are no longer mailed to students. Students may acquire their grades online through www.econnect.dcccd.edu or by telephone at 972-613-1818.

Transcript of Credit

The transcript of credit is a chronological listing of college credit classes attempted within the DCCCD seven-college system. 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 your written request, the Registrar's Office will send an official transcript to you or to any college or agency named. A minimum of two working days is required for processing. A transcript will be released only if all obligations to the DCCCD have been settled. Transfer credits from other institutions are not recorded on transcripts. **If you desire a transcript of work completed at another institution, you must secure it from that institution.**

Transcript Evaluations

If you have completed course work at a regionally accredited college or university, and you will be working toward an associate degree or a certificate at the college, you should contact the Registrar's Office to request a transcript evaluation. The college will inform transfer students of the amount of credit which will transfer, if not prior to your enrollment, but at least prior to the end of the first academic term in which you are enrolled.

Transcript Request

To request a free copy of your transcript, write or fax the Admissions Office at the college of the DCCCD you last attended. You can also make your request online through the DCCCD website. The registrar needs a dated and signed request that includes the following:

- Your name
- a copy of your driver's license
- your Social Security number (optional)
- when you attended
- where to send the transcript

Your signature is **REQUIRED.** The Registrar cannot fill the request without it. College addresses and telephone numbers can be found at http://www.dcccd.edu/maps/maps.htm.

Probation, Suspension & Dismissal

Scholastic Probation

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

Scholastic Suspension

If you are on scholastic probation and become ineligible to re-enroll, you shall be suspended from the college for not less than one semester.

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

Working toward an Associate Degree? File a degree plan in the Registrar's Office before the end of your freshman year.

Academic Dismissal

If you do not meet the required standards and are placed on continued scholastic suspension for a second time, you will be academically dismissed for a period of 12 months. Prior to applying for readmission, you must present to the admissions committee a written explanation of how you plan to improve the your academic standing. You may be readmitted on continued scholastic probation, and your coursework and total hours may be limited.

Indefinite Academic Dismissal

If you are readmitted after having been on scholastic suspension and academic dismissal, and subsequently fail to achieve a GPA (1) of 2.0 greater, you shall be placed on indefinite academic dismissal. After a period of more than 12 months, only the Vice President of Student Development or designee may recommend you for readmission.

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

If you are on academic suspension or academic dismissal from another institution, you are ineligible for admission to the college unless you have met the academic standards required by the college.

Graduation Requirements

In addition to other graduation requirements, you 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 your entrance to the college. You may have the option to select a more recent catalog year in which you were enrolled, provided the degree requirements are met within five (5) years of the catalog selected and the requisite courses are still offered.

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

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

You, the student, have the ultimate responsibility to select and register for courses meeting graduation requirements.

Associate Degree Plans

If you are seeking an associate degree, you should request a degree plan from the Registrar's Office no later than at the end of your freshman year and preferably sooner. Official transcripts of all previous college work must be on file at the time you request a degree plan. The application for the granting of the degree should be filed in the Registrar's Office prior to the deadline announced by the registrar.

Certificate Plans

If you are following a one-year certificate program, you should request an official plan during your first semester of enrollment. The application for the granting of the certificate should be filed in the Registrar's Office prior to the deadline announced by the Registrar.

Graduation Ceremony

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. If you graduate in December, you may participate in the next commencement if you desire; likewise if you graduate in July or August, you may participate in the spring commencement if you desire, but you are not required to do so. You should notify the Registrar's Office if you wish to participate in the commencement ceremony. Instructions for graduation are mailed to all candidates prior to commencement. The college may schedule additional graduation ceremonies.

Waiving of Scholastic Deficiency for Graduation Purposes

Any student in an academic transfer program may transfer to an Associate in Applied Sciences Degree or certificate program. In such a case, you may choose to have any grades below "C" disregarded. The procedure for disregarding low grades below a "C" may only be exercised while you are in that career program. The GPA for an Associate in Applied Sciences Degree or certificate is based only on the hours used to meet degree requirements; however, the overall GPA (2) must still be 2.0 or above. If you change 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. If you wish to use the procedure for waiving scholastic deficiency, you should indicate this in writing to the registrar prior to registration, and you should inform a counselor of your intentions during the pre-registration advisement session.

Academic Recognition & College Honors

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 six to 11 college-level credit hours and maintain a 3.5 or higher grade point average are placed on the Academic Recognition List. GPA (2) is used to determine academic recognition.

Phi Theta Kappa

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

Who's Who Among Students in American Community Colleges

Selections to Who's Who Among Students in America Community Colleges are made each fall. Who's Who is a highly regarded honor reserved for outstanding second-year college students eligible for the program. In general, students are recognized at graduation and at convocation in the spring.

For more information on the Bill Priest Institute's numerous & varied offerings for businesses, call 214-860-5900.

Bill J. Priest Institute for Economic Development

Business and Industry Services

The DCCCD's Bill Priest Institute and seven colleges strive to meet the business community's training needs. The DCCCD offers credit and non-credit training, and frequently customizes training to meet the unique needs for specific businesses. Training is offered at the work site or at any DCCCD location, and trainers are industry-experienced experts who know their subjects well. For information about business and industry services at any DCCCD location, call (214) 860-2135.

Job Profiling and Matching

Using the Job Profiling and Matching services, the Bill Priest Institute can help your organization evaluate your hiring needs, profile your jobs and scientifically match those needs with qualified applicants.

ACT Center

Training employees to be productive and skillful is one of the most expensive problems facing companies. To help combat this, the Bill Priest Institute has partnered with ACT, best known for its college entrance exam, to be the Dallas headquarters for a testing and training center designed to help businesses and individuals achieve their goals while boosting the skills of our workforce. The Bill Priest Institute's ACT Center℠ offers convenient and affordable access to more than 2,000 high-tech, web-based job training and testing programs. The Act Center is an invaluable addition to the DCCCD. The ACT Center provides:

- Local training or distance learning (when appropriate technology is available).
- On-demand learning opportunities for individuals or groups.
- A backup source of training, even when training is typically conducted by training staff of the corporation.
- Individualized, self-paced courseware that will save time and money by not duplicating what employees already know.
- Latest state-of-the-art technology for delivering training, education, and assessments.

tompeters! Company

The Bill Priest Institute is the first Texas college to join the Tom Peters Alliance, a partnership between the tompeters company! and educational institutions nationwide designed to engage a dynamic delivery system for business performance improvement consultation and training programs. The training services, which are about bringing passion, caring and commitment to work, include: The Leadership Challenge™ Workshop; Leadership is Everyone's Business™ Workshop; Tom Peters WOW! Projects™ Workshop; and Brand You™ Inspire Performance Workshop.

ISO 9000 Implementation

Your competitors enjoy a preferred status with customers, have increased bid opportunities, and can more readily seek sales abroad. Many companies want ISO 9000 certification but have been discouraged by the high cost of using outside resources to become prepared. Others that try to prepare with internal resources have found the documentation process overwhelming. The Bill Priest Institute, in association with QRX Incorporated, the Texas Manufacturing Assistance Center and accredited registrars, offers a cost-effective ISO 9000 program to help you improve your company's competitive position. Combining training sessions and workshops, benchmarking with peer groups, coaching and feedback from internationally recognized ISO/QS 9000 experts, the program ensures measurable improvements in your company's processes - even before you gain certification. With no prior ISO 9000 experience, your company can become certified in less than one year.

Fast Track Business Software Workshops

The Bill Priest Institute offers Fast Track computer software workshops at the Universities Center at Dallas (UCD), conveniently located in downtown Dallas. Specially designed to meet business needs, individuals or small groups of employees learn the latest skills in the software applications they use the most while missing only one day of work.

Office Space and Services

Keeping overhead expenses to a minimum is critical to a start-up company's survival. That's why the Bill Priest Institute leases office space at affordable rates to small businesses at 1402 Corinth Street, conveniently located just south of downtown Dallas. The Business Incubation Center offers young, service-oriented companies the facilities and services necessary to thrive during the first four years of operation. Easy access to the Small Business Development Centers' on-site training and counseling is an added bonus. Finding assistance with creating your own marketing plan or obtaining a patent is as simple as walking down the hall to visit with one of the SBDC's counselors.

A variety of lease options is available—from single offices to four-office suites. Rates for office space are designed to provide maximum flexibility and diverse options. Space cost is based on actual square footage leased upon move-in. The following services are available:

* Daily office cleaning
* Fax machines
* Copiers
* Secure garage parking
* 24-hour security and access

Small Business Development Centers

The Small Business Development Centers (SBDCs) of the DCCCD are partnership programs with the U.S. Small Business Administration (SBA). SBDCs are dedicated to giving business owners free counseling and affordable training on a variety of important topics.

Experts assist you in getting your business off the ground by helping you write your business plan, acquire financing and market your products and services. If you're already in business and need help marketing on the Internet, getting a patent, obtaining government contracts, complying with environmental regulations, or entering international markets, our SBDCs can point you in the right direction. Nationally certified counselors address:

* Management issues
* Marketing
* Accessing capital
* Business expansion
* Buying or selling a business
* International trade
* Government contracting
* Patents, copyrights and trademarks
* Environmental regulation compliance
* Technology and manufacturing

North Texas Small Business Development Center

The Bill Priest Institute is home to the headquarters for the North Texas Small Business Development Center, which oversees the operation of 17 SBDCs throughout the 49-county North Texas area. The following SBDCs are hosted by DCCCD entities in partnerships with the SBA:

* Best Southwest SBDC, located at Cedar Valley College
* Dallas SBDC, located at the Bill Priest Institute
* Risk Management SBDC, located at the Bill Priest Institute
* International SBDC, located at the World Trade Center, hosted by the Bill Priest Institute
* Government Contracting SBDC, located at the Bill Priest Institute
* Technology Assistance SBDC, located at the Bill Priest Institute.

Distance Learning

Technology has revolutionized almost every aspect of our lives. We communicate, work and travel with greater speed and precision. We now use the Internet for everything from trading stocks to grocery shopping-so, it only makes sense that we would use technology for education and learning.

Imagine taking classes from the convenience of your home, office or wherever your laptop can take you. That's what the Dallas TeleCollege and distance learning is all about. The Dallas County Community College District (DCCCD) has been in the distance learning business for over 25 years. In 1991, the LeCroy Center for Educational Telecommunications (LCET) was established to house the rapidly growing and expanding distance learning and course development program. Today the DCCCD has over 15,000 distance learning enrollments every year.

Distance learning is a collaborative effort of all seven colleges of the DCCCD, each accredited by the Commission of Colleges of the Southern Association of Colleges and Schools. This program draws it strength from its faculty and the integrity of the course content, from technical to baccalaureate-transfer classes, offered by the colleges. Faculty ensure the continued success of distance learning courses by facilitating vigorous student interaction via multiple technologies.

Many aspects of the district-wide distance learning administration, technology infrastructure and instructional support service function are housed at the R. Jan LeCroy Center for Educational Telecommunications, located adjacent to the Richland College campus in North Dallas. In addition to Dallas TeleCollege, the LeCroy Center operates:

- Dallas TeleLearning (telelearning, dcccd.edu), one of the nation's premier producers of educational telecommunications and distance learning products;
- Dallas Teleconferences, award-winning producer of international teleconferences on topics supporting education and training for educational institutions, businesses and government agencies; and
- STARLINK, a Texas-statewide videoconference network that produces and distributes staff development programming primarily for 90-two year colleges, technical institutions, state agencies and other public entities.

DALLAS TeleCollege

The options for distance learning are accessible to students locally, nationally and internationally. DALLAS TeleCollege is the DCCCD's "virtual campus." This virtual campus gives students the ability to access to college courses without having to come to the campus location. DALLAS TeleCollege continuously increases access to DCCCD programs and courses offered via distance learning by coupling instruction that can be offered at a true-distance, without campus-based requirements, with an array of student services accessible to students anywhere, anyplace. Dallas TeleCollege offers everything you need, virtually.

Students may apply for the following degrees through distance education; the Associate of Arts Degree, the Associate of Sciences Degree, and the Associate in Business Degree.

Admissions

Dallas TeleCollege Admissions is located at the R. Jan LeCroy Center for Educational Telecommunications. Dallas TeleCollege admissions policies are those of the DCCCD. See Getting Started. Dallas TeleCollege is a collaborative effort of all seven DCCCD colleges.

You may apply for admissions to the DCCCD online, or for more information about Dallas TeleCollege Admissions contact the office directly at: www.telecollege.dcccd.edu.

Dallas TeleCollege Admissions
9596 Walnut St.
Dallas, TX 75243-2112
Phone: (972) 669-6414
If outside of Dallas: 1 (888) 468-4268

Registration

Dallas TeleCollege Online Registration is housed at the R. Jan LeCroy Center for Educational Telecommunications. All district policies and requirements apply to Dallas TeleCollege registrations.

Dallas TeleCollege class schedules are available online at the Dallas TeleCollege homepage at www.telecollege.dcccd.edu. Dalals TeleCollege offers regular semester (fall, spring and summer) courses, following the Academic Calendar of the DCCCD. In addition, the Dallas TeleCollege offers many courses through Open Enrollment. Open Enrollment sections are 16-week sessions that begin every month.

Students registering in Dallas TeleCollege sections (9000-level) may access online registration at the Dallas TeleCollege homepage at www.telecollege.dcccd.edu. For more information about Dallas TeleCollege Registration, contact the office directly at:

Dallas TeleCollege Registration
9596 Walnut St.
Dallas, TX 75243-2112
Phone: (972) 669-6414
If outside of Dallas, toll-free: 1 (888) 468-4268

Advising

Dallas TeleCollege makes academic advising accessible and convenient to students needing the flexibility of campus-free education and services. Distance learners in need of assistance with a variety of advising issues including degree planning, schedule building, determining TSI standards and course prerequisites may contact a Dallas TeleCollege Academic Advisor. The Dallas TeleCollege self assessment tool, "Is Distance Learning Right For Me", allows students to self-access whether they possess characteristics that would best position them for success in a distance learning environment. The tool is available on the Dallas TeleCollege website at www.telecollege.dcccd.edu.

Dallas TeleCollege Academic Advising is available online at the Dallas TeleCollege homepage at www.telecollege.dcccd.edu or by phone at (972) 669-6417, or if outside Dallas, toll-free at 1 (888) 468-4268.

Dallas TeleCollege Advising
9596 Walnut St.
Dallas, TX 75243-2112
Phone: (972) 669-6417
E-Mail: dtcadvisor@dcccd.edu
If out of Dallas, toll-free: 1 (888) 468-4268

Financial Aid

Financial aid is available for courses offered through Dallas TeleCollege, as it would be for the same courses offered through DCCCD colleges. All district and federal financial aid policies and requirements apply to Dallas TeleCollege students and courses. For more information regarding financial aid see the Financial Aid section of this catalog.

A Dallas TeleCollege Financial Aid Advisor is available to all Dallas TeleCollege students at the Dallas TeleCollege homepage, www.telecollege.dcccd.edu. Students utilizing financial aid interested in Dallas TeleCollege sections are encouraged to contact the Dallas TeleCollege Financial Aid Advisor. The site is also a rich resource of web-based information regarding financial aid, including links to online FAFSA (Free Application for Federal Student Aid) and other web-based resources.

Learning Resources

Dallas TeleCollege makes available and maintains various learning resources. The Dallas TeleCollege library is made possible through a partnership with Richland College. The online library makes available the latest in web-based library and reference tools including online databases, the DCCCD library catalog, online research assistance, an online "Ask a Librarian" feature, bibliographies, quotations and more. The Dallas TeleCollege Library may be accessed through the Dallas TeleCollege homepage at www.telecollege.dcccd.edu. Dallas TeleCollege also supports a variety of learning resources in the areas of study skills and writing skills. The Dallas TeleCollege Online Writing Lab allows you to submit short questions about grammar, punctuation, and spelling. The Online Writing Lab staff will read and comment on short essays sent via e-mail.

For more information about these and other learning resources available through Dallas TeleCollege, visit the homepage, at www.telecollege.dcccd.edu.

Course Formats

Distance learning courses are offered in a number of formats. Each format may utilize a variety of learning technologies, such as video and CD-ROM, which are designed to enhance the learning experience. Course formats are either offered completely at a distance or require on campus visits.

Completely at a Distance

- Online Course
  Online courses are delivered using only computers and computer peripherals. Students are required to have reliable Internet access and the latest version of Internet browser software. The online classroom is used to deliver instruction, facilitate interactions between faculty and students.
- Telecourse PLUS Course
  The Telecourse PLUS incorporates the use of video and the online classroom. The course includes a pre-produced video series with print materials. Students are required to have access to local cable for viewing or a VHS format videocassette player. Students are also required to have reliable Internet access and the latest version of Internet browser software. The online classroom is used to deliver instruction, facilitate interactions between faculty and students, and more.

On-Campus Requirements

- Telecourse
  The Telecourse allows the students to work and learn independently, with campus-based requirements including orientations, testing, and review sessions. The course includes a pre-produced video series with print materials. Class interaction is offered through telephone, fax and mail. Students are required to have access to local cable for viewing or a VHS format videocassette player.
- Campus-Based Distance Learning
  Campus-based distance learning courses may include any of the above formats along with on-campus requirements. This means that students must visit the campus for a portion of their class. Most student services are also delivered on campus and not at a distance.
- Individualized Distance Learning Courses (IDL)
  IDL courses are individual study courses that use print materials and required activities related to course topics. This self-paced course requires a faculty-to-student agreement for specific work assignments and/or projects. Additional requirements include a study-faculty orientation, written assignments, and tests. Contact your instructor for more information.

Learning Technologies

Course formats may include one or more of the following learning technologies:

- Internet

Courses utilizing the Internet require students have Internet access and the latest version of a browser (Netscape or Internet Explorer).

- Video Series
  Several course formats such as telecourses utilize pre-produced video series which can be viewed in the following ways:
- Local Cable TV – Videos can be viewed through many local cable channels at scheduled times.
- Videotapes – Videotapes may be leased from our online bookstore and viewed on a video cassette player or viewed on campus in the media center.
- Video Streaming – Video streaming allows you to view video lesson programs from your home or office computer. This service requires broadband connectivity such as DSL, cable modems, or wireless connections, and payment of a fee.
- CD–ROM/DVD – in some cases videos may be available on CD-ROM and/or DVD.
- CD-ROM
  The CD-ROM format is a student-centered instructional design using fully integrated multimedia course delivery along with supported print materials. This format brings video programs, interactive computer-based activities, and Internet resources to the student's desktop. Materials include a pre-produced video series along with print materials.

For more information about Dallas Telecollege Administration and Student Services visit our website at www.telecollege.dcccd.edu.

Degrees Offered

Associate in Arts Degree, Associate in Sciences Degree, Fields of Study, and Emphasis Degrees

In addition to the Associate in Arts and Associate in Sciences Degrees offered, a student may also complete an official Field of Study.

The Texas Higher Education Coordinating Board has created Fields of Study, which are designed to transfer as a block of credit to any Texas public college or university. Fields of Study are comprised of courses a student should complete at the freshman and sophomore level that will lead to a specific major in a degree. Students' transcripts will include a notation that states a specific Field of Study has been completed. In order for such a notation to appear, students must successfully complete specific courses comprising the Field of Study. No course substitutions, other than those shown within the plan, will be permitted.

In addition, students may wish to combine a completed Field of Study with the college core curriculum requirements to complete the appropriate Associates degree. In order to do so, students should complete the courses indicated in the degree plans located elsewhere in this catalog. However, students may have to make a choice between pursuing the degree or the official Field of Study because of the number of hours required. As additional Fields of Study are made available, information may be located on the college web page. The following Fields of Study are currently available:

- Associate in Sciences Degree with a Field of Study in Business
- Associate in Sciences Degree with a Field of Study in Computer Science
- Associate in Arts Degree with a Field of Study in Criminal Justice
- Associate in Sciences Degree with a Field of Study in Engineering Technology—Computer Engineering Technology
- Associate in Sciences Degree with a Field of Study in Engineering Technology—Electrical Engineering Technology
- Associate in Sciences Degree with a Field of Study in Engineering Technology—Electronics Engineering Technology
- Associate in Arts Degree with a Field of Study in Mass Communications--Advertising and Public Relations
- Associate in Arts Degree with a Field of Study in Mass Communications--Broadcast Journalism
- Associate in Arts Degree with a Field of Study in Mass Communications--Journalism
- Associate in Arts Degree with a Field of Study in Music
- Associate in Arts Degree with a Field of Study in Teacher Preparation for Pre-K - Grade 4
- Associate in Sciences Degree with a Field of Study in Teacher Preparation for Grades 4-8 Certification

The college also offers a number of "emphasis" degrees in specific majors. An "emphasis" degree is one designed by the college. It includes the college core curriculum required in all degrees plus courses within the student's desired major. Students pursuing an "emphasis" degree should work closely with an advisor to ensure all courses will transfer and count toward the major at the selected institution to which the student plans to transfer. An "Articulated Emphasis" degree is one that will transfer to specified universities. As additional Emphasis Degrees are made available, information may be located on the college web page. The following Emphasis Degrees are currently available:

- Associate in Arts Degree with an Emphasis in Art
- Associate in Arts Degree with an Emphasis in Bilingual Teacher Preparation for Early Childhood Pre-K - Grade 4
- Associate in Sciences Degree with an Emphasis in Bilingual Teacher Preparation for Early Childhood Pre-K - Grade 4
- Associate in Sciences Degree with an Emphasis in Bilingual Teacher Preparation for Early Childhood, Grade 4-8
- Associate in Arts Degree with an Emphasis in Early Childhood Education--Grade 4 Teacher Preparation
- Associate in Sciences Degree with an Emphasis in Electrical Engineering
- Associate in Arts Degree with an Emphasis in Humanities
- Associate in Sciences Degree with an Emphasis in Mathematics
- Associate in Arts Degree with an Emphasis in Peace Studies
- Associate in Arts Degree with an Emphasis in Photographic/Imaging
- Associate in Arts Degree with an Emphasis in Teacher Preparation—Teacher Preparation General Education
- Associate in Arts Degree with an Emphasis in Teacher Preparation—Urban Education

See specific degree plans and certificate plans under the Associate in Applied Sciences, Emphasis Degrees and Field of Study Degrees for degree offerings by DCCCD college locations.

ASSOCIATE IN ARTS DEGREE

Available at all DCCCD Colleges

Degree Code: AA.ARTS

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

1. Complete a minimum of 61 credit hours including all the required courses listed.
2. Earn a grade of "C" or better in English 1301, either Speech 1311 or Speech 1315 and the selected college-level mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C");
4. Meet all Texas Success Initiative (TSI) standards and course prerequisites; and
5. Complete 25% of the degree requirements at the college awarding the degree.

This degree may be taken through a combination of on-campus and distance education offerings, or if planned correctly, the degree may be completed entirely through distance education. Receiving institutions are not required to accept a grade below "C" in transfer.

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

Course Requirements for the AA Degree	Credit Hours
COMMUNICATIONS *Select **each** of the following:* English 1301 **(a grade of "C" or better required)**, English 1302, and either Speech 1311 **or** Speech 1315 **(a grade of "C" or better required)**	**9**
MATHEMATICS **(A grade of "C" or better required.)** *Select **one** from the following:* Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, 2442 or higher level	**3**
LAB SCIENCES *Select **two** from the following:* Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425.	**8**
SOCIAL/BEHAVIORAL SCIENCES *Select **each** from the following:* History 1301, 1302; Government 2301, 2302 *Select **one** from the following:* Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319	**15**
HUMANITIES/VISUAL AND PERFORMING ARTS *Select **one** from **each** of the three groupings:* I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	**9**
INSTITUTIONAL OPTIONS *Select **each** from the following:* Physical Education 1164 **and** Computer Science 1300 or higher level COSC course	**4**
ELECTIVE CREDITS Select any 13 hours of elective college credit courses **other than** those with the prefix of BCIS, BIOL, CHEM, COSC, ENGR, GEOL, MATH or PHYS.	**13**
Total Credit Hours	**61**

ASSOCIATE IN SCIENCES DEGREE

Available at all DCCCD Colleges

Degree Code: AS.SCIENCE

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

1. Complete a minimum of 61 credit hours including all the required courses listed.
2. Earn a grade of "C" or better in English 1301, either Speech 1311 or Speech 1315, and the selected college-level mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C");
4. Meet all Texas Success Initiative (TSI) standards and course prerequisites; and
5. Complete 25% of the degree requirements at the college awarding the degree.

This degree may be taken through a combination of on-campus and distance education offerings, or if planned correctly, the degree may be completed entirely through distance education. Receiving institutions are not required to accept a grade below "C" in transfer.

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

Course Requirements for the AS Degree	Credit Hours
COMMUNICATIONS *Select **each** of the following:* English 1301 **(a grade of "C" or better required)**, English 1302, and either Speech 1311 or Speech 1315 **(a grade of "C" or better required.)**	**9**
MATHEMATICS **(A grade of "C" or better required.)** *Select **one** from the following:* Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, or 2412, 2442 or higher level	**3**
LAB SCIENCES *Select **two** from the following:* Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425.	**8**
SOCIAL/BEHAVIORAL SCIENCES *Select **each** from the following:* History 1301, 1302; Government 2301, 2302 *Select **one** from the following:* Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319.	**15**
HUMANITIES/VISUAL AND PERFORMING ARTS *Select **one** from **each** of the three groupings:* I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	**9**
INSTITUTIONAL OPTIONS *Select **each** from the following:* Physical Education 1164 **and** Computer Science 1300 or higher level COSC course	**4**
ELECTIVE CREDITS Select at least 3-4 hours from the following prefixes: BCIS, BIOL, CHEM, COSC, ENGR, GEOL, MATH or PHYS. Select remaining 9-10 hours from any other college-level courses.	**13**
Total Credit Hours	**61**

Fields of Study Offerings

The Texas Higher Education Coordinating Board has created Fields of Study, which are designed to transfer as a block of credit to any Texas public college or university. Fields of Study are comprised of courses a student should complete at the freshman and sophomore level that will lead to a specific major in a degree. Students' transcripts will include a notation that states a specific Field of Study has been completed. In order for such a notation to appear, students must successfully complete specific courses comprising the Field of Study. No course substitutions, other than those shown within the plan, will be permitted.

Field of Study in Business—Available at all DCCCD Colleges

Speech 1315; Economics 2301 and 2302; BCIS 1405; Accounting 2301 or 2401 and 2302 or 2402; Math 1325 or 1425.

Field of Study in Computer Science—Available at Brookhaven, Cedar Valley, Eastfield, Mountain View, North Lake & Richland Colleges

Math 2414, 2513; Physics 2425 and 2426; Computer Science 1436, 1437, 2425 and 2436.

Field of Study in Criminal Justice—Available at Cedar Valley, Eastfield & Mountain View Colleges

Criminal Justice 1301, 1306, 1310, 2313 and 2328.

Field of Study in Engineering Technology—Computer Engineering Technology-Available at Mountain View & Richland Colleges

Math 2414, 2513; Physics 1401 and 1402; Chemistry 1411; English 2311; Engineering Technology 1401, 1402 and 1407.

Field of Study in Engineering Technology—Electrical Engineering Technology-Available at Richland College

Math 2414, 2513; Physics 1401 and 1402; Chemistry 1411; English 2311; Engineering Technology 1401, 1402 and 1407.

Field of Study in Engineering Technology-Electronics Engineering Technology-Available at Mountain View & Richland Colleges

For math, students may select option A or B (OPTION A: take Math 1314 or 1414 and 1316 or 2412; **OR** OPTION B: take Math 2414 and 2513). Physics 1401 and 1402 or 2425 and 2426; Chemistry 1411; English 2311; Engineering Technology 1401, 1402 and 1407.

Field of Study in Mass Communications-Advertising and Public Relations-Available at Brookhaven & Richland Colleges

*All students pursuing this degree **MUST** complete Option A or B:*

OPTION A

Select **each** of the following courses: Journalism 1307, 2327; Drama 2330 AND
Select **one** course from the following: Journalism 2305, 2311, 2315, 2332; Photography 2356; Communications 1336, 1337

OPTION B

Select **each** of the following courses: Journalism 1307 **and** Journalism 2327, or Drama 2330 **AND**
Select **two** courses from the following: Journalism 2305, 2311, 2315, 2332; Photography 2356; Communications 1336, 1337

Field of Study in Mass Communications-Broadcast Journalism-Available at Richland College

*All students pursuing this degree **MUST** complete Option A or B:*

OPTION A

Select **each** of the following courses: Journalism 1307, 1335; Drama 2336 AND
Select **one** course from the following: Journalism 2311, 2315, 2332; Communications 1336, 1337

OPTION B

Select **each** of the following courses: Journalism 1307 **and** Journalism 1335 or Drama 2366 **AND**
Select **two** courses from the following: Journalism 2311, 2315, 2332; Communications 1336, 1337

Field of Study in Mass Communications-Journalism-Available at Brookhaven, Eastfield & Richland Colleges

*All students pursuing this degree **MUST** complete Option A or B:*

OPTION A
Students must take: Journalism 1307 **AND**
Select **one** course from the following courses: Journalism 1335, *2311, 2327, 2330 **AND**
Select **two** courses from the following: Journalism 2305, *2311, 2315; Photography 1316

** Journalism 2311 is not repeatable for credit and will satisfy only one requirement.*

OPTION B
Students must take: Journalism 1307 **AND**
Select **two** courses from the following: Journalism 1335, *2311, 2327, 2330 **AND**
Select **one** course from the following: Journalism 2305, *2311, 2315; Photography 1316

** Journalism 2311 is not repeatable for credit and will satisfy only one requirement.*

Field of Study in Music—Available at all DCCCD Colleges
MUSI 1308; Four semester hours from MUEN 1121, 1122, 1123, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1151, 1152, 1153, 2123, 2141; Eight semester hours from MUAP 1101, 1105, 1109, 1113, 1115, 1117, 1121, 1125, 1129, 1133, 1137, 1141, 1145, 1149, 1153, 1157, 1158, 1161, 1165, 1169, 1177, 1181, 2201, 2205, 2209, 2213, 2215, 2217, 2221, 2225, 2229, 2233, 2237, 2241, 2245, 2249, 2253, 2257, 2258, 2261, 2265, 2269, 2277, 2281; Sixteen semester hours from MUSI 1116, 1117, 1311, 1312, 2311, 2312, 2116, 2117.

Field of Study in Teacher Preparation for Pre-K - Grade 4—Available at Brookhaven, Cedar Valley, Eastfield, Mountain View & Richland Colleges
TECA 1303, 1311, 1318 and 1354.

Field of Study in Teacher Preparation for Grades 4-8 Certification—Available at Brookhaven, Eastfield, Mountain View & Richland Colleges
EDUC 1301; TECA 1354; Math 1350 and 1351.

ASSOCIATE IN SCIENCES DEGREE WITH A FIELD OF STUDY IN BUSINESS

This plan is an official Field of Study Degree approved by the Texas Higher Education Coordinating Board

Available at all DCCCD Colleges

Degree Code: AS.FS.BUSINESS

This degree plan is designed to meet the needs of students who plan to major in Business and transfer to a four-year college/ university. This curriculum applies to the Bachelor of Arts, Bachelor of Science, or Bachelor of Business Administration as deemed appropriate by the awarding institution. The field of study in business included in this degree is approved by the Texas Higher Education Coordinating Board. This degree plan will constitute a 61-64 semester credit hour transfer block to any public Texas four-year college or university. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs. Receiving institutions are not required to accept a grade below "C" in transfer.

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

1. Complete a minimum of 61 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, Speech 1315, and Math 1324;
3. Receive a GPA (2) of at least 2.00 ("C");
4. Meet all Texas Success Initiative (TSI) standards and course prerequisites; and
5. Complete 25% of the degree requirements at the college awarding the degree.

Course Requirements for the AS Degree Business Field of Study	Credit Hours
COMMUNICATIONS *Select **each** of the following:* English 1301 **(a grade of "C" or better required)**, English 1302, and Speech 1315 **(a grade of "C" or better required)**	**9**
MATHEMATICS Math 1324 **(A grade of "C" or better required.)**	**3**
LAB SCIENCES *Select **two** from the following:* Biology 1406, 1407, 1408 and 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425.	**8**
SOCIAL/BEHAVIORAL SCIENCES *Select **each** of the following:* History 1301, 1302; Government 2301, 2302; Economics 2301	**15**
HUMANITIES/VISUAL AND PERFORMING ARTS *Select **one** from **each** of the following:* I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	**9**
INSTITUTIONAL OPTIONS *Select **each** of the following:* Physical Education 1164 **and** BCIS 1405	**5**
REQUIRED BUSINESS FIELD OF STUDY COURSES *Select **each** of the following:* Accounting 2301 or 2401 **and** 2302 or 2402; Economics 2302; Math 1325 or 1425	**12-15**
Total Credit Hours	**61-64**

Student's transcript will indicate the Field of Study has been completed upon successful completion of the following courses: Speech 1315; Economics 2301 and 2302; BCIS 1405; Accounting 2301 or 2401 and 2302 or 2402; Math 1325 or 1425.

ASSOCIATE IN SCIENCES DEGREE WITH A FIELD OF STUDY IN COMPUTER SCIENCE

This plan is an official Field of Study Degree approved by the Texas Higher Education Coordinating Board

Available at Brookhaven, Cedar Valley, Eastfield, Mountain View, North Lake and Richland Colleges

Degree Code: AS.FS.COMP.SCI

This degree plan is designed to meet the needs of students who plan to major in Computer Science and transfer to a four-year college or university. The Texas Higher Education Coordinating Board approves the field of study in Computer Science included in this degree. This degree plan will constitute a semester credit hour transfer block to any public Texas four-year college or university with a Computer Science Major. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs. Because of the complexity of requirements, student must plan very carefully and work with an advisor.

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

1. Complete a minimum of 67 credit hours including the courses listed below;
2. Earn a grade of "C" or better in English 1301, either Speech 1311 or Speech 1315, and the first college-level math course;
3. Receive a GPA (2) of at least 2.00 ("C");
4. Meet all Texas Success Initiative (TSI) standards and course prerequisites: and
5. Complete 25% of the degree requirements at the college awarding the degree.

It is recommended that students complete the math sequence, physics sequence, and computer science sequence at the same institution to reduce the likelihood of potential gaps in the curriculum.

Course Requirements for the AS Degree Computer Science Field of Study	**Credit Hours**
COMMUNICATIONS *Select **each** of the following:* English 1301 **(a grade of "C" or better required)**, English 1302, and either Speech 1311 or Speech 1315 **(a grade of "C" or better required)**	**9**
MATHEMATICS [1]Math 2513 **(A grade of "C" or better required in the first college-level math course.)**	**5**
LAB SCIENCES *Select **each** from the following:* [2]Physics 2425 [3]Physics 2426	**8**
SOCIAL/BEHAVIORAL SCIENCES *Select **each** of the following:* History 1301, 1302; Government 2301, 2302 *Select **one** from the following:* Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319	**15**
HUMANITIES/VISUAL AND PERFORMING ARTS *Select **one** from **each** of the three groupings:* I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	**9**

continued on next page

INSTITUTIONAL OPTIONS *Select **each** of the following:* Physical Education 1164 [4]Computer Science 1436	**5**
REQUIRED COMPUTER SCIENCE FIELD OF STUDY COURSES *Select **each** of the following:* [5]Computer Science 1437 [6]Computer Science 2436 [7]Computer Science 2425 [8]Mathematics 2414	**16**
TOTAL CREDIT HOURS *Note: State universities are required to accept only 66 hours in transfer; therefore, it is strongly suggested that students check with their receiving university regarding the acceptance of any credit hours over the 66 credit hour maximum. Students may have to make a choice between completing the Field of Study or the degree.*	**67**

Student's transcript will indicate the Field of Study has been completed upon successful completion of the following courses: Math 2513 and 2414; Physics 2425 and 2426; Computer Science 1436, 1437, 2425 and 2436.

[1] Mathematics 2513 has the prerequisite of Mathematics 2412, which has the prerequisite of Mathematics 1316, which has the prerequisite of Mathematics 1314 or 1414, which has the prerequisite of two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or 0093.

[2] Physics 2425 has the prerequisite of credit or concurrent enrollment in Mathematics 2513.

[3] Physics 2426 has the prerequisite of Physics 2425 and credit or concurrent enrollment in Mathematics 2414.

[4] Computer Science 1436 is not part of the Computer Science major requirements at The University of Texas at Austin, University of Texas at Arlington, University of Texas at Dallas, and Texas A & M University.

[5] Computer Science 1437 has the prerequisite of Computer Science 1436. Computer Science 1437 is not part of the Computer Science major requirements at The University of Texas at Austin. Preparatory courses such as Computer Science 1436 and Computer Science 1437 will assist students that need additional background but do not apply toward the computer science major requirements.

[6] Computer Science 2436 has the prerequisite of Computer Science 1437.

[7] Computer Science 2425 has the prerequisite of Computer Science 1436. Computer Science 2425 is not part of the Computer Science major requirements at The University of Texas at Austin or Texas A & M University, but may be applied to general degree requirements.

[8] Mathematics 2414 has the prerequisite of Mathematics 2513 or equivalent. Some universities require the completion of Mathematics 2315 as well; Mathematics 2315 has the prerequisite of Mathematics 2414.

ASSOCIATE IN ARTS DEGREE WITH A FIELD OF STUDY IN CRIMINAL JUSTICE

This plan is an official Field of Study Degree approved by the Texas Higher Education Coordinating Board

Available at Cedar Valley, Eastfield and Mountain View Colleges

Degree Code: AA.FS.CRIMINAL.JUST

This degree plan is designed to meet the needs of students who plan to major in Criminal Justice and transfer to a four-year college or university. The Texas Higher Education Coordinating Board approves the field of study in Criminal Justice included in this degree. This degree plan will constitute a semester credit hour transfer block to any public Texas four-year college or university with a Criminal Justice Major. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs. Students wishing to pursue a one-year or two-year program in this field and who do not wish to transfer may wish to consider the Associate of Applied Sciences Degree or a certificate rather than this plan. Students MUST verify the transferability of all DCCCD Criminal Justice courses prior to applying to a university.

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

1. Complete a minimum of 63 credit hours including the courses listed below;
2. Earn a grade of "C" or better in English 1301, Speech 1315, and Math 1324;
3. Receive a GPA (2) of at least 2.00 ("C");
4. Meet all Texas Success Initiative (TSI) standards and course prerequisites; and
5 Complete 25% of the degree requirements at the college awarding the degree.

Course Requirements for the AA Degree Criminal Justice Field of Study	Credit Hours
COMMUNICATIONS *Select **each** of the following:* English 1301 **(a grade of "C" or better required)**, English 1302, and Speech 1315 **(a grade of "C" or better required)**	**9**
MATHEMATICS Math 1324 **(A grade of "C" or better required.)**	**3**
LAB SCIENCES *Select **two** from the following:* Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425	**8**
SOCIAL/BEHAVIORAL SCIENCES *Select **each** of the following:* History 1301, 1302; Government 2301, 2302; Economics 2301	**15**
HUMANITIES/VISUAL AND PERFORMING ARTS *Select **one** from **each** of the three groupings:* I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	**9**
INSTITUTIONAL OPTIONS *Select **each** of the following:* Physical Education 1164 Computer Science 1300 or higher level COSC course	**4**
REQUIRED CRIMINAL JUSTICE FIELD OF STUDY COURSES *Select **each** of the following:* Criminal Justice 1301 Criminal Justice 1306 Criminal Justice 1310 Criminal Justice 2313 Criminal Justice 2328	**15**
TOTAL CREDIT HOURS	**63**

Student's transcript will indicate the Field of Study has been completed upon successful completion of the following courses: Criminal Justice 1301, 1306, 1310, 2313 and 2328.

ASSOCIATE IN ARTS DEGREE WITH A FIELD OF STUDY IN MUSIC

This plan is an official Field of Study Degree approved by the Texas Higher Education Coordinating Board
Available at all DCCCD Colleges

Degree Code: AA.FS.MUSIC
This degree plan is designed to meet the needs of students who plan to major in Music and transfer to a four-year college/university. This curriculum applies to the Bachelor of Music degree, but also may be applied to the Bachelor of Arts or other baccalaureate-level music degree as deemed appropriate by the awarding institution. The field of study in music included in this degree is approved by the Texas Higher Education Coordinating Board. This degree plan will constitute a 66-semester credit hour transfer block to any public Texas four-year college or university.

Transferring students who have completed the field of study curriculum must satisfy the competency and proficiency requirements of the receiving institution. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. However, diagnostic assessment of transfer students is permissible if the receiving institution routinely conducts diagnostic assessment of native students at the same point in the program of study.

Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs. Receiving institutions may require transfer students in specialized programs (e.g., jazz studies, performance, composition, music therapy, etc.) to take additional degree-specific lower-division courses that are not included in the field of study curriculum. Receiving institutions are not required to accept a grade below "C" in transfer.

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

1. Complete a minimum of 66 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, either Speech 1311 or Speech 1315, and the selected college-level mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C");
4. Meet all Texas Success Initiative (TSI) standards and course prerequisites; and
5. Complete 25% of the degree requirements at the college awarding the degree.

Course Requirements for the AA Degree Music Field of Study	Credit Hours
COMMUNICATIONS *Select **each** of the following:* English 1301 **(a grade of "C" or better required)**, English 1302, and either Speech 1311 or Speech 1315 **(a grade of "C" or better required)**	**9**
MATHEMATICS **(A grade of "C" or better required.)** *Select **one** of the following:* Math 1314 or Math 1414 or higher level	**3-4**
LAB SCIENCES *Select **two** from the following:* Biology 1406, 1407, 1408 and 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425. If a student is required to take 4 hours of Piano, this requirement is reduced to 4 hours.	**8**
SOCIAL/BEHAVIORAL SCIENCES *Select **each** of the following:* History 1301, 1302; Government 2301, 2302; *Psychology 2301 *If the university to which student wishes to transfer requires **both** Music 1308 **AND** 1309, or if student is undecided, the student does not have to take Psychology 2301.	**12-15**

continued on next page

HUMANITIES/VISUAL AND PERFORMING ARTS MUSI 1308 *MUSI 1309 *If the institution to which the student wishes to transfer requires only one music literature course, the student should take MUSI 1308. If it requires two music literature courses, the student should not take Psychology 2301, but should take MUSI 1308 and 1309.	**6**
REQUIRED MUSIC ENSEMBLE FIELD OF STUDY COURSES *Select **four semester hours** from the following:* MUEN 1121, 1122, 1123, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1151, 1152, 1153, 2123, 2141 (Courses may be repeated for credit.)	**4**
APPLIED STUDY I. *Select **eight semester hours** in the major applied area of study of the following:* MUAP 1101, 1105, 1109, 1113, 1115, 1117, 1121, 1125, 1129, 1133, 1137, 1141, 1145, 1149, 1153, 1157, 1158, 1161, 1165, 1169, 1177, 1181, 2201, 2205, 2209, 2213, 2215, 2217, 2221, 2225, 2229, 2233, 2237, 2241, 2245, 2249, 2253, 2257, 2258, 2261, 2265, 2269, 2277, 2281 (Courses may be repeated for credit) II. Applied/class piano MUSI 1181, 1182, 2181, 2182; MUAP 1169, 2269, 2369 The actual number of hours in piano is determined by the college based upon student's level and piano proficiency. If the institution determines the student needs 4 hours of piano, the science requirement is reduced to 4 hours.	**8**
THEORY/AURAL SKILLS *Select **16 hours** from the following:* MUSI 1116, 1117, 1311, 1312, 2311, 2312, 2116, 2117 (Courses may be repeated for credit.)	**16**
TOTAL CREDIT HOURS *Note: State universities are required to accept only 66 hours in transfer; therefore, it is strongly suggested that students check with their receiving university regarding the acceptance of any credit hours over the 66 credit hour maximum. Students may have to make a choice between completing the Field of Study or the degree.*	**66-67**

Student's transcript will indicate the Field of Study has been completed upon successful completion of the following courses: MUSI 1308; Four semester hours from MUEN 1121, 1122, 1123, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1151, 1152, 1153, 2123, 2141; Eight semester hours from MUAP 1101, 1105, 1109, 1113, 1115, 1117, 1121, 1125, 1129, 1133, 1137, 1141, 1145, 1149, 1153, 1157, 1158, 1161, 1165, 1169, 1177, 1181, 2201, 2205, 2209, 2213, 2215, 2217, 2221, 2225, 2229, 2233, 2237, 2241, 2245, 2249, 2253, 2257, 2258, 2261, 2265, 2269, 2277, 2281; Sixteen semester hours from MUSI 1116, 1117, 1311, 1312, 2311, 2312, 2116, 2117.

ASSOCIATE IN ARTS DEGREE WITH A FIELD OF STUDY IN TEACHER PREPARATION FOR PRE-K - GRADE 4

This plan is an official Field of Study Degree approved by the Texas Higher Education Coordinating Board
Available at Brookhaven, Cedar Valley, Eastfield, Mountain View and Richland Colleges

Degree Code: AA.FS.TCH.PRP.PREK-4
This degree plan is an officially approved plan by the Texas Higher Education Coordinating Board for students who wish to pursue a Bachelor of Science in Human Sciences or Bachelor of Science in Interdisciplinary Studies with a concentration in Child and Family Studies/Child Development to become an Early Childhood teacher. Receiving institutions are not required to accept a grade below "C" in transfer.

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

1. Complete a minimum of 61 credit hours as shown below;
2. Earn a grade of "C" or better in English 1301, either Speech 1311 or Speech 1315, and the selected college-level mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C");
4. Meet all Texas Success Initiative (TSI) standards and course prerequisites; and
5. Complete 25% of the degree requirements at the college awarding the degree.

Course Requirements for the AA Degree in Child Development/Early Childhood Education	**Credit Hours**
COMMUNICATIONS *Select **each** of the following:* English 1301 **(a grade of "C" or better required)**, English 1302, and either Speech 1311 or Speech 1315 **(a grade of "C" or better required.)**	**9**
MATHEMATICS **(A grade of "C" or better required.)** *Select **one** of the following:* Math 1314 or Math 1414 or higher level	**3-4**
LAB SCIENCES *Select **two** from the following:* Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425.	**8**
SOCIAL/BEHAVIORAL SCIENCES *Select **each** of the following:* History 1301, 1302; Government 2301, 2302; Psychology 2301	**15**
HUMANITIES/VISUAL AND PERFORMING ARTS *Select **one** from **each** of the following:* I. Arts 1301 or Music 1306 II. English 2326, 2327, 2328, 2331, 2332, or 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; or Religion 1304	**9**
INSTITUTIONAL OPTIONS *Select **each** of the following:* Physical Education 1164 **and** Computer Science 1300 or higher level COSC course	**4**
REQUIRED TEACHER PREPARATION FOR PRE-K - GRADE 4 FIELD OF STUDY COURSES *Select **each** of the following:* TECA 1303, 1311, 1318, 1354	**12**
ELECTIVE CREDITS *One additional hour **or** one* of these:* CDEC 1321* or 1421* , 1319*, 1359*, 2341* or 2441* *Before taking one, student should ensure the course is the correct one as approved by the university to which the student will transfer.	**1-4**
Total Credit Hours	**61-65**

Student's transcript will indicate the Field of Study has been completed upon successful completion of the following courses: TECA 1303, 1311, 1318 and 1354.

Emphasis Degrees

The college offers a number of "emphasis" degrees in specific majors. An "emphasis" degree is one designed by the college. It includes the college core curriculum required in all degrees plus courses within the student's desired major. Students pursuing an "emphasis" degree should work closely with an advisor to ensure all courses will transfer and count toward the major at the selected institution to which the student plans to transfer. An "Articulated Emphasis" degree is one that will transfer to specified universities. As additional Emphasis Degrees are made available, information may be located on the college web page. The following Emphasis Degrees are currently available:

Associate in Arts Degree with an Emphasis in Art—Available at all DCCCD colleges.

Associate in Arts Degree with an Emphasis in Bilingual Teacher Preparation for Early Childhood Pre-K - Grade 4--Available at Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View and Richland Colleges. This degree is transferable to the University of North Texas (Dallas or Denton Campus).

Associate in Sciences Degree with an Emphasis in Bilingual Teacher Preparation for Early Childhood Pre-K - Grade 4--Available at Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View and Richland Colleges. This degree is transferable to the University of Texas at Arlington.

Associate in Sciences Degree with an Emphasis in Bilingual Teacher Preparation, Grade 4- 8--Available at Brookhaven, Eastfield, El Centro, Mountain View and Richland Colleges. This degree is transferable to the University of North Texas (Dallas or Denton Campus).

Associate in Arts Degree with an Emphasis in Early Childhood Education - Grade 4 Teacher Preparation--Available at Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View and Richland Colleges. This degree is transferable to the University of Texas at Arlington.

Associate in Sciences Degree with an Emphasis in Electrical Engineering--Available at Richland College in conjunction with the University of Texas at Dallas.

Associate in Arts Degree with an Emphasis in Humanities--Available at Brookhaven, Cedar Valley, Eastfield, Mountain View, North Lake and Richland Colleges.

Associate in Sciences Degree with an Emphasis in Mathematics—Available at all DCCCD colleges.

Associate in Arts Degree with an Emphasis in Peace Studies--Available at Richland College. This degree is transferable to the University of North Texas Political Science Department.

Associate in Arts Degree with an Emphasis in Photographic/Imaging—Available at Richland College.

Associate in Arts Degree with an Emphasis in Teacher Preparation—Teacher Preparation General Education—Available at Brookhaven, Eastfield and Richland Colleges

Associate in Arts Degree with an Emphasis in Teacher Preparation—Urban Education
Available at El Centro and Richland Colleges. This degree is transferable to the University of Texas at Arlington and Texas Woman's University.

ASSOCIATE IN ARTS DEGREE WITH AN EMPHASIS IN ART

Available at all DCCCD Colleges

This is an "Emphasis" degree. Students should read and understand the paragraphs below.

Degree Code: AA.ARTS.ARTS

This degree plan is designed to meet the needs of students who plan to transfer to a four-year college/university with a major in Art. Students planning to continue their Art studies as a transfer student should check specific requirements at the transfer institution. This is a general plan and it may not satisfy all the requirements of a specific transfer four-year college/university. Students should work closely with an academic advisor/counselor.

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

1. Complete a minimum of 63 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, either Speech 1311 or 1315, and the selected college-level mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C");
4. Meet all Texas Success Initiative (TSI) standards and course prerequisites; and
5. Complete 25% of the degree requirements at the college awarding the degree.

Course Requirements for the AA Degree Emphasis in Art	Credit Hours
COMMUNICATIONS *Select **each** of the following:* English 1301 **(a grade of "C" or better required)**, English 1302, and either Speech 1311 or 1315 **(a grade of "C" or better required)**	**9**
MATHEMATICS **(A grade of "C" or better required.)** *Select **one** from the following:* Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, 2442 or higher level	**3**
LAB SCIENCES *Select **two** from the following:* Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425.	**8**
SOCIAL/BEHAVIORAL SCIENCES *Select **each** from the following:* History 1301, 1302; Government 2301, 2302 *Select **one** from the following:* Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319	**15**
HUMANITIES/VISUAL AND PERFORMING ARTS *Select **one** from **each** of the three groupings:* I. Arts 1303, 1304 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	**9**
INSTITUTIONAL OPTIONS *Select **each** from the following:* Physical Education 1164 **and** Computer Science 1300 or higher level COSC course	**4**
ART EMPHASIS *Select **three** from the following:* ARTS 1311, 1312, 1316, 1317 *Select **two** from the following:* ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2313, 2316, 2323, 2324, 2326, 2333, 2341, 2346, 2356 or 2366	**15**
Total Credit Hours	**63**

ASSOCIATE IN SCIENCES DEGREE WITH AN EMPHASIS IN BILINGUAL TEACHER PREPARATION FOR EARLY CHILDHOOD PRE-K - GRADE 4

Available at Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, and Richland Colleges and Transferable to the University of Texas at Arlington

Degree Code: AS.UTA.BIL.PREK-4

This is an "Articulated Emphasis" degree. Students should read and understand the paragraphs below.

Students completing all courses in this plan will receive an AS degree and will be assured all courses with a grade of "C" or better will transfer into UTA's College of Education for a Bachelor of Arts Degree in Child Studies with teacher certification in Early Chuildhood - Grade 4/Bilingual. Students will be admitted into the program with a DCCCD GPA (2) **of at least 2.75.** Students **MUST** take the THEA (Texas Higher Education Assessment) test and score at least 270 on Reading, 220 on Writing, and 230 on Math in order to be accepted into this program at UTA.

This AS plan incorporates the core curriculum plus 18 hours toward the degree. The AS degree will be awarded when students complete all requirements at a minimum of 66 credit hours. Students are also permitted to acquire an additional 12-14 hours beyond the AS degree before transferring to UTA.

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

1. Complete a minimum of 66 credit hours indicated in this plan *(students are strongly encouraged to complete the additional 12-14 hours shown in this plan);*
2. Earn a grade of "C" or better in English 1301, either Speech 1311 or Speech 1315, and the selected college-level mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C");
4. Meet all Texas Success Initiative (TSI) standards and course prerequisites; and
5. Complete 25% of the degree requirements at the college awarding the degree.

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

Course Requirements for the AS Degree in Bilingual Teacher Preparation for Early Childhood Pre-K - Grade 4	Credit Hours
COMMUNICATIONS *Select **each** of the following:* English 1301 **(A grade of "C" or better required)**, English 1302, and either Speech 1311 or 1315 **(A grade of "C" or better required.)**	**9**
MATHEMATICS **(A grade of "C" or better required.)** *Select **one** of the following:* Math 1314 or Math 1414	**3-4**
LAB SCIENCES *Select **both** of the following:* Biology 1408, 1409	**8**
SOCIAL/BEHAVIORAL SCIENCES *Select **each** of the following:* History 1301, 1302; Government 2301, 2302; Psychology 2301	**15**
HUMANITIES/VISUAL AND PERFORMING ARTS *Select **one** from **each** of the following:* I. Arts 1301 or Music 1306 II. English 2326, 2327, 2328, 2331, 2332, or 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; or Religion 1304	**9**

INSTITUTIONAL OPTIONS *Select **each** of the following:* Physical Education 1164 **and** Computer Science 1300 or higher level COSC course	**4**
REQUIRED BILINGUAL TEACHER PREPARATION FOR EARLY CHILDHOOD EDUCATION PRE-K - GRADE 4 COURSES *Select **each** of the following:* EDUC 1301, 1325; CDEC 1359; EDTC 1321; MATH 1350, MATH 1351	**18**
Total Credit Hours for this AS Degree	**66-67**

OTHER COURSES Following the completion of the degree, students are encouraged to complete all the following courses which are guaranteed to transfer into the University of Texas at Arlington's BA Degree in Child Studies with teacher certification in Early Childhood - Grade 4/Bilingual program. *Select **each** of the following:* SPAN 2313, SPAN 2314; and any additional 6-8 hours in a course with the prefix of BIOL, CHEM, GEOL, or PHYS	**12-14**
Total Credit Hours Transferable to UTA for this Program	**78-81**

ASSOCIATE IN ARTS DEGREE WITH AN EMPHASIS IN HUMANITIES

Available at Brookhaven, Cedar Valley, Eastfield, Mountain View, North Lake and Richland Colleges

This is an "Emphasis" degree. Students should read and understand the paragraphs below.

Degree Code: AA.Humanities

This plan is designed to meet the needs of students who plan to transfer to a four-year college/university with a major in Humanities. Students planning to continue their Humanities studies as transfer students should check specific requirements at the transfer institution. This is a general plan and it may not satisfy all the requirements of a specific transfer institution. Students should work closely with an academic advisor/counselor.

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

1. Complete a minimum of 63 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, either Speech 1311 or Speech 1315, and the selected college-level mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C");
4. Meet all Texas Success Initiative (TSI) standards and course prerequisites; and
5. Complete 25% of the degree requirements at the college awarding the degree.

This degree may be taken through a combination of on-campus and distance education offerings, or if planned correctly, the degree may be completed entirely through distance education. Receiving institutions are not required to accept a grade below "C" in transfer. *Students who plan to transfer must work closely with an advisor.*

Course Requirements for the AA Degree Emphasis in Humanities	Credit Hours
COMMUNICATIONS *Select **each** of the following:* English 1301 **(a grade of "C" or better required)**, English 1302, and either Speech 1311 or Speech 1315 **(a grade of "C" or better required)**	**9**
MATHEMATICS **(A grade of "C" or better required.)** *Select **one** from the following:* Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, 2442 or higher level	**3**
LAB SCIENCES *Select **two** from the following:* Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425.	**8**
SOCIAL/BEHAVIORAL SCIENCES *Select **each** from the following:* History 1301, 1302; Government 2301, 2302 *Select **one** from the following:* Psychology 2301, 2314, 2316	**15**
HUMANITIES/VISUAL AND PERFORMING ARTS *Select **each** of the following:* Humanities 1301 Cultural Studies 2370 *Select **one** of the following:* English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333	**9**
INSTITUTIONAL OPTIONS *Select **each** from the following:* Physical Education 1164 **and** Computer Science 1300 or higher level COSC course	**4**
HUMANITIES EMPHASIS *Select **each** of the following:* Humanities 1302 Religion 1304 *Select **one** course from **each** of the three groupings:* I. Philosophy 1301 or 2303 II. Anthropology 2346 or 2351 III. Sociology 1301, 1306, or 2319	**15**
Total Credit Hours	**63**

ASSOCIATE IN SCIENCES DEGREE WITH AN EMPHASIS IN MATHEMATICS

Available at all DCCCD Colleges

This is an "Emphasis" degree. Students should read and understand the paragraphs below.

Degree Code: AS.MATH

This degree plan is designed to meet the needs of students who plan to transfer to a four-year college/university with a major in mathematics. Students planning to continue their mathematics studies as a transfer student should check specific requirements at the transfer institution. This is a general plan and may not satisfy all the requirements of a specific transfer four-year college/university. Students should work closely with an academic advisor/counselor.

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

1. Complete a minimum of 61 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, either Speech 1311 or Speech 1315, and the selected college-level mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C");
4. Meet all Texas Success Initiative (TSI) standards and course prerequisites; and
5. Complete 25% of the degree requirements at the college awarding the degree.

Course Requirements for the AS Degree Emphasis in Mathematics	Credit Hours
COMMUNICATIONS *Select **each** of the following:* English 1301 **(a grade of "C" or better required)**, English 1302, and Speech 1311 **(a grade of "C" or better required)**	**9**
LAB SCIENCES *Select **two** from the following:* Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425.	**8**
SOCIAL/BEHAVIORAL SCIENCES *Select **each** of the following:* History 1301, 1302; Government 2301, 2302 *Select **one** from the following:* Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319	**15**
HUMANITIES/VISUAL AND PERFORMING ARTS *Select **one** from **each** of the three groupings:* I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	**9**
INSTITUTIONAL OPTIONS *Select **each** of the following:* Physical Education 1164 **and** Computer Science 1300 or higher level COSC course	**4**
MATHEMATICS EMPHASIS Students should select no less than 16 hours from the following courses. The lowest level course in the math sequence will be used to meet the core curriculum mathematics requirement; **a grade of "C" or better required** in the lowest level math course. Math 1314 or 1414; Math 1316; Math 1348 or Math 2412; Math 2513, Math 2414, Math 2315; Math 2318 or Math 2418; Math 2320 or Math 2420; Math 2305	**16-20**
Total Credit Hours	**61-65**

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2004-2005/2005-2006 Technical/Occupational Programs Offered On Our Campuses

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Accounting AAS	●	●	●	●	●	●	●
Accounting Technician Enhanced Skills Certificate	●	●	●	●	●	●	●
Accounting Assistant Certificate	●	●	●	●	●	●	●
Accounting Clerk Certificate	●	●	●	●	●	●	●
Air Conditioning & Refrigeration – Residential AAS		●	●			●	
Profit Center Manager Enhanced Skills Certificate			●				
Residential Technician I Certificate		●	●			●	
Technician III Certificate (Level I)		●	●			●	
Technician III Certificate (Level II)		●	●				
Air Conditioning and Refrigeration Technology AAS			●				
Associate Degree Nursing AAS				●			
Perioperative Nursing Enhanced Skills Cert.				●			
Auto Body Technology AAS			●				
Auto Body Metal Technician Certificate			●				
Auto Body Painter Certificate			●				
Auto Body Shop Management Certificate			●				
Auto Body Technology Certificate			●				
Automotive Technology	●	●	●				
Dealership-Sponsored Technician AAS	●						
Service Technician AAS	●	●	●				
Chassis Service Technician Certificate	●	●	●				
Electronics and Climate Controls Technician Cert.	●	●	●				
Engine Repair and Performance Technician Cert.	●	●	●				
Transmission Service Technician Certificate	●	●	●				
Automotive Technology/Diesel & Heavy Equipment			●				
Construction Equipment AAS			●				
Heavy Truck AAS			●				
Construction Equipment Technician Certificate			●				
Diesel Engine Fuel Systems Technician Certificate			●				
Heavy Truck Technician Certificate			●				
Preventive Maintenance Technician Certificate		●	●				
Aviation Technology					●		
Aircraft Dispatcher AAS					●		
Aircraft Dispatcher Certificate					●		
Airport Management AAS					●		
Professional Pilot Option AAS					●		
Biotechnology AAS				●	●		
Biotechnology Certificate				●	●		
Business Administration AAS	●	●	●	●	●	●	●
Human Resources Assistant Certificate		●	●		●	●	●
Business Trainee I Skills Achievement Award	●						
Business Trainee II Skills Achievement Award	●						
Business Trainee III Skills Achievement Award	●						

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Child Development AAS	●		●				
Administrator Enhanced Skills Certificate	●		●				
Administrative Certificate	●		●				
Child Development Assoc. Skills Ach. Award	●		●				
Intervention Specialist Certificate	●		●				
Early Childhood Training Certificate	●		●				
Infant-Toddler Certificate	●		●				
Pre-K - Grade 4 Skills Achievement Award	●		●				
School-Age Caregiver Certificate	●		●				
Special Child Skills Achievement Award	●		●				
Commercial Music		●					
Arranger/Composer/Copyist AAS		●					
Music Retailing AAS		●					
Music Retailing Certificate		●					
Performing Musician AAS		●					
Performing Musician Certificate		●					
Recording Technology AAS		●					
Recording Technology One-Year Certificate		●					
Recording Technology Two-Year Certificate		●					
Computer-Aided Design and Drafting AAS			●		●		
Architectural Drafting Certificate			●		●		
Computer-Aided Design & Drafting Enh. Sk. Cert.			●		●		
Computer-Aided Design Operator Certificate			●		●		
Computer-Aided Design Advanced Operator Cert.			●		●		
Integrated Circuit Design AAS			●				
Integrated Circuit Design Certificate			●				
Computer Graphics AAS		●				●	
Computer Graphics Certificate		●				●	
Computer Graphics Specialist Certificate		●				●	
Computer Information Technology	●	●	●	●	●	●	●
Cisco Networking Asst. Skills Achievement Award				●		●	
Cisco Networking Intern Skills Achievement Awd.				●		●	●
Client Server Programming & Administration Cert.			●				
C Programming Skills Achievement Award	●						
DBA Certificate				●		●	●
Help Desk/User Support Technician Certificate	●	●	●	●	●	●	●
Information Security Certificate		●	●	●	●	●	●
Information Security Skills Achievement Award	●						
Info. Tech. Sup. Spec. I Market. Skills Ach. Award				●			
Info. Tech. Sup. Spec. II Market. Skills Ach. Award				●			

continued on next page

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2004-2005/2005-2006 Technical/Occupational Programs Offered On Our Campuses

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Midrange Specialist AAS				●			
Midrange Assistant Certificate				●			
Midrange Tech Support Certificate				●			
Netplus Preparation Certificate			●				
Network Administration AAS			●				
Network Administrator and Support AAS	●	●		●	●	●	●
Network Operation Center Technician Certificate			●				
Networking Associate Certificate				●	●	●	●
Networking Professional Certificate				●	●	●	●
Networking Support Certificate	●	●		●	●	●	●
Oracle Associate Skills Achievement Award				●		●	●
Oracle Professional Skills Achievement Award				●		●	●
Personal Computer Support AAS	●	●	●	●	●	●	●
Personal Computer Specialist Certificate	●	●	●	●	●	●	●
Personal Computer Technician Certificate	●	●	●	●	●	●	●
Personal Computer User Certificate	●	●	●	●	●	●	●
Personal Computer Technology Skills Ach. Award	●						
Software Programmer/Developer AAS	●	●	●	●	●	●	●
Software Programmer/Developer Assistant Cert.	●	●	●	●	●	●	●
Software Programmer/Developer Associate Cert.							●
SQL Server Certificate		●		●	●	●	●
UNIX AAS	●					●	●
UNIX System Administrator AAS							●
UNIX Administrator Certificate	●					●	●
UNIX System Administrator Certificate							●
UNIX Skills Achievement Award	●						
Visual Basic Programming Skills Ach. Award	●						
Visual Studio Developer Certificate		●	●	●	●	●	●
Web Developer Specialist Certificate	●	●	●	●	●	●	●
Web Production and Design AAS			●			●	
Basic Web Production Certificate			●			●	
Web Production and Design Certificate			●			●	
Construction Management and Technology AAS						●	
Construction Technology AAS						●	
Construction Technology Certificate						●	
Criminal Justice AAS		●	●		●		
Human Services Enhanced Skills Certificate			●		●		
Law Enforcement Enhanced Skills Certificate		●	●		●		
Basic Criminal Justice Certificate		●	●		●		
Criminal Justice Certificate (46 hours)		●	●		●		
Criminal Justice Certificate (30 hours)		●	●		●		
Diagnostic Medical Sonography AAS				●			
Diagnostic Medical Sonography Adv. Tech. Cert.				●			

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Diesel Truck and Heavy Equipment AAS			●				
Diesel Truck & Heavy Equipment Technician Cert.			●				
Preventive Maintenance Technician Certificate			●				
Digital Imaging Technology AAS			●				
Digital Photography Certificate			●				
Electronic Pre-Press Certificate			●				
Echocardiology Technology AAS				●			
Echocardiology Technology Advanced Tech. Cert.				●			
Educational Personnel AAS				●			●
Bilingual/ESL AAS				●			●
Educational Assistant Certificate				●			●
Electrical Technology AAS						●	
Electrical Construction AAS						●	
Electrical Construction Certificate						●	
Electrical Technology Certificate						●	
Electronic Commerce AAS	●		●		●	●	●
Business Specialist Certificate	●		●		●	●	●
Technology Specialist Certificate	●		●		●	●	
Electronic Telecommunications AAS			●				
Audio Visual Certificate						●	
Telephony Supervisor Enhanced Skills Certificate			●				
Convergence Technology AAS						●	
Convergence Technology Certificate						●	
Technical Platform Certificate (16 hours)						●	
Electronic Telecommunications Certificate			●				
Technical Platform Certificate (16 hours)			●				
Wireless Communications Technology Certificate			●				
Electronics/Computer Technology AAS			●				
Computer Technology Enhanced Skills Certificate			●				
Telecommunications Enhanced Skills Certificate			●				
Basic Electronics Technology Certificate			●				
Semiconductor Manufacturing Technology AAS			●				
Electronics Technology AAS						●	●
Automated Manufacturing Enhanced Skills Cert.						●	●
Computer Maintenance Enhanced Skills Cert.						●	●
Networking Specialist Certificate						●	
Semiconductor Manufacturing Technology AAS						●	●
Technical Platform Certificate						●	
Emergency Medical Services	●						
Paramedicine AAS	●						
Paramedicine Certificate	●						
Emergency Medical Technician Basic Certificate	●						

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DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2004-2005/2005-2006 Technical/Occupational Programs Offered On Our Campuses

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Engine Technology		•					
Motorcycle Mechanics Certificate		•					
Outboard Mechanics Certificate		•					
Small Engine Mechanics Certificate		•					
Engineering Technology			•				•
CAD/CAM Certificate							•
Computer-Aided Design AAS							•
Electronics Technology AAS							•
Electronics Technology Certificate							•
Integrated Circuit Layout AAS			•				•
Integrated Circuit Layout Certificate			•				•
Computer-Aided Design Skills Ach. Award							•
Parametric Automated Design Skills Ach. Award							•
Fashion Design				•			
Apparel Design AAS				•			
Pattern Design AAS				•			
Theatrical Costume Design Certificate				•			
Food and Hospitality Institute				•			
Bakery/Pastry AAS				•			
Bakery/Pastry Certificate				•			
Culinary Arts AAS				•			
Basic Culinary Skills Certificate				•			
Food and Hospitality Service AAS				•			
Food and Hospitality Service Certificate				•			
Certified Food and Hospitality Manager Certificate				•			
Geographic Information Systems Technology Cert.			•		•		
Health Information Management AAS					•		
Medical Records Coder Certificate					•		
Hospitality Management AAS						•	
Hospitality Management Certificate						•	
Interior Design AAS				•			
Interior Design Advanced Technical Certificate				•			
International Business and Trade AAS							•
Import/Export Certificate							•
International Business and Trade Certificate							•
International Business and Trade Skills Ach. Award							•
Internet Development Technologies AAS				•			
Advanced Web Application Development Certif.				•			
E-Commerce Strategic Planning Certificate				•			
Interactive Media Development Certificate				•			
UNIX OS Administration Certificate				•			
Web Application Development Certificate				•			
Web Application Development Specialization Cert.				•			
Web Site System Administration Certificate				•			

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Interpreter Training Program AAS			•				
Deaf Studies Certificate			•				
Invasive Cardiovascular Technology AAS				•			
Invasive Cardiovascular Tech. Adv. Tech. Cert.				•			
Logistics Technology AAS	•					•	
Logistics Technnology Certificate						•	
Management AAS	•	•	•	•	•	•	•
Management Certificate	•	•	•	•	•	•	•
Supervisor Certificate		•	•		•	•	•
Leadership Marketable Skills Achievement Award		•					
Marketing Careers	•	•					
Business Marketing AAS	•	•					
Department Manager Enhanced Skills Certificate	•	•					
Call Center Specialist Skills Achievement Award	•						
Customer Service Representative Certificate	•	•					
Retail/Wholesale Business Specialist Certificate	•	•					
Sales Marketing Associate Certificate	•	•					
Fashion Marketing AAS	•						
Department Manager Enhanced Skills Certificate	•						
Visual Merchandising Assistant Certificate	•						
Medical Assisting Certificate				•	•		
Medical Laboratory Technology AAS				•			
Medical Staff Services AAS				•			
Medical Transcription Certificate				•			
Mortgage Banking AAS						•	
Designate Certificate						•	
Intern Skills Achievement Award						•	
Multimedia Technology							•
Multimedia Web Design AAS							•
Internet Communications Level I Certificate							•
Internet Communications Level II Certificate							•
Multimedia Developer Level I Certificate							•
Multimedia Developer Level II Certificate							•
Visual Design Level I Certificate							•
Visual Design Level II Certificate							•
Office Technology	•	•	•	•	•	•	•
Administrative Support Certificate	•	•	•	•	•	•	•
Executive Assistant AAS	•	•	•	•	•	•	•
Executive Assist.-Tech Prep Navy Yeoman AAS	•		•	•	•	•	•
Office Assistant Certificate	•	•	•	•	•	•	•
Software Application Specialist Certificate	•	•	•	•	•	•	•

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DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2004-2005/2005-2006 Technical/Occupational Programs Offered On Our Campuses

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Ornamental Horticulture Technology AAS							•
Greenhouse Florist AAS							•
Interiorscape Design AAS							•
Interiorscape Certificate							•
Landscape Management AAS							•
Landscape Nursery AAS							•
Floral/Interiorscape Specialist Certificate							•
Florist Certificate							•
Landscape Gardener Certificate							•
Landscape Design Specialist Certificate							•
Landscape/Turf Management Specialist Certificate							•
Nursery/Greenhouse Management Specialist Cert.							•
Ornamental Horticulture Technician Certificate							•
Paralegal AAS				•			
Paramedic Certificate				•			
Patient Care Technician Certificate		•					
Certified Nursing Asst. Skills Achievement Award		•					
Plumbing/Pipefitting and HVAC Construction AAS						•	
Heating, Ventilation, and Air Conditioning Certificate						•	
Pipefitting Certificate						•	
Plumbing Certificate						•	
Radiologic Sciences AAS	•			•			
Real Estate AAS		•				•	•
Building Property Management AAS						•	
Facilities Management Administrator Certificate						•	
Real Estate Certificate		•				•	•
Systems Maintenance Tech. & Admin. Certificate						•	

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Respiratory Care AAS				•			
Semiconductor Manufacturing							•
Equipment Technician AAS							•
Operator Certificate							•
Small Business Academy Certificate				•			
Social Work Associate-Generalist AAS			•				
Human Services Certificate			•				
Substance Abuse Counseling AAS			•				
Substance Abuse Counseling Certificate			•				
Surgical Technologist Certificate				•			
Travel, Exposition and Meeting Management AAS							•
Exposition/Trade Show Management							•
Enhanced Skills Certificate							•
Meeting and Convention Management							•
Enhanced Skills Certificate							•
Travel Management							•
Enhanced Skills Certificate							•
Certificate in Meetings							•
Certificate in Travel							•
Veterinary Technology AAS		•					
Large Animal Veterinary Assisting		•					
Small Animal Veterinary Assisting		•					
Video Technology AAS						•	
Video Technology Enhanced Skills Certificate						•	
Animation and Special Effects Certificate						•	
Multimedia Specialist Certificate						•	
Visual Communications AAS	•						
Visual Communications Enhanced Skills Cert.	•						
Visual Communications Certificate	•						
Vocational Nursing Certificate				•			
Welding Technology AAS					•		
Welding Technology Certificate					•		

ACCOUNTING

Effective September 1, 2003, this award has been deactivated for Eastfield College. For current students, the award will be closed on or before September 1, 2006. New students should not attempt to pursue this award.

Offered at Brookhaven, Cedar Valley, Eastfield (see above), El Centro, Mountain View, North Lake and Richland

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

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.ACCT.03

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

		CREDIT HOURS
SEMESTER I		
+ACCT 2301	Principles of Accounting I **OR**	3
+ACCT 2401	Principles of Accounting I	(4)
ACNT 1311	Introduction to Computerized Accounting	3
++POFT 1325	Business Math and Machine Applications	3
++POFI 2301	Word Processing	3
Elective[1]	Business/Technical	3-4
		15-17
SEMESTER II		
ACCT 2302	Principles of Accounting II **OR**	3
ACCT 2402	Principles of Accounting II	(4)
ACNT 1313	Computerized Accounting Applications	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
Elective[1]	Business/Technical	3-4
		15-17
SEMESTER III		
ECON 2301	Principles of Economics I	3
+++MATH 1324	Mathematics for Business and Economics I	3
Elective[1]	Business/Technical	3-4
Elective[2]	Accounting Specialty	3
Elective[3]	Social/Behavioral Science	3
		15-16
SEMESTER IV		
ECON 2302	Principles of Economics II	3
ENGL 1302	Composition II	3
Elective[1]	Business/Technical	3-4
Elective[2]	Accounting Specialty	3
Elective[4]	Humanities/Fine Arts	3
		15-16
Minimum Hours Required		60-66

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

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

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

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective[1] (Business/Technical) list in this program.

++Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective[1] (Business/Technical) list.

+++Any three-credit mathematics courses assigned the MATH rubric may be substituted except students cannot take MATH 1371, MATH 1372, MATH 1373, MATH 1374, or MATH 1375.

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

Accounting (ACNT, ACCT), Business (BUSG, BUSI), any computer course (ITCC, ITMC, ITSC, ITSE, ITNW, ITSW, INEW, COSC), ECON 1303, ENGL 2311, Management (HRPO, BMGT), Marketing (MRKG), Mathematics (MATH), Office Technology (POFI, POFT). The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

Elective[2]-- The Accounting Specialty elective must be selected from the following accounting courses:

ACNT	1329	Payroll and Business Tax Accounting	3
ACNT	1331	Federal Income Tax: Individual	3
ACNT	1380	Cooperative Education-Accounting	3
ACNT	1391	Special Topics in Accounting	3
ACNT	2303	Intermediate Accounting I	3
ACNT	2304	Intermediate Accounting II	3
ACNT	2309	Cost Accounting	3
ACNT	2311	Managerial Accounting	3
ACNT	2380	Cooperative Education-Accounting	3

Elective[3]--The Social/Behavioral Science elective must be selected from the DCCCD Core Curriculum for Social/Behavioral Sciences.

Elective[4]--The Humanities/Fine Arts elective must be selected from the DCCCD Core Curriculum for Humanities/Fine Arts.

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

TECH PREP ENHANCED SKILLS CERTIFICATE

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

ACCOUNTING TECHNICIAN

Effective September 1, 2003, this award has been deactivated for Eastfield College. For current students, the award will be closed on or before September 1, 2006. Effective January 1, 2004, this award has been deactivated for North Lake College. For current students, the award will be closed on or before January 1, 2006. New students should not attempt to pursue this award.

Offered at Brookhaven, Cedar Valley, Eastfield (see above), El Centro, Mountain View, North Lake (see above) and Richland

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: ES.ACCT.TECH.04

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

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

ACNT	1329	Payroll and Business Tax Accounting	3
ACNT	1331	Federal Income Tax: Individual	3
ACNT	1380	Cooperative Education-Accounting	3
ACNT	1391	Special Topics in Accounting	3
ACNT	2303	Intermediate Accounting I	3
ACNT	2304	Intermediate Accounting II	3
ACNT	2309	Cost Accounting	3
ACNT	2311	Managerial Accounting	3
ACNT	2380	Cooperative Education-Accounting	3

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

ACCOUNTING ASSISTANT

Effective September 1, 2003, this award has been deactivated for Eastfield College. For current students, the award will be closed on or before September 1, 2006. New students should not attempt to pursue this award.

Offered at Brookhaven, Cedar Valley, Eastfield (see above), El Centro, Mountain View, North Lake and Richland

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.ACCT.ASSIST.03

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

		CREDIT HOURS
SEMESTER I		
+ACCT 2301	Principles of Accounting I **OR**	3
+ACCT 2401	Principles of Accounting I	(4)
ACNT 1311	Introduction to Computerized Accounting	3
++POFT 1325	Business Math and Machine Applications	3
++POFI 2301	Word Processing	3
Elective[1]	Business/Technical	3-4
		15-17
SEMESTER II		
ACCT 2302	Principles of Accounting II **OR**	3
ACCT 2402	Principles of Accounting II	(4)
ACNT 1313	Computerized Accounting Applications	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
Elective[1]	Business/Technical	3-4
		15-17
Minimum Hours Required		30-34

+ACNT 1303.is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective[1] (Business/Technical) list in this program.

++Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective[1] (Business/Technical) list.

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

Accounting (ACNT, ACCT), Business (BUSG, BUSI), any computer course (ITCC, ITMC, ITSC, ITSE, ITNW, ITSW, INEW, COSC), ECON 1303, ENGL 2311, Management (HRPO, BMGT), Marketing (MRKG), Mathematics (MATH), Office Technology (POFI, POFT). The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

ACCOUNTING CLERK

Effective September 1, 2003, this award has been deactivated for Eastfield College. For current students, the award will be closed on or before September 1, 2006. New students should not attempt to pursue this award.

Offered at Brookhaven, Cedar Valley, Eastfield (see above), El Centro, Mountain View, North Lake and Richland

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.ACCT.CLERK.03

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

		CREDIT HOURS
SEMESTER I		
+ACCT 2301	Principles of Accounting I **OR**	3
+ACCT 2401	Principles of Accounting I	(4)
ACNT 1311	Introduction to Computerized Accounting	3
++POFT 1325	Business Math and Machine Applications	3
++POFI 2301	Word Processing	3
Elective[1]	Business/Technical	3-4
		15-17

Minimum Hours Required 15-17

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective[1] (Business/Technical) list in this program.

++Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective[1] (Business/Technical) list.

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

Accounting (ACNT, ACCT), Business (BUSG, BUSI), any computer course (ITCC, ITMC, ITSC, ITSE, ITNW, ITSW, INEW, COSC), ECON 1303, ENGL 2311, Management (HRPO, BMGT), Marketing (MRKG), Mathematics (MATH), Office Technology (POFI, POFT). The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL

Effective September 1, 2003, this award has been deactivated for North Lake College. For current students, the award will be closed on or before September 1, 2006. New students should not attempt to pursue this award.

Cedar Valley, Eastfield and North Lake only

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

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.HVAC.RESID

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		
HART 1401	Basic Electricity for HVAC	4
HART 1403	Air Conditioning Control Principles	4
HART 1407	Refrigeration Principles	4
ENGL 1301	Composition I	3
		15
SEMESTER II		
HART 1441	Residential Air Conditioning	4
HART 1445	Gas and Electric Heating	4
HART 2449	Heat Pumps	4
+Elective	Math	3-5
		15-17
SEMESTER III		
HART 2438	Air Conditioning Installation and Startup	4
HART 2445	Residential Air Conditioning Systems Design	4
SPCH 1311	Introduction to Speech Communication	3
++Elective	Natural Science	4
		15
SEMESTER IV		
HART 2436	Air Conditioning Troubleshooting	4
PSYC 2301	Introduction to Psychology **OR**	3
PSYC 2302	Applied Psychology	(3)
+++Elective	Humanities/Fine Arts	3
++++Elective		3-5
++++Elective		3-5
		16-20
Minimum Hours Required		61-67

+MATH elective – Student must take MATH 1314 or any higher level MATH course.

++ Elective – Must be selected from the DCCCD Core Curriculum for Natural Sciences.

+++ Elective – Must be selected from the DCCCD Core Curriculum for Humanities/Fine Arts.

++++Elective – Must be selected from the following courses:

Any 3-5 credit hour HART course not previously identified as part of the award pattern. 3-5

OR

ACNT	1303	Introduction to Accounting I	3
BUSI	1301	Introduction to Business	3
CNBT	1411	Construction Methods and Materials	4
ITSE	1401	Introduction to Computers	4
SPAN	XXXX	Any 3-4 credit hour Spanish course for which the Student meets the prerequisites.	3-4
WLDG	1307	Introduction t Welding Using Multiple Processes	3

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL TECHNICIAN I

Effective September 1, 2003, this award has been deactivated for North Lake College. For current students, the award will be closed on or before September 1, 2006. New students should not attempt to pursue this award.

Cedar Valley, Eastfield and North Lake (see above) only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.HVAC.RESID.I

		CREDIT HOURS
SEMESTER I		
HART 1401	Basic Electricity for HVAC	4
HART 1403	Air Conditioning Control Principles	4
HART 1407	Refrigeration Principles	4
		12
SEMESTER II		
HART 1441	Residential Air Conditioning	4
HART 1445	Gas and Electric Heating	4
HART 2449	Heat Pumps **OR**	4
		12

Minimum Hours Required 24

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL TECHNICIAN III

Effective September 1, 2003, this award has been deactivated for Cedar Valley, Eastfield, and North Lake Colleges. For current students, the award will be closed on or before September 1, 2006. New students should not attempt to pursue this award.

Cedar Valley (see above), Eastfield (see above), and North Lake (see above) only

(Level I - Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.HVAC.RES.TECH.III

		CREDIT HOURS
SEMESTER I		
CETT 1402	Electricity Principles	4
HART 1403	A/C Control Principles	4
HART 1407	Refrigeration Principles	4
Select two from the following:		6
ENGL 1301	Composition I	(3)
SPCH 1311	Introduction to Speech Communication	(3)
+Elective	Math Elective	(3)
		18
SEMESTER II		
HART 1441	Residential Air Conditioning	4
HART 1445	Gas and Electric Heating	4
HART 1449	Heat Pumps **OR**	4
HART 1380	Cooperative Education – Heating, Air Conditioning and Refrigeration Technologies/Technicians **OR**	(3)
HART 1368	Practicum (or field experience)-Heating, Air Conditioning and Refrigeration Technologies/Technicians	(3)
		11-12
SEMESTER III		
HART 2436	Troubleshooting **OR**	4
HART 1380	Cooperative Education – Heating, Air Conditioning and Refrigeration Technologies/Technician **OR**	(3)
HART 2380	Cooperative Education – Heating, Air Conditioning and Refrigeration Technologies/Technician **OR**	(3)
HART 1368	Practicum (or field experience)-Heating, Air Conditioning and Refrigeration Technologies/Technician **OR**	(3)
HART 2368	Practicum (or field experience)-Heating, Air Conditioning and Refrigeration Technologies/Technician	(3)
HART 2438	Air Conditioning Installation and Startup	4
HART 2445	Air Conditioning Systems Design	4
		11-12
Minimum Hours Required		40-42

+Elective 3 credit hours chosen from Math (1300 level or above courses).

AUTOMOTIVE TECHNOLOGY -- SERVICE TECHNICIAN

Cedar Valley and Eastfield only

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.AT.SERV.TECH

The purpose of this program is to prepare students for entry level employment as an automotive technician. This program reflects a building-block approach from simple to complex and includes theory, diagnosis, repair and maintenance of automobiles, including late model vehicles with electronic systems. Emphasis is placed on operational theory, practical skills and accepted shop procedures.

		CREDIT HOURS
SEMESTER I		
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1306	Automotive Engine Removal and Installation	3
AUMT 1319	Automotive Engine Repair	3
AUMT 1307	Automotive Electrical Systems	3
+Elective	Any 3 or 4 credit Math course **OR**	3-4
TECM 1341	Technical Algebra **AND**	(3)
++Elective	Natural Science	(4)
		15-19
SEMESTER II		
AUMT 1310	Automotive Brake Systems	3
AUMT 1316	Automotive Suspension and Steering Systems	3
AUMT 2311	Automotive Electronics Controls	3
ENGL 1301	Composition I	3
		12
SEMESTER III		
AUMT 1345	Automotive Heating and Air Conditioning	3
SPCH 1311	Introduction to Speech Communication	3
		6
SEMESTER IV		
AUMT 2317	Automotive Engine Performance Analysis I	3
AUMT 2334	Automotive Engine Performance Analysis II	3
AUMT 2375	Powertrain Diagnostics	3
AUMT 2380	Cooperative Education – Automobile/ Automotive Mechanics Technology/ Technician	3
++++Elective	Humanities/Fine Arts	3
		15
SEMESTER V		
AUMT 2313	Manual Drive Train and Axles	3
AUMT 2325	Automotive Automatic Transmission and Transaxle	3
AUMT 2332	Automotive Automatic Transmission and Transaxle II	3
AUMT 2381	Cooperative Education – Automobile/ Automotive Mechanics Technology/ Technician	3
++++Elective	Social/Behavioral Sciences	3
		15
Minimum Hours Required		63-67

+Elective – any student enrolling in TECM 1341 must take one Natural Science course from the DCCCD Natural Science Core list. Other college level MATH meets the requirement for MATH and Natural Sciences.

++Natural Science Elective – any student enrolling in TECM 1341 must take one Natural Science course selected from the DCCCD Natural Science Core list.

+++Elective - Must be selected from the DCCCD Core Curriculum for Humanities/Fine Arts.

++++Elective - Must be selected from the DCCCD Core Curriculum for Social/Behavioral Sciences.

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY -- CHASSIS SERVICE TECHNICIAN

Brookhaven, Cedar Valley and Eastfield only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.AUMT.CHASSIS

		CREDIT HOURS
SEMESTER I		
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1307	Automotive Electrical Systems	3
AUMT 1310	Automotive Brake Systems	3
AUMT 1316	Automotive Suspension and Steering Systems	3
AUMT 1380	Cooperative Education – Automobile/ Automotive Mechanics Technology/ Technician	3
		15
Minimum Hours Required		15

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY -- ELECTRONICS AND CLIMATE CONTROLS TECHNICIAN

Brookhaven, Cedar Valley and Eastfield only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.AUMT.ELEC.CLIM

		CREDIT HOURS
SEMESTER I		
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1307	Automotive Electrical Systems	3
+Elective		3-4
		9-10
SEMESTER II		
AUMT 1345	Automotive Heating and Air Conditioning	3
AUMT 2311	Automotive Electronics Controls	3
AUMT 1381	Cooperative Education – Automobile/ Automotive Mechanics Technology/ Technician	3
		9
Minimum Hours Required		18-19

+Elective - must be selected from the following:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
TECM	1341	Technical Algebra	3
MATH	XXXX	Any 3 credit or 4-credit MATH course	3-4
ITSC	1401	Introduction to Computers	3

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY -- ENGINE REPAIR AND PERFORMANCE TECHNICIAN

Brookhaven, Cedar Valley and Eastfield only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.AUMT.ENGINE.PERF

		CREDIT HOURS
SEMESTER I		
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1306	Automotive Engine Removal and Installation	3
AUMT 1319	Automotive Engine Repair	3
AUMT 1307	Automotive Electrical Systems	3
		12
SEMESTER II		
AUMT 2317	Automotive Engine Performance Analysis I	3
AUMT 2334	Automotive Engine Performance Analysis II	3
AUMT 2375	Powertrain Diagnostics	3
AUMT 2381	Cooperative Education – Automobile/ Automotive Mechanics Technology/ Technician	3
+Elective		3-4
		15-16
Minimum Hours Required		27-28

+Elective - must be selected from the following:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
TECM	1341	Technical Algebra	3
MATH	XXXX	Any 3 credit or 4-credit MATH course	3-4
ITSC	1401	Introduction to Computers	4

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY -- TRANSMISSION SERVICE TECHNICIAN

Brookhaven, Cedar Valley and Eastfield only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.AUMT.TRANSMISSION

		CREDIT HOURS
SEMESTER I		
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1307	Automotive Electrical Systems	3
AUMT 2313	Manual Drive Train and Axles	3
		9
SEMESTER II		
AUMT 2325	Automotive Automatic Transmission and Transaxle	3
AUMT 2332	Automotive Automatic Transmission and Transaxle II	3
AUMT 2380	Cooperative Education – Automobile/ Automotive Mechanics Technology/ Technician	3
		9
Minimum Hours Required		18

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY/DIESEL AND HEAVY EQUIPMENT-- PREVENTIVE MAINTENANCE TECHNICIAN

This award is pending Texas Higher Education Coordinating Board approval effective Fall 2004.

Effective September 1, 2004, this award has been deactivated for Eastfield College. For current students, the award will be closed on or before September 1, 2007. New students should not attempt to pursue this award.

Cedar Valley and Eastfield (see above) only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.AT.DHE.PREV.MN.04

This certificate prepares the student as an entry-level maintenance technician. Maintenance procedures and basic systems operations are studied.

		CREDIT HOURS
SEMESTER I		
AUMT 1305	Introduction to Automotive Technology	3
AUMT 1307	Automotive Electrical Systems	3
DEMR 1229	Preventive Maintenance	2
DEMR 1410	Diesel Engine Testing and Repair I	4
		12
SEMESTER II		
AUMT 1310	Automotive Brake Systems	3
AUMT 1316	Automotive Suspension and Steering Systems	3
AUMT 1345	Automotive Heating and Air Conditioning	3
DEMR 1411	Diesel Engine Testing and Repair II	4
DEMR 1317	Basic Brake Systems	3
		16
SEMESTER III		
DEMR 1421	Power Train I	4
DEMR 1327	Tractor Trailer Service and Repair	3
DEMR 2331	Advanced Brake Systems	3
		10
Minimum Hours Required		38

BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.BUSI.ADMIN

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

		CREDIT HOURS
SEMESTER I		
BMGT 1303	Principles of Management	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
+Math	**OR**	3-5
POFT 1321	Business Math **AND**	(3)
++Elective	Natural Science	(4)
+++Elective		3
		15-19
SEMESTER II		
MRKG 1311	Principles of Marketing	3
ACCT 2301	Principles of Accounting I** **OR**	3
ACCT 2401	Principles of Accounting I**	(4)
ENGL 1302	Composition II	3
ITSC 1401	Introduction to Computers	4
+++Elective		3
		16-17
SEMESTER III		
ACCT 2302	Principles of Accounting II **OR**	3
ACCT 2402	Principles of Accounting II	(4)
BUSI 2301	Business Law	3
ECON 2301	Principles of Economics I	3
PSYC 2302	Applied Psychology **OR**	3
PSYC 2301	Introduction to Psychology	(3)
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
		15-16
SEMESTER IV		
HRPO 2301	Human Resources Management	3
HRPO 2307	Organizational Behavior	3
ECON 2302	Principles of Economics II	3
POFT 2312	Business Communications II	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
++++Elective	Humanities/Fine Arts	3
		18
Minimum Hours Required		64-70

+MATH – Students must select a Mathematics course from the DCCCD Mathematics CORE list.

++Elective – Students must select a course in Biology (BIOL), Chemistry (CHEM), Geology (GEOL) or Physics (PHYS) from the DCCCD Lab Science CORE list.

+++Elective - Students must take 3 hours of any college level courses to satisfy these electives.

++++ Elective – Students must select from the DCCCD Humanities/Fine Arts CORE list.

**Students may substitute ACNT 1303 and ACNT 1304. 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.

BUSINESS ADMINISTRATION– HUMAN RESOURCES ASSISTANT

Cedar Valley, Eastfield, Mountain View, North Lake and Richland only

(Certificate)

This certificate program prepares students for entry-level clerical positions in human resources.

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.BUSADM.HR.ASST.04

		CREDIT HOURS
SEMESTER I		
BMGT 1303	Principles of Management	3
ACNT 1303	Introduction to Accounting I	3
HRPO 2307	Organizational Behavior	3
		9
SEMESTER II		
POFT 2312	Business Correspondence and Communication	3
HRPO 2301	Human Resources Management	3
		6
Minimum Hours Required		15

COMMERCIAL MUSIC -- ARRANGER/COMPOSER/COPYIST

Cedar Valley only

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.MUS.ARRANG.6/04

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
SEMESTER I		
MUSI 1311	Music Theory I	3
MUSI 1116	Musicianship I	1
MUSI 1181	Piano Class I	1
MUSC 1327	Audio Engineering I	3
MUSC 1303	History of Popular Music	3
MUSC 2141	Forum/Recital	1
SPCH 1311	Introduction to Speech Communication	3
+Ensemble		1
++Applied Music		1
		17
SEMESTER II		
MUSI 1312	Music Theory II	3
MUSI 1117	Musicianship II	1
MUSI 1182	Piano Class II	1
MUSC 2141	Forum/Recital	1
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
	Natural Science +++ **AND**	(4)
TECM 1303	Technical Mathematics	(3)
+Ensemble		1
++Applied Music		1
		14-18
SEMESTER III		
MUSC 1331	Musical Instrument Digital Interface (MIDI) I	3
MUSC 2314	Improvisation Theory I	3
MUSC 2141	Forum/Recital	1
MUSI 1386	Composition	3
MUSI 2311	Music Theory III	3
+Ensemble		1
++Applied Music		1
		15
SEMESTER IV		
MUSB 1305	Survey of the Music Business	3
MUSC 2141	Forum/Recital	1
MUSC 2319	Orchestration	3
MUSI 2312	Music Theory IV	3
PSYC 2302	Applied Psychology	3
+Ensemble		1
++Applied Music		1
		15

Minimum Hours Required 61-65

+Ensembles must be selected from the following:

MUEN	1122	Jazz Ensemble	1
MUEN	1123	Band	1
MUEN	1131	Keyboard Ensemble	1
MUEN	1132	Woodwind Ensemble	1
MUEN	1133	Brass Ensemble	1
MUEN	1134	Guitar Ensemble	1
MUEN	1135	Percussion Ensemble	1
MUEN	1137	Symphonic Wind Ensemble	1
MUEN	1151	Vocal Ensemble	1
MUEN	2123	Lab Band	1
MUEN	2141	Chorus	1

++Applied music courses to be selected from any music course numbered from MUAP 1101 through MUAP 1181.

+++Natural Science course must be selected from the following list:

BIOL	1406	Biology for Science Majors I	4
BIOL	1407	Biology for Science Majors II	4
BIOL	1408	Biology for Non-Science Majors I	4
BIOL	1409	Biology for Non-Science Majors II	4
CHEM	1405	Introductory Chemistry I	4
CHEM	1407	Introductory Chemistry II	4
CHEM	1411	General Chemistry I	4
CHEM	1412	General Chemistry II	4
GEOL	1401	Earth Science	4
GEOL	1403	Physical Geology	4
GEOL	1404	Historical Geology	4
GEOL	1445	Oceanography	4
PHYS	1401	Introductory General Physics	4
PHYS	1402	Introductory General Physics	4
PHYS	1405	Concepts in Physics	4
PHYS	1407	Concepts in Physics	4
PHYS	1411	Fundamentals of Astronomy	4
PHYS	1412	General Introductory Astronomy	4
PHYS	1415	Physical Science	4
PHYS	1417	Physical Science	4
PHYS	2425	General Physics	4
PHYS	2426	General Physics	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.

COMMERCIAL MUSIC -- PERFORMING MUSICIAN

Cedar Valley only

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.MUS.PERFORM.6/04

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
SEMESTER I		
MUSI 1311	Music Theory I	3
MUSI 1116	Musicianship I	1
MUSI 1181	Piano Class I	1
MUSC 1327	Audio Engineering I	3
MUSC 2141	Forum/Recital	1
MUSC 1303	History of Popular Music	3
SPCH 1311	Introduction to Speech Communication	3
+Ensemble		1
++Applied Music		1
		17
SEMESTER II		
MUSI 1312	Music Theory II	3
MUSI 1117	Musicianship II	1
MUSI 1182	Piano Class II	1
MUSC 2141	Forum/Recital	1
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
	Natural Science +++ **AND**	(4)
TECM 1303	Technical Mathematics	(3)
+Ensemble		1
++Applied Music		1
		14-18
SEMESTER III		
MUSC 1331	Musical Instrument Digital Interface (MIDI) I	3
MUSC 2314	Improvisation Theory I	3
MUSC 2141	Forum/Recital	1
PSYC 2302	Applied Psychology	3
MUSP 1391	Special Topics in Music – General Performance	3
+Ensemble		1
+++Applied Music		2
		16
SEMESTER IV		
MUSB 1305	Survey of the Music Business	3
MUSC 2141	Forum/Recital	1
MUSP 1242	Small Commercial Music Ensemble	2
MUSC 2319	Orchestration	3
MUSP 1391	Special Topics in Music – General Performance	3
+Ensemble		1
+++Applied Music		2
		15
Minimum Hours Required		62-66

+Ensembles must be selected from the following:

MUEN	1122	Jazz Ensemble	1
MUEN	1123	Band	1
MUEN	1131	Keyboard Ensemble	1
MUEN	1132	Woodwind Ensemble	1
MUEN	1133	Brass Ensemble	1
MUEN	1134	Guitar Ensemble	1
MUEN	1135	Percussion Ensemble	1
MUEN	1137	Symphonic Wind Ensemble	1
MUEN	1151	Vocal Ensemble	1
MUEN	2123	Lab Band	1
MUEN	2141	Chorus	1

++Applied music courses to be selected from any music course numbered from MUAP 1101 through MUAP 1181.

+++Applied music courses to be selected from any music course numbered from MUAP 2201 through MUAP 2281.

++++Natural Science course must be selected from the following list:

BIOL	1406	Biology for Science Majors I	4
BIOL	1407	Biology for Science Majors II	4
BIOL	1408	Biology for Non-Science Majors I	4
BIOL	1409	Biology for Non-Science Majors II	4
CHEM	1405	Introductory Chemistry I	4
CHEM	1407	Introductory Chemistry II	4
CHEM	1411	General Chemistry I	4
CHEM	1412	General Chemistry II	4
GEOL	1401	Earth Science	4
GEOL	1403	Physical Geology	4
GEOL	1404	Historical Geology	4
GEOL	1445	Oceanography	4
PHYS	1401	Introductory General Physics	4
PHYS	1402	Introductory General Physics	4
PHYS	1405	Concepts in Physics	4
PHYS	1407	Concepts in Physics	4
PHYS	1411	Fundamentals of Astronomy	4
PHYS	1412	General Introductory Astronomy	4
PHYS	1415	Physical Science	4
PHYS	1417	Physical Science	4
PHYS	2425	General Physics	4
PHYS	2426	General Physics	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.

COMMERCIAL MUSIC -- RECORDING TECHNOLOGY

Cedar Valley only

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.MUS.RECORD.6/04

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		
MUSI 1311	Music Theory I	3
MUSI 1116	Musicianship I	1
MUSI 1181	Piano Class I	1
MUSC 1327	Audio Engineering I	3
MUSC 2141	Forum/Recital	1
SPCH 1311	Introduction to Speech Communication	3
MUSC 1303	History of Popular Music	3
+Ensemble		1
++Applied Music		1
		17
SEMESTER II		
MUSI 1312	Music Theory II	3
MUSI 1117	Musicianship II	1
MUSI 1182	Piano Class II	1
RTVB 2343	Commercial Recording Techniques	3
MUSC 2427	Audio Engineering II	4
MUSC 2141	Forum/Recital	1
ENGL 1301	Composition I	3
+Ensemble		1
++Applied Music		1
		18
SEMESTER III		
MUSC 1331	Musical Instrument Digital Interface (MIDI) I	3
MUSC 2141	Forum/Recital	1
RTVB 1392	Special Topics in Radio and Television Broadcasting Technology/Technician **OR**	3
RTVB 1380	Cooperative Education - Radio and Television	(3)
MUSC 2447	Audio Engineering III	4
MATH 1314	College Algebra **OR**	3
	Natural Science +++ **AND**	(4)
TECM 1303	Technical Mathematics	(3)
		14-18
SEMESTER IV		
MUSC 2141	Forum/Recital	1
MUSB 1305	Survey of the Music Business	3
RTVB 1392	Special Topics in Radio and Television Broadcasting Technology/Technician **OR**	3
RTVB 1381	Cooperative Education - Radio and Television	(3)
MUSC 2448	Audio Engineering IV	4
PSYC 2302	Applied Psychology	3
		14

Minimum Hours Required 63-67

+Ensembles must be selected from the following:

MUEN	1122	Jazz Ensemble 1
MUEN	1123	Band 1
MUEN	1131	Keyboard Ensemble 1
MUEN	1132	Woodwind Ensemble 1
MUEN	1133	Brass Ensemble 1
MUEN	1134	Guitar Ensemble 1
MUEN	1135	Percussion Ensemble 1
MUEN	1137	Symphonic Wind Ensemble 1
MUEN	1151	Vocal Ensemble 1
MUEN	2123	Lab Band 1
MUEN	2141	Chorus 1

++ Applied music courses to be selected from any music course numbered from MUAP 1101 through MUAP 1181.

+++Natural Science course must be selected from the following list:

BIOL	1406	Biology for Science Majors I 4
BIOL	1407	Biology for Science Majors II 4
BIOL	1408	Biology for Non-Science Majors I 4
BIOL	1409	Biology for Non-Science Majors II 4
CHEM	1405	Introductory Chemistry I 4
CHEM	1407	Introductory Chemistry II 4
CHEM	1411	General Chemistry I 4
CHEM	1412	General Chemistry II 4
GEOL	1401	Earth Science 4
GEOL	1403	Physical Geology 4
GEOL	1404	Historical Geology 4
GEOL	1445	Oceanography 4
PHYS	1401	Introductory General Physics 4
PHYS	1402	Introductory General Physics 4
PHYS	1405	Concepts in Physics 4
PHYS	1407	Concepts in Physics 4
PHYS	1411	Fundamentals of Astronomy 4
PHYS	1412	General Introductory Astronomy 4
PHYS	1415	Physical Science 4
PHYS	1417	Physical Science 4
PHYS	2425	General Physics 4
PHYS	2426	General Physics 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.

COMMERCIAL MUSIC -- MUSIC RETAILING

Cedar Valley only

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.MUS.RETAIL.6/04

This program is designed to prepare the music major in retaining 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
SEMESTER I		
MUSI 1311	Music Theory I	3
MUSI 1116	Musicianship I	1
MUSI 1181	Piano Class I	1
MUSB 1305	Survey of the Music Business	3
MUSC 2141	Forum/Recital	1
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
+Ensemble		1
++Applied Music		1
		17
SEMESTER II		
MUSI 1312	Music Theory II	3
MUSI 1117	Musicianship II	1
MUSI 1182	Piano Class II	1
MUSC 2141	Forum/Recital	1
MRKG 1302	Principles of Retailing	3
SPCH 1311	Introduction to Speech Communication	3
+Ensemble		1
++Applied Music		1
		14
SEMESTER III		
MUSC 1327	Audio Engineering I	3
MUSC 2141	Forum/Recital	1
MUSB 1380	Cooperative Education - Music Management and Merchandising	3
PSYC 2302	Applied Psychology	3
MATH 1314	College Algebra **OR**	3
	Natural Science +++ **AND**	(4)
TECM 1303	Technical Mathematics	(3)
		13-17
SEMESTER IV		
MUSC 1331	Musical Instrument Digital Interface (MIDI) I	3
MUSC 2141	Forum/Recital	1
MUSB 1381	Cooperative Education-Music Management and Merchandising	3
ACCT 2301	Principles of Accounting I	3
BMGT 1303	Principles of Management	3
POFI 1301	Computer Applications I	3
		16

Minimum Hours Required 60-64

+Ensembles must be selected from the following:

MUEN	1122	Jazz Ensemble	1
MUEN	1123	Band	1
MUEN	1131	Keyboard Ensemble	1
MUEN	1132	Woodwind Ensemble	1
MUEN	1133	Brass Ensemble	1
MUEN	1134	Guitar Ensemble	1
MUEN	1135	Percussion Ensemble	1
MUEN	1137	Symphonic Wind Ensemble	1
MUEN	1151	Vocal Ensemble	1
MUEN	2123	Lab Band	1
MUEN	2141	Chorus	1

++Applied music courses to be selected from any music course numbered from MUAP 1101 through MUAP 1181.

+++Natural Science course must be selected from the following list:

BIOL	1406	Biology for Science Majors I	4
BIOL	1407	Biology for Science Majors II	4
BIOL	1408	Biology for Non-Science Majors I	4
BIOL	1409	Biology for Non-Science Majors II	4
CHEM	1405	Introductory Chemistry I	4
CHEM	1407	Introductory Chemistry II	4
CHEM	1411	General Chemistry I	4
CHEM	1412	General Chemistry II	4
GEOL	1401	Earth Science	4
GEOL	1403	Physical Geology	4
GEOL	1404	Historical Geology	4
GEOL	1445	Oceanography	4
PHYS	1401	Introductory General Physics	4
PHYS	1402	Introductory General Physics	4
PHYS	1405	Concepts in Physics	4
PHYS	1407	Concepts in Physics	4
PHYS	1411	Fundamentals of Astronomy	4
PHYS	1412	General Introductory Astronomy	4
PHYS	1415	Physical Science	4
PHYS	1417	Physical Science	4
PHYS	2425	General Physics	4
PHYS	2426	General Physics	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.

COMMERCIAL MUSIC -- MUSIC RETAILING

Cedar Valley only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: CERT.MUSI.RETAILING

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		
MUSI 1300	Foundations of Music I	3
MUSI 1181	Piano Class I	1
MUSB 1305	Survey of the Music Business	3
BUSI 1301	Introduction to Business	3
		10
SEMESTER II		
MUSC 1331	Musical Instrument Digital Interface (MIDI) I **OR**	3
MUSC 1327	Audio Engineering I	(3)
MUSB 1380	Cooperative Education – Music Business Management and Merchandising	3
BMGT 1302	Principles of Retailing	3
BMGT 1333	Principles of Selling	3
		12
Minimum Hours Required		22

COMMERCIAL MUSIC -- PERFORMING MUSICIAN

Cedar Valley only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.MUSI.PERFORMING

This program is designed to prepare the instrumental or vocal student for entry-level positions in the live performing market of commercial music (jazz, rock, pop, country, etc.) with enough training provided for a strong foundation to build upon. Coursework includes development of music theory written and aural skills, keyboard introduction, audio engineering and MIDI skills, and development of improvisation skills and repertoire applicable to the individual student.

		CREDIT HOURS
SEMESTER I		
MUSI 1311	Music Theory I	3
MUSI 1116	Musicianship I	1
MUSB 1305	Survey of the Music Business	3
MUSI 1181	Piano Class I	1
MUSC 1303	History of Popular Music	3
+Ensemble		1
++Applied Music		1
		13
SEMESTER II		
MUSC 2141	Forum/Recital	1
MUSC 1327	Audio Engineering I **OR**	3
MUSC 1331	Musical Instrument Digital Interface (MIDI) I	(3)
MUSP 1391	Special Topics in Music-General Performance	3
MUSC 2314	Improvisation Theory I **OR**	3
MUSP 1242	Small Commercial Music Ensemble	(2)
+Ensemble		1
++Applied Music		2
		12-13
Minimum Hours Required		25-26

+Ensembles must be selected from the following:

MUEN	1134	Guitar Ensemble	1
MUEN	1135	Percussion Ensemble	1
MUEN	1151	Vocal Ensemble	1
MUEN	2123	Lab Band	1

++Applied music courses to be selected from any music course numbered from MUAP 1101 through MUAP 1181 or MUAP 2201 through MUAP 2281.

COMMERCIAL MUSIC -- RECORDING TECHNOLOGY

Cedar Valley only

(One-year Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.MUS.1Y.RECORD.04

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		
MUSI 1300	Foundations of Music I	3
MUSI 1181	Piano Class I	1
MUSC 1327	Audio Engineering I	3
MUSC 1331	Musical Instrument Digital Interface (MIDI) I	3
		10
SEMESTER II		
MUSC 2427	Audio Engineering II	4
MUSC 2141	Forum/Recital	1
MUSB 1305	Survey of the Music Business	3
RTVB 2343	Commercial Recording Techniques	3
		11
Minimum Hours Required		21

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

(Two-year Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.MUS.2Y.RECORD.04

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		
MUSC 1327	Audio Engineering I	3
MUSC 2141	Forum/Recital	1
ENGL 1301	Composition I	3
MUSC 1331	Musical Instrument Digital Interface (MIDI) I	3
		10
SEMESTER II		
MUSI 1300	Foundations of Music I	3
MUSC 2427	Audio Engineering II	4
MUSC 2141	Forum/Recital	1
RTVB 2343	Commercial Recording Techniques	3
		11
SEMESTER III		
MUSC 2447	Audio Engineering III	4
MUSC 1303	History of Popular Music	3
+Elective		1
		8
SEMESTER IV		
MUSC 2448	Audio Engineering IV	4
MUSB 1305	Survey of the Music Business	3
SPCH 1311	Introduction to Speech Communication	3
		10
Minimum Hours Required		39

+Elective must be selected from any MUEN, MUSB, MUSC, MUAP, MUSI or RTVB course.

COMPUTER GRAPHICS

Cedar Valley and North Lake only

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.COMP.GRAPH

This degree is designed to develop the hands-on skills and conceptual art knowledge necessary for a graduate to advance in career paths appropriate to their own interests and abilities. The program will allow students to gain skills in using industry standard equipment and software and will stress the role of motion graphics in designing and producing professional graphics for the web, animation, and video games.

		CREDIT HOURS
SEMESTER I		
ARTS 1311	2-D Design	3
ARTS 1316	Drawing I	3
ARTC 1353	Computer Illustration	3
ARTC 1302	Digital Imaging I	3
COSC 1401	Microcomputer Concepts and Applications **OR**	4
ITSC 1401	Introduction to Computers	(4)
		16
SEMESTER II		
+Elective	Art History or Studio Course	3
ARTS 1301	Art Appreciation	3
ENGL 1301	Composition I	3
IMED 1301	Introduction to Multimedia	3
ARTS 1312	3-D Design	3
		15
SEMESTER III		
+Elective	Art History or Studio Course	3
ARTC 1301	Basic Animation	3
ARTS 1317	Drawing II	3
ARTC 2305	Digital Imaging II	3
ARTC 1345	3-D Modeling and Rendering	3
		15
SEMESTER IV		
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
+++Elective	Computer Graphics	3
ARTC 2335	Portfolio Development for Graphic Design **OR**	3
ARTC 2341	3-D Animation II	(3)
++Elective	Social /Behavioral Sciences	3
		15-16
Minimum Hours Required		61-62

+Electives - Arts History or Studio course can be selected from the following:

ARTS	1303	Survey of Art History	3
ARTS	1304	Survey of Art History	3
ARTS	2311	Advanced Design	3
ARTS	2316	Painting I	3
ARTS	2323	Drawing III	3
ARTS	2326	Sculpture I	3
ARTS	2333	Printmaking I	3
ARTS	2346	Ceramics I	3
ARTS	2356	Photography I	3

++Social/Behavioral Science Elective - must be selected from the DCCCD Social/Behavioral Science Core list.

+++Elective – Computer Graphics course must be selected from the following:

ARTC	1313	Digital Publishing I	3
ARTC	1341	3-D Animation I	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.

COMPUTER GRAPHICS

Cedar Valley and North Lake only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.COMP.GRAPH

This program provides students the basic knowledge and skills to work effectively in entry-level positions such as a Computer Graphics Specialist. All courses taken in the certificate will apply to the AAS degree in Computer Graphics.

		CREDIT HOURS
SEMESTER I		
ARTS 1311	2-D Design	3
IMED 1301	Introduction to Multimedia	3
ARTC 1353	Computer Illustration	3
ARTC 1302	Digital Imaging I	3
		12
SEMESTER II		
ARTC 1301	Basic Animation	3
ARTC 1313	Digital Publishing I	3
ARTC 1345	3-D Modeling and Rendering	3
ARTS 1316	Drawing I	3
		12
SEMESTER III		
+Elective	Computer Graphics	3
ARTC 2335	Portfolio Development for Graphic Design	3
		6
Minimum Hours Required		30

+Elective: Computer Graphics elective must be selected from:

ARTC 1341	3-D Animation I	3
ARTC 2305	Digital Imaging II	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.

COMPUTER GRAPHICS--COMPUTER GRAPHICS SPECIALIST

Cedar Valley and North Lake only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.COMP.GRAPH.SPEC

The Computer Graphics Specialist Certificate program is designed for students who wish to concentrate in a particular art area within the Computer Graphics field. Three curriculum options include emphasis in Print Graphics, Web Graphics, or Animation Graphics. The curriculum will familiarize students with art and technical concepts, skills, tools, and related computer software. With completion of the program, students should gain creative, conceptual, technical and communication skills needed for an entry-level position within the selected field.

		CREDIT HOURS
SEMESTER I		
ARTS 1316	Drawing I	3
ARTC 1302	Digital Imaging I	3
+Elective	Computer Graphics Emphasis	3
		9
SEMESTER II		
+Elective	Computer Graphics Emphasis (two courses)	6
ARTC 2335	Portfolio Development for Graphic Design	3
		9
Minimum Hours Required		18

+Electives must be selected from only one of the following Computer Graphics Emphasis areas (Print, Web or Animation):

Print Emphasis:

ARTC 1311	2D Design	3
ARTC 1353	Computer Illustration	3
ARTC 1313	Digital Publishing I	3

Web Emphasis:

ARTC 1311	2D Design	3
ARTC 1301	Basic Animation	3
ARTC 2305	Digital Imaging II	3

Animation Emphasis:

ARTC 1301	Basic Animation	3
ARTC 1341	3-D Animation I	3
ARTC 1345	3-D Modeling and Rendering	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.

COMPUTER INFORMATION TECHNOLOGY - INFORMATION SECURITY

Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.CIT.INFO.SECUR.04

This certificate provides hands-on, in-depth training to meet industry demands and concerns in protecting critical information infrastructures against cyber threats. The graduate will be qualified for entry-level positions in a network environment dealing with security challenges.

The Information Security Certificate is an advanced certificate and requires extensive knowledge of the computer field. It is recommended that you have one or more of the following: Certificate and/or AAS in networking, BS or BA in Computer Science, or Cisco CCNA, Novell CNE, Microsoft MCSA and/or MCSE, A+ and Network+, SCSA, UNIX certification, or other vendor specific certifications or equivalent experience approved by designated Information Technology personnel. It is recommended that you discuss your computer knowledge with one of the instructors teaching the courses to insure you have the required foundation to succeed.

		CREDIT HOURS
SEMESTER I		
ITSY 1400	Fundamentals of Information Security	4
ITSY 1442	Information Technology Security	4
ITSY 2400	Operating System Security	4
ITSY 2401	Firewalls and Network Security	4
		16
SEMESTER II		
ITSY 2459	Security Assessments and Auditing	4
ITSY 2442	Incident Response and Handling	4
ITNW 1492	Special Topics in Computer Systems Networking and Telecommunications **OR**	4
ITSY 2441	Security Management Practices **OR**	(4)
ITSY 2443	Computer System Forensics	(4)
		12
Minimum Hours Required		28

[1] Course covers security concepts and terminology, in addition to secure communications and Operating System security.
Prerequisite: Documented operating system experience and instructor approval.

[2] Course (Network Security) covers Perimeter Security (Firewalls, IDS, Router security) and Secure Network Architecture (DMZ, Remote Access, and Infrastructure Connectivity). Prerequisite: ITNW 1412 (Fundamentals of Information Security).

[3] Course (Operating Systems Security) covers cryptography, authentication, access control, operating system security, and data backups. Prerequisite: ITNW 2417[2] (Network Security).

[4] Course (Subtitle: Securing Enterprise Applications) covers Application, Database, Web Application, and Web Server security and data backups. Prerequisite: ITNW 2476[3] (Operating Systems Security).

[5] Course (Security Assessments and Auditing) includes perimeter auditing, Operating System audits, and auditing tools.
Prerequisite: ITNW 2446[4] (Designing a Secure Network).

[6] Course (Incident Response and Handling) covers system forensics, investigation, incident response, and hacker techniques and exploits. Prerequisite: ITNW 2477[5] (Security Assessments and Auditing).

[7] Course (Subtitle: Security Management Practices) covers cyber law and ethics, policies and procedures, risk management, and disaster recover and business continuity planning. Prerequisite: ITNW 2478[6] (Incident Response and Handling).

COMPUTER INFORMATION TECHNOLOGY - HELP DESK/USER SUPPORT TECHNICIAN

This award is pending Texas Higher Education Coordinating Board approval effective Summer 2004.

Offered at all seven campuses

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.CIT.HELP.DESK

This certificate is designed to provide lower level tech support skills needed to assist customers, clients, or members of a firm or organization. They field telephone calls, and email messages from customers seeking guidance on technical problems. They diagnose the problem patiently and walk the customer through the problem-solving steps. Strong problem-solving, analytical, and communication skills are needed.

Courses may be substituted for ITSC 1401, BCIS 1405, or COSC 1401 for those who demonstrate current computer literacy.

Prerequisite: Keyboarding skills

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers **OR**	4
BCIS 1405	Business Computer Applications **OR**	(4)
COSC 1401	Microcomputer Concepts and Applications	(4)
ITSW 1401	Introduction to Word Processing	4
ITSC 1405	Introduction to PC Operating Systems	4
		12
SEMESTER II		
ITSW 1404	Introduction to Spreadsheets	4
ITSW 1407	Introduction to Database	4
ITSC 2439	Personal Computer Help Desk	4
		12
Minimum Hours Required		24

COMPUTER INFORMATION TECHNOLOGY -- NETWORK ADMINISTRATOR AND SUPPORT

Brookhaven, Cedar Valley, El Centro, Mountain View, North Lake and Richland only

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

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.CIT.NWK.ADMIN.04

This associate degree program provides education and training for individuals interested in developing their knowledge and skills as networking professionals. The program also provides preparatory training for those wishing to take the MCSE, MCDBA, MCSD, MCSA, MCAD, CCNA, CCNP, or SCSA certification examinations. Students will select courses in their area of specialization. In order to be considered as having met the requirements for all awards, students must complete one Primary Specialization and one Secondary Specialty Track in Semesters III and/or IV.

Credit may be given and course substitutions made for those who have acquired A+ and/or Net+ certification.

		CREDIT HOURS
SEMESTER I		
[1]Primary Specialization Semester I (one course)		4
ITSC 1405	Introduction to PC Operating Systems	4
ITSC 1425	Personal Computer Hardware	4
ENGL 1301	Composition I	3
Elective	Any ITCC, ITSC, ITSE, ITSW, ITSY, ITNW, ITMC, INEW, BCIS, COSC, or CPMT course	3-4
		18-19
SEMESTER II		
[2]Primary Specialization Semester II (two or three courses – see track list)		8-12
MATH 1324	Mathematics for Business and Economics I **OR**	3
MATH 2342	Introductory Statistics **OR**	(3)
MATH 1314	College Algebra **OR**	(3)
MATH 1414	College Algebra	(4)
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
		14-19

NOTE: Students must select and complete one secondary specialty track (see Secondary Track listing) in Semesters III and/or IV to be considered as having met the requirements for this award.

SEMESTER III		
[3]Primary Specialization Semester III (two courses – see track list)		7-8
+Elective	Social/Behavioral Science	3
++Elective	Humanities/Fine Arts	3-4
		13-15
SEMESTER IV		
[4]Primary/Secondary Specialization Semester IV (three or four courses – see track list)		15-16
		15-16
Minimum Hours Required		60-69

+Elective - must be selected from the DCCCD Core Curriculum for Social/Behavioral Science .

++Elective - must be selected from the DCCCD Core Curriculum for Humanities/Fine Arts.

SEMESTER I PRIMARY SPECIALIZATION

Select *one* track

[1]CCNA Track—SEMESTER I (One Course)		
ITCC 1402	CCNA 1: Networking Basics	4
[1]MCSE Track —SEMESTER I (One Course)		
ITMC 1401	Microsoft Windows Network and Operating Systems Essentials	4
[1]MCDBA Track —SEMESTER I (One Course)		
ITMC 1401	Microsoft Windows Network and Operating Systems Essentials	4
[1]MCSD Track —SEMESTER I (One Course)		
ITMC 1401	Microsoft Windows Network and Operating Systems Essentials	4
[1]MCSA Track —SEMESTER I (One Course)		
ITMC 1401	Microsoft Windows Network and Operating Systems Essentials	4
[1]MCAD Track —SEMESTER I (One Course)		
ITMC 1401	Microsoft Windows Network and Operating Essentials	4

SEMESTER II PRIMARY SPECIALIZATION

Continue in Track Selected in Semester I

[2]CCNA Track —SEMESTER II (Two Courses)		
ITCC 1406	CCNA 2: Router and Routing Basics	4
ITCC 1442	CCNA 3: Switching Basics and Intermediate Routing	4
[2]MCSE Track —SEMESTER II (Two or Three Courses)		
ITMC 1441	Implementing Microsoft Windows Professional and Server	4
	OR	
ITMC 1419	Installing and Administering Microsoft Windows Server Operating Systems	(4)
	AND	

(continued on next page)

ITMC 1458 Supporting Microsoft Windows Client Network Operating Systems
AND ....(4)
ITMC 1442 Implementing a Microsoft Windows Network Infrastructure 4

[2]MCDBA Track —SEMESTER II (Two or Three Courses)
ITMC 1441 Implementing Microsoft Windows Professional and Server 4
OR
ITMC 1419 Installing and Administering Microsoft Windows Server Operating Systems ....(4)
AND
ITMC 1458 Supporting Microsoft Windows Client Network Operating Systems
AND ....(4)
ITMC 1403 Querying Microsoft SQL Server with Transact-SQL 4

[2]MCSD Track —SEMESTER II (Three Courses)
ITSE 1422 Introduction to C Programming[A] 4
OR
ITSE 1431 Introduction to Visual BASIC Programming[A] ....(4)
ITMC 1345 Enterprise Development Using Microsoft Visual Basic.NET[B] 3
OR
ITSE 1402 Computer Programming [B] ....(4)
ITSE 2449 Advanced Visual BASIC Programming[C] 4
OR
ITSE 2455 Advanced C Programming[C] ....(4)

[2]MCSA Track —SEMESTER II (Two or Three Courses)
ITMC 1441 Implementing Microsoft Windows Professional and Server 4
OR
ITMC 1419 Installing and Administering Windows ....(4)
AND
ITMC 1458 Supporting Microsoft Windows Client Network Operating System
AND ....(4)
ITNW 1492 Special Topics in Computer Systems Networking and Telecommunications....4

[2]MCAD Track —SEMESTER II (Three Courses)
ITSE 1422 Introduction to C Programming[A] 4
OR
ITSE 1431 Introduction to Visual BASIC Programming[A] ....(4)
ITMC 1345 Enterprise Development Using Microsoft Visual Basic.NET[B] 3
OR
ITSE 1402 Computer Programming [B] ....(4)
ITSE 2449 Advanced Visual BASIC Programming[C] 4
OR
ITSE 2455 Advanced C Programming[C] ....(4)

SEMESTER III PRIMARY SPECIALIZATION
Continue in Track Selected in Semesters I and II

[3]CCNA Track —SEMESTER III (Two Courses)
ITCC 1446 CCNA 4: WAN Technologies 4

One Course from ***Secondary Specialty Track Listing** (CCNP, UNIX, AS/400, **OR** Microsoft)

[3]MCSE Track —SEMESTER III (Two courses)
ITMC 1443 Implementing and Administering Microsoft Directory Services 4

One Course from below:
ITMC 2431 Designing a Microsoft Windows Directory Services Infrastructure....4
ITMC 2432 Designing a Microsoft Windows Networking Services Infrastructure ...4
ITMC 2433 Designing a Secure Microsoft Windows Network 4
ITNW 1403 Managing a Microsoft Windows Network Environment....4
ITNW 1492 Special Topics in Computer Systems Networking and Telecommunications 4

[3]MCDBA Track —SEMESTER III (Two Courses)
ITMC 2403 Administering a Microsoft SQL Server Database 4
ITMC 2437 Programming a Microsoft SQL Server Database 4

[3]MCSD Track —SEMESTER III (Two Courses)
ITSE 1302 Computer Programming [D]
OR 3
ITSE 1402 Computer Programming [D]
OR ....(4)
ITSE 2450 Mastering Enterprise Development Using Microsoft Visual Basic [D]
OR ....(4)
ITSE 2459 Advanced Computer Programming [D] ....(4)
ITSE 2402 Intermediate Web Programming [E] 4

[3]MCSA Track —SEMESTER III (Two Courses)
One Course from Microsoft MCSA Electives requirement:

ITMC 1442 Implementing a Microsoft Windows Network Infrastructure 4
ITNW 1492 Special Topics in Computer Systems Networking and Telecommunications 4
ITMC 2403 Administering a Microsoft SQL Server Database 4
ITMC 2404 Implementing and Managing Microsoft Exchange 4
ITSY 1442 Information Technology Security....4
ITMC 2436 Designing Microsoft Exchange for the Enterprise 4

(continued on next page)

ITMC 2437	Programming a Microsoft SQL Server Database 4
ITMC 2455	Deploying and Managing Microsoft Internet Security and Acceleration Server 4
ITNW 1403	Managing a Microsoft Windows Network Environment 4

One Course from ***Secondary Specialty Track Listing** (CCNA, CCNP, UNIX, AS/400 **OR** Microsoft)

[3]MCAD Track —SEMESTER III (Two Courses)

ITSE 1302	Computer Programming[D] 3
	OR
ITSE 1402	Computer Programming [D] ....(4)
	OR
ITSE 2450	Mastering Enterprise Development Using Microsoft Visual Basic[D] ....(4)
	OR
ITSE 2459	Advanced Computer Programming[D] ....(4)
ITSE 2402	Intermediate Web Programming[E] 4

SEMESTER IV PRIMARY/SECONDARY SPECIALIZATION
Continue in Primary Track OR Select Secondary Specialty Track

[4]CCNA Track —SEMESTER IV (Four Courses)
Four Courses from ***Secondary Specialty Track Listing** (CCNP, UNIX, AS/400 **OR** Microsoft)

[4]MCSE Track —SEMESTER IV (Four courses)
Two courses from Microsoft MCSE Electives requirement:

ITMC 2409	Deploying and Supporting Microsoft SMS Server 4
ITNW 1492	Special Topics in Computer Systems Networking and Telecommunications....4
ITMC 2403	Administering a Microsoft SQL Server Database 4
ITMC 2404	Implementing and Managing Microsoft Exchange....4
ITMC 2408	Administering Microsoft Systems Management Server 4
ITSY 1442	Information Technology Security....4
ITMC 2431	Designing a Microsoft Windows Directory Services Infrastructure....4
ITMC 2432	Designing a Microsoft Windows Networking Services Infrastructure ..4
ITMC 2433	Designing a Secure Microsoft Windows Network....4
ITMC 2436	Designing Microsoft Exchange for the Enterprise 4
ITMC 2437	Programming a Microsoft SQL Server Database 4
ITMC 2455	Deploying and Managing Microsoft Internet Security and Acceleration Server 4
ITNW 1403	Managing a Microsoft Windows Network Environment 4

Two Courses from ***Secondary Specialty Track Listing** (CCNA, CCNP, UNIX, AS/400 **OR** Microsoft)

[4]MCDBA Track —SEMESTER IV (Four Courses)

One Course from Microsoft MCDBA Electives requirement:

ITNW 1492	Special Topics in Computer Systems Networking and Telecommunications 4
ITMC 1442	Implementing a Microsoft Windows Network Infrastructure 4
ITSE 1444	Mastering Microsoft Visual Basic Development 4
ITSE 1491	Special Topics in Computer Programming....4
ITSE 2450	Mastering Enterprise Development Using Microsoft Visual Basic....4
ITMC 1345	Enterprise Development Using Microsoft Visual Basic.NET....3

Three Courses from ***Secondary Specialty Track Listing** (CCNA, CCNP, UNIX, AS/400 **OR** Microsoft)

[4]MCSD Track —SEMESTER IV (Four courses)

ITSE 2413	Web Authoring[F] 4
	OR
ITSE 1440	Mastering Distributed Application Design and Development Using Microsoft Visual Studio[F]....(4)
	AND
ITSE 1391	Special Topics in Computer Programming[G] 3
	OR
ITSE 1491	Special Topics in Computer Programming[G] ....(4)
	OR
ITSE 2402	Intermediate Web Programming[H]
	AND....(4)
ITSE 1440	Mastering Distributed Application Design and Development Using Microsoft Visual Studio[I]....4
	OR
ITSE 1491	Special Topics in Computer Programming[I] ....(4)

One Course from ***Secondary Specialty Track Listing** (CCNA, CCNP, UNIX, AS/400 **OR** Microsoft)

[4]MCSA Track —SEMESTER IV (Four Courses)
Four Courses from ***Secondary Specialty Track Listing** (CCNA, CCNP, UNIX, AS/400 **OR** Microsoft)

[4]MCAD Track —SEMESTER IV (Four Courses)

ITSE 2413	Web Authoring[F] 4
	OR
ITSE 1440	Mastering Distributed Application Design and Development Using Microsoft Visual Studio[F]....(4)
	AND

(continued on next page)

ITSE 1391	Special Topics in Computer Programming[G]	3
	OR	
ITSE 1491	Special Topics in Computer Programming[G]	(4)
	OR	
ITSE 2402	Intermediate Web Programming[H]	
	AND	(4)
ITSE 1440	Mastering Distributed Application Design and Development Using Microsoft Visual Studio[I]	4
	OR	
ITSE 1491	Special Topics in Computer Programming[I]	(4)

One Course from ***Secondary Specialty Track Listing** (CCNA, CCNP, UNIX, AS/400 **OR** Microsoft)

***SECONDARY SPECIALTY TRACKS LISTING**

Select *one* Secondary Specialty Track

CCNA

ITCC 1402	CCNA 1: Networking Basics	4
ITCC 1406	CCNA 2: Router and Routing Basics	4
ITCC 1442	CCNA 3: Switching Basic and Intermediate Routing	4
ITCC 1446	CCNA 4: WAN Technologies	4

Any 4-credit hour ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, ITSY, INEW, BCIS, COSC or CPMT course, including but not limited to:

ITNW 1280 **AND** ITNW 1281 **OR** ITNW 1480 Cooperative Education—Business Systems Networking and Telecommunications **OR** EECT 1440 Telecommunications Transmission Media

CCNP

ITCC 2432	Advanced Routing: Cisco 5	4
ITCC 2436	Remote Access: Cisco 6	4
ITCC 2440	Multilayer Switching: Cisco 7	4
ITCC 2444	Network Troubleshooting: Cisco 8	4

Any 4-credit hour ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, ITSY, INEW, BCIS, COSC or CPMT course, including but not limited to:

ITNW 1280 **AND** ITNW 1281 **OR** ITNW 1480 Cooperative Education—Business Systems Networking and Telecommunications **OR** EECT 1440 Telecommunications Transmission Media

UNIX

ITSC 1402	Computer Control Language	4
ITSC 1407	UNIX Operating System I	4
ITSC 1429	Fundamentals of Solaris 8 Operating Environment (SA-118)	4
ITSC 2437	UNIX Operating System II	4
ITSC 1452	Solaris Operating Environment 8 Systems Administration II (SA-288)	4
ITSC 1454	Solaris Operating Environment 8 Systems Administration (SA-238)	4
ITSC 1456	Shell Programming (SL-120)	4

Any 4-credit hour ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, ITSY, INEW, BCIS, COSC or CPMT course, including but not limited to:

ITNW 1280 **AND** ITNW 1281 **OR** ITNW 1480 Cooperative Education—Business Systems Networking and Telecommunications **OR** EECT 1440 Telecommunications Transmission Media

AS/400

ITSC 1402	Computer Control Language	4
ITSC 1411	AS/400 Operating System I	4
ITSC 2442	AS/400 Operating System II	4
ITSE 1414	Introduction to RPG Programming	4
ITSE 2435	Advanced RPG Programming	4

Any 4-credit hour ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, ITSY, INEW, BCIS, COSC or CPMT course, including but not limited to:

ITNW 1280 **AND** ITNW 1281 **OR** ITNW 1480 Cooperative Education—Business Systems Networking and Telecommunications **OR** EECT 1440 Telecommunications Transmission Media

MICROSOFT

ITMC 1401	Microsoft Windows Network and Operating System Essentials	4
ITMC 1441	Implementing Microsoft Windows Professional and Server **OR**	4
ITMC 1419	Installing and Administering Microsoft Windows Server Operating System **AND**	(4)
ITMC 1458	Supporting Microsoft Windows Client Network Operating System	(4)
ITMC 1442	Implementing a Microsoft Windows Network Infrastructure	4
ITMC 1443	Implementing and Administering Microsoft Windows Directory Services	4
ITMC 2431	Designing a Microsoft Windows Directory Services Infrastructure	4
ITNW 1403	Managing a Microsoft Windows Network Environment	4

(continued on next page)

Any 4-credit hour ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, ITSY, INEW, BCIS, COSC or CPMT course, including but not limited to:

ITNW 1280 **AND** ITNW 1281 **OR** ITNW 1480 Cooperative Education—Business Systems Networking and Telecommunications **OR** EECT 1440 Telecommunications Transmission Media

[A] Introduction to Microsoft Visual Basic.NET (MS 2559) or Introduction to C#.NET (MS 2609)

[B] Programming with Microsoft Visual Basic.NET (MS 2373) or Programming with C#.NET (MS 2124)

[C] Programming with the Microsoft .NET Framework (Visual Basic.NET—MS 2415) **OR** Programming with the Microsoft .NET Framework (Microsoft Visual C#.NET—MS 2349)

[D] Programming with ADO.NET (MS 2389)

[E] Introduction to Visual Studio.NET

[F] Developing Microsoft Web Applications Using ASP.NET and Microsoft Visual Studio.NET (MS 2310)

[G] Developing Microsoft .NET Applications for Windows (Visual Basic.NET—MS 2565) **OR** Developing Microsoft .NET Applications for Windows (Visual C#.NET—MS 2555)

[H] Developing XML Web Services Using Microsoft ASP.NET (MS 2524)

[I] Developing Component-based Applications Using Microsoft.NET Enterprise Services (MS 2557)

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

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

COMPUTER INFORMATION TECHNOLOGY -- NETWORKING SUPPORT

Brookhaven, Cedar Valley, El Centro, Mountain View, North Lake and Richland only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.CIT.NWK.SUPP.04

This certificate offers multiple specialty options for development of networking systems engineer, software developer, database administrator, and systems administrator. The program also provides preparatory training for those wishing to take the MCSE, MCDBA, MCSD, MCSA, and MCAD certification examinations.

NOTE: students must select and complete one specialty track to be considered as having met the requirement for this award.

Prerequisite: For all Tracks, basic understanding of personal computers/terminology and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by designated Information Technology personnel. MCSD and MCAD Tracks require problem solving and logic structures as obtained in ITSC 2435.

	CREDIT HOURS
SEMESTER I	
[1]MCSE Track (Two or Three Courses) **OR**	8-12
[1]MCDBA Track (Two or Three Courses) **OR**	(8-12)
[1]MCSD Track (Three Courses) **OR**	(11-12)
[1]MCSA Track (Two or Three Courses) **OR**	(8-12)
[1]MCAD TRACK (Three Courses)	(11-12)
	8-12
SEMESTER II	
[2]MCSE Track (Two Courses) **OR**	8
[2]MCDBA Track (Two Courses) **OR**	(8)
[2]MCSD Track (Two Courses) **OR**	(6-8)
[2]MCSA Track (Two Courses) **OR**	(8)
[2]MCAD TRACK (Two Courses)	(6-8)
	6-8
SEMESTER III	
[3]MCSE Track (Two Courses) **OR**	8
[3]MCDBA Track (Two Courses) **OR**	(7-8)
[3]MCSD Track (Two Courses) **OR**	(6-8)
[3]MCSA Track (Two Courses) **OR**	(8)
[3]MCAD TRACK (Two Courses)	(6-8)
	6-8
Minimum Hours Required	20-28

[1]MCSE Track – Semester I (Two or Three Courses)

ITMC 1401	Microsoft Windows Network and Operating Systems Essentials	4
ITMC 1441	Implementing Microsoft Windows Professional and Server	4
	OR	
ITMC 1419	Installing and Administering Microsoft Windows Server Operating Systems	(4)
	AND	
ITMC 1458	Supporting Microsoft Windows Client Network Operating Systems	(4)

[1]MCDBA Track – Semester I (Two or Three Courses)

ITMC 1401	Microsoft Windows Network and Operating Systems Essentials	4
ITMC 1441	Implementing Microsoft Windows Professional and Server	4
	OR	
ITMC 1419	Installing and Administering Microsoft Windows Server Operating Systems	4
	AND	
ITMC 1458	Supporting Microsoft Windows Client Network Operating Systems	4

[1]MCSD Track – Semester I (Three Courses)

ITSE 1442	Introduction to C Programming[A] **OR**	4
ITSE 1431	Introduction to Visual Basic Programming[A]	(4)
ITMC 1345	Enterprise Development Using Microsoft Visual Basic.NET[B] **OR**	3
ITSE 1402	Computer Programming[B]	(4)
ITSE 2449	Advanced Visual BASIC Programming[C] **OR**	4
ITSE 2455	Advanced Programming[C]	(4)

[1]MCSA Track – Semester I (Two or Three Courses)

ITMC 1401	Microsoft Windows Network and Operating Systems Essentials	4
ITMC 1441	Implementing Microsoft Windows Professionals and Server	4
	OR	
ITMC 1419	Installing and Administering Microsoft Windows Server Operating Systems	(4)
	AND	
ITMC 1458	Supporting Microsoft Windows Client Network Operating Systems	(4)

[1]MCAD Track - Semester I (Three Courses)

ITSE 1442 Introduction to C Programming[A] **OR**...4
ITSE 1431 Introduction to Visual Basic Programming[A] .....(4)
ITMC 1345 Enterprise Development Using Microsoft Visual Basic.NET[B] **OR**.....3
ITSE 1402 Computer Programming[B].....(4)
ITSE 2449 Advanced Visual BASIC Programming[C] **OR** 4
ITSE 2455 Advanced Programming[C].....(4)

[2]MCSE Track – Semester II (Two Courses)

ITMC 1442 Implementing a Microsoft Windows Network Infrastructure 4
ITMC 1443 Implementing and Administering Microsoft Directory Services.....4

[2]MCDBA Track – Semester II (Two Courses)

ITMC 1403 Querying Microsoft SQL Server with Transact-SQL 4
ITMC 2403 Administering a Microsoft SQL Server Database.....4

[2]MCSD Track – Semester II (Two Courses)

ITSE 1302 Computer Programming[D] **OR** 3
ITSE 1402 Computer Programming [D] **OR**.....(4)
ITSE 2450 Mastering Enterprise Development Using Microsoft Visual Basic[D] **OR** .....(4)
ITSE 2459 Advanced Computer Programming[D] .....(4)
ITSE 2302 Intermediate Web Programming[E] **OR**.....3
ITSE 2402 Intermediate Web Programming[E]...(4)

[2]MCSA Track – Semester II (Two Courses)

ITNW 1492 Special Topics in Computer Systems Networking and Telecommunications 4

One Course from Microsoft MCSA Electives Requirement:

ITMC 1442 Implementing a Microsoft Windows Network Infrastructure 4
ITNW 1492 Special Topics in Computer Systems Networking and Telecommunications 4
ITMC 2403 Administering a Microsoft SQL Server Database 4
ITMC 2404 Implementing and Managing Microsoft Exchange.....4
ITSY 1442 Information Technology Security 4
ITMC 2436 Designing Microsoft Exchange for the Enterprise 4
ITMC 2437 Programming a Microsoft SQL Server Database 4
ITMC 2455 Deploying and Managing Microsoft Internet Security and Acceleration Server 4
ITNW 1403 Managing a Microsoft Windows Network Environment 4

Any ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, INEW, ITSY, BCIS, COSC or CPMT 4-credit-hour course.

[2]MCAD Track - Semester II (Two Courses)

ITSE 1302 Computer Programming[D] **OR** 3
ITSE 1402 Computer Programming [D] **OR** .....(4)
ITSE 2450 Mastering Enterprise Development Using Microsoft Visual Basic[D] **OR** .....(4)
ITSE 2459 Advanced Computer Programming[D] .....(4)
ITSE 2302 Intermediate Web Programming[E] **OR**.....3
ITSE 2402 Intermediate Web Programming[E] ....(4)

[3]MCSE Track – Semester III (Two Courses)

One Course from below:

ITMC 2431 Designing a Microsoft Directory Service Infrastructure 4
ITMC 2432 Designing a Microsoft Windows Networking Services Infrastructure ...4
ITMC 2433 Designing a Secure Microsoft Windows Network 4
ITNW 1492 Special Topics in Computer Systems Networking and Telecommunications 4
ITNW 1403 Managing a Microsoft Windows Network Environment 4

One Course from Microsoft MCSE Electives requirement:

ITNW 1492 Special Topics in Computer Systems Networking and Telecommunications 4
ITMC 2403 Administering a Microsoft SQL Server Database 4

(continued on next page)

ITMC 2404
Implementing and Managing Microsoft Exchange 4

ITMC 2408
Administering Microsoft Systems Management Server 4

ITSY 1442 Information Technology Security 4

ITMC 2431 Designing a Microsoft Windows Directory Services Infrastructure 4

ITMC 2432 Designing a Microsoft Windows Networking Services Infrastructure 4

ITMC 2433
Designing a Secure Microsoft Windows Network 4

ITMC 2436
Designing Microsoft Exchange for the Enterprise 4

ITMC 2437
Programming a Microsoft SQL Server Database 4

ITMC 2455
Deploying and Managing Microsoft Internet Security and Acceleration Server 4

ITMW 1403 Managing a Microsoft Windows Network Environment 4

[3]MCDBA Track – Semester III (Two Courses)

ITMC 2437 Programming a Microsoft SQL Server Database 4

One Course from Microsoft MCDBA Electives requirement:

ITNW 1492 Special Topics in Computer Systems Networking and Telecommunications 4

ITMC 1442 Implementing a Microsoft Windows Network Infrastructure 4

ITSE 1444 Mastering Microsoft Visual Basic Development 4

ITSE 1491 Special Topics in Computer Programming 4

ITSE 2450 Mastering Enterprise Development Using Microsoft Visual Basic

ITMC 1345 Enterprise Development Using Microsoft Visual Basic.NET 3

[3]MCSD Track – Semester III (Two Courses)

ITSE 2413 Web Authoring[F] **OR** 4

ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Studio[F] **OR** ..... (4)

ITSE 1391 Special Topics in Computer Programming[G] **OR** 3

ITSE 1491 Special Topics in Computer Programming[G] **OR** ..... (4)

ITSE 2302 Intermediate Web Programming[H] **OR** ..... (3)

ITSE 2402 Intermediate Web Programming[H] **AND** ..... (4)

ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Studio[I] **OR** 4

ITSE 1391 Special Topics in Computer Programming[I] **OR** ..... (3)

ITSE 1491 Special Topics in Computer Programming[I] ..... (4)

[3]MCSA Track – Semester III (Two Courses)

Any TWO ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, INEW, ITSY, BCIS, COSC, or CPMT 4-credit-hour courses.

[3]MCAD Track —SEMESTER III (Two Courses)

ITSE 2413 Web Authoring[F] **OR** 4

ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Studio[F] **OR** ..... (4)

ITSE 1391 Special Topics in Computer Programming[G] **OR** 3

ITSE 1491 Special Topics in Computer Programming[G] **OR** ..... (4)

ITSE 2302 Intermediate Web Programming[H] **OR** ..... (3)

ITSE 2402 Intermediate Web Programming[H] **AND** ..... (4)

ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Studio[I] **OR** 4

ITSE 1391 Special Topics in Computer Programming[I] **OR** ..... (3)

ITSE 1491 Special Topics in Computer Programming[I] ..... (4)

[A] Introduction to Microsoft Visual Basic.NET (MS 2559) or Introduction to C#.NET (MS 2609)

[B] Programming with Microsoft Visual Basic.NET (MS 2373) or Programming with C#.NET (MS 2124)

[C] Programming with the Microsoft .NET Framework (Visual Basic.NET—MS 2415) **OR** Programming with the Microsoft .NET Framework (Microsoft Visual C#.NET—MS 2349)

[D] Programming with ADO.NET (MS 2389)

[E] Introduction to Visual Studio.NET

[F] Developing Microsoft Web Applications Using ASP.NET and Microsoft Visual Studio.NET (MS 2310)

[G] Developing Microsoft .NET Applications for Windows (Visual Basic.NET—MS 2565) **OR** Developing Microsoft .NET Applications for Windows (Visual C#.NET—MS 2555)

[H] Developing XML Web Services Using Microsoft ASP.NET (MS 2524)

[I] Developing Component-based Applications Using Microsoft.NET Enterprise Services (MS 2557)

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SUPPORT

Offered at all seven campuses

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.CIT.PC.SUPP.04

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

Course(s) may be substituted for ITSC 1401, BCIS 1405, or COSC 1401 for those who demonstrate current computer literacy.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers **OR**	4
BCIS 1405	Business Computer Applications **OR**	(4)
COSC 1401	Microcomputer Concepts and Applications	(4)
ITSC 2435	Application Problem Solving	4
ITSC 1405	Introduction to PC Operating Systems	4
ENGL 1301	Composition I	3
		15
SEMESTER II		
ITNW 1421	Introduction to Networking	4
ITSW 1401	Introduction to Word Processing **OR**	4
ITSW 2431	Advanced Word Processing	(4)
ITSW 1404	Introduction to Spreadsheets **OR**	4
ITSW 2434	Advanced Spreadsheets	(4)
MATH 2342	Introductory Statistics **OR**	3
MATH 1314	College Algebra **OR**	(3)
MATH 1414	College Algebra	(4)
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
		18-19
SEMESTER III		
ITSW 1407	Introduction to Database **OR**	4
ITSW 2437	Advanced Database	(4)
ITSC 1425	Personal Computer Hardware	4
ITSW 1410	Introduction to Presentation Graphics Software **OR**	4
ITSC 1421	Intermediate PC Operating Systems	(4)
+Elective	Social/Behavioral Science	3
		15
SEMESTER IV		
ITSC 1413	Internet/Web Page Development	4
ITSC 2439	Personal Computer Help Desk	4
ITSC 1X8X	Cooperative Education **OR**	3-4
Elective	Any ITCC, ITMC, INEW, ITSC, ITSE, ITNW, ITSW, ITSY, BCIS, COSC, or CPMT course	(3-4)
++Elective	Humanities/Fine Arts	3-4
		14-16
Minimum Hours Required		62-65

+Elective must be selected from the DCCCD Core Curriculum for Social/Behavioral Science.

++Elective must be selected from the DCCCD Core Curriculum for Humanities/Fine Arts.

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

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SPECIALIST

Offered at all seven campuses

(Certificate)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C2.CIT.PC.SPEC.04

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

Course(s) may be substituted for ITSC 1401, BCIS 1405, or COSC 1401 for those who demonstrate current computer literacy.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers **OR**	4
BCIS 1405	Business Computer Applications **OR**	(4)
COSC 1401	Microcomputer Concepts and Applications	(4)
ITNW 1421	Introduction to Networking	4
ITSC 1405	Introduction to PC Operating Systems	4
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
		15
SEMESTER II		
ITSC 2435	Application Problem Solving	4
ITSW 1401	Introduction to Word Processing **OR**	4
ITSW 2431	Advanced Word Processing	(4)
ITSW 1404	Introduction to Spreadsheets **OR**	4
ITSW 2434	Advanced Spreadsheets	(4)
ENGL 1301	Composition I	3
		15
SEMESTER III		
ITSW 1407	Introduction to Database **OR**	4
ITSW 2437	Advanced Database	(4)
ITSC 1425	Personal Computer Hardware	4
ITSW 1410	Introduction to Presentation Graphics Software **OR**	4
ITSC 1413	Internet/Web Page Development **OR**	(4)
ITSC 2439	Personal Computer Help Desk	(4)
Elective	Any ITCC, ITMC, INEW, ITSC, ITSE, ITNW, ITSW, ITSY, BCIS, COSC , or CPMT course	3-4
		15-16

Minimum Hours Required 45-46

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER TECHNICIAN

Offered at all seven campuses

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.CIT.PC.TECH.03

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

Course(s) may be substituted for ITSC 1401, BCIS 1405, or COSC 1401 for those who demonstrate current computer literacy.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers **OR**	4
BCIS 1405	Business Computer Applications **OR**	(4)
COSC 1401	Microcomputer Concepts and Applications	(4)
ITNW 1421	Introduction to Networking	4
ITSC 1425	Personal Computer Hardware	4
ITSC 1405	Introduction to PC Operating Systems	4
		16

Minimum Hours Required 16

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER USER

Offered at all seven campuses

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.CIT.PC.USER.03

This certificate option is designed to provide training for those wishing to have a basic understanding of word processing, spreadsheets, database, and PC operating systems. The graduate will be qualified to use software applications at a level required for appropriate certification.

Course(s) may be substituted for ITSC 1401, BCIS 1405, or COSC 1401 for those who demonstrate current computer literacy.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers **OR**	4
BCIS 1405	Business Computer Applications **OR**	(4)
COSC 1401	Microcomputer Concepts and Applications	(4)
ITSW 1401	Introduction to Word Processing **OR**	4
ITSW 2431	Advanced Word Processing	(4)
ITSW 1404	Introduction to Spreadsheets **OR**	4
ITSW 2434	Advanced Spreadsheets	(4)
		12
SEMESTER II		
ITSW 1407	Introduction to Database **OR**	4
ITSW 2437	Advanced Database	(4)
ITSW 1410	Introduction to Presentation Graphics Software **OR**	4
ITSC 1409	Integrated Software Applications I **OR**	(4)
ITSC 2431	Integrated Software Applications III **OR**	(4)
ITSC 1405	Introduction to PC Operating Systems	(4)
		8
Minimum Hours Required		20

COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER

Offered at all seven campuses

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.CIT.PROG.DEV.04

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

Course(s) may be substituted for ITSC 1401, BCIS 1405, or COSC 1401 for those who demonstrate current computer literacy.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers **OR**	4
BCIS 1405	Business Computer Applications **OR**	(4)
COSC 1401	Microcomputer Concepts and Applications	(4)
ITSC 2435	Application Problem Solving	4
ITNW 1421	Introduction to Networking	4
ENGL 1301	Composition I	3
		15
SEMESTER II		
XXXX XXXX	Introductory Programming course-List A*	3-4
ITSW 1407	Introduction to Database	4
XXXX XXXX	Operating Systems course-List C	3-4
MATH 1414	College Algebra **OR**	4
MATH 1314	College Algebra **OR**	(3)
MATH 2342	Introductory Statistics	(3)
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
		16-19
SEMESTER III		
XXXX XXXX	Introductory Programming course-List A*	3-4
XXXX XXXX	Advanced Programming course-List B**	3-4
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, ITMC, INEW, ITSY, BCIS, COSC or CPMT course	3-4
ITSW 1410	Introduction to Presentation Graphics Software **OR**	4
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, ITMC, INEW, ITSY, BCIS, COSC or CPMT course	(3-4)
+Elective	Humanities/Fine Arts	3-4
		15-20
SEMESTER IV		
XXXX XXXX	Programming course-List A or B **OR**	3-4
XXXX XXXX	Application Development course-List D	(3-4)
ITSE 1350	System Analysis and Design **OR**	3
BCIS 2390	Systems Analysis and Design **OR**	(3)
ITSC/ITSE/ ITSW 1X8X	Cooperative Education Course	(3)
Elective	Any two ITCC, ITSC, ITSE, ITSW, ITNW, ITMC, INEW, ITSY, BCIS, COSC or CPMT course	6-8
++Elective	Social/Behavorial Science	3
		15-18

Minimum Hours Required 61-72

+Elective must be selected from the DCCCD Core Curriculum for Humanities/Fine Arts.

++Elective must be selected from the DCCCD Core Curriculum for Social/Behavioral Science.

*First in a two-course programming language series

List A - Introductory Programming Courses

ITSC	1413	Internet/Web Page Development	4
ITSC	1329	Fundamental of Solaris 8 Operating Environment (SA-118)	3
ITSC	1429	Fundamental of Solaris 8 Operating Environment (SA-118)	4
ITSE	1345	Introduction to Oracle SQL	3
ITSE	1402	Computer Programming	4
ITSE	1407	Introduction to C++ Programming	4
ITSE	1411	Web Page Programming	4
ITSE	1414	Introduction to RPG Programming	4
ITSE	1418	Introduction to COBOL Programming	4
ITSE	1422	Introduction to C Programming	4
ITSE	1431	Introduction to Visual BASIC Programming	4
ITSE	1445	Introduction to Oracle SQL	4
ITSE	1491	Special Topics in Computer Programming	4
ITSE	2356	Oracle Database Administration I	3
ITSE	2401	Windows Programming Using C++	4
ITSE	2405	Windows Programming	4
ITSE	2409	Database Programming	4
ITSE	2413	Web Authoring	4
ITSE	2417	JAVA Programming	4
ITSE	2421	Object-Oriented Programming	4
ITSE	2456	Oracle Database Administration I	4
BCIS	1431	Programming in Visual Basic	4

COSC	1415	Introduction to Computer Science and Programming	4
COSC	1430	Programming I	4
COSC	1436	Programming Fundamentals I	4
COSC	1437	Programming Fundamentals II	4
ITMC	1403	Querying Microsoft SQL Server with Transact-SQL	4
ITMC	2403	Administering a Microsoft SQL Server Database	4

**Second in a two-course programming language series

List B - Advanced Programming Language Courses

ITSC	1356	Shell Programming (SL 120)	3
ITSC	1456	Shell Programming (SL 120)	4
ITSE	1356	Introduction to XML	3
ITSE	1491	Special Topics in Computer Programming	4
ITSE	2354	Advanced Oracle PL/SQL	3
ITSE	2402	Intermediate Web Programming	4
ITSE	2409	Database Programming	4
ITSE	2413	Web Authoring	4
ITSE	2429	Oracle Network Administration and Performance Tuning	4
ITSE	2431	Advanced C++ Programming	4
ITSE	2435	Advanced RPG Programming	4
ITSE	2437	Assembly Language Programming	4
ITSE	2439	Advanced Windows Programming Using C++	4
ITSE	2443	Advanced Windows Programming	4
ITSE	2447	Advanced Database Programming	4
ITSE	2449	Advanced Visual BASIC Programming	4
ITSE	2451	Advanced COBOL Programming	4
ITSE	2454	Advanced Oracle SQL	4
ITSE	2455	Advanced C Programming	4
ITSE	2456	Oracle Database Administration I	4
ITSE	2457	Advanced Object-Oriented Programming	4
ITSE	2458	Oracle Database Administration II	4
ITSE	2459	Advanced Computer Programming	4
INEW	2434	Advanced Web Page Programming	4
INEW	2438	Advanced JAVA Programming	4
BCIS	2431	Advanced Programming in Visual BASIC	4
COSC	1437	Programming Fundamentals II	4
COSC	2415	Advanced Computer Science and Programming	4
COSC	2425	Computer Organization and Machine Language	4
COSC	2430	Programming II	4
COSC	2436	Programming Fundamentals III	4
COSC	2437	Programming a Microsoft SQL Server Database	4
IMED	2415	Web Page Design II	4

List C - Operating System Courses

ITSC	1352	Solaris Operating Environment 8 Systems Administrations II (SA-288)	3
ITSC	1354	Solaris Operating Environment 8 Systems Administrations II (SA-238)	3
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1407	UNIX Operating System I	4
ITSC	1411	AS/400 Operating System I	4
ITSC	1421	PC Operating Systems - Windows	4
ITSC	1447	UNIX System Administration II	4
ITSC	1452	Solaris Operating Environment 8 Systems Administrations II (SA-288)	4
ITSC	1454	Solaris Operating Environment 8 Systems Administrations II (SA-238)	4
ITSC	1458	UNIX System Administration I	4
ITSC	2437	UNIX Operating System II	4
ITSC	2442	AS/400 Operating System II	4
ITMC	1441	Implementing Microsoft Windows Professional and Server	4
ITMC	1442	Implementing Microsoft Windows Network Infrastructure	4
ITMC	1458	Supporting Microsoft Windows Client Network Operating Systems	4

List D - Application Development Courses

ITSW	1404	Introduction to Spreadsheets	4
ITSC	1413	Internet/Web Page Development	4
ITNW	1437	Introduction to the Internet	4
ITSE	2413	Web Authoring	4
ITSW	2437	Advanced Database	4
ITSE	2445	Data Structures	4
ARTC	1302	Digital Imaging I	3
ARTC	1391	Special Topics in Graphic Design, Commercial Art, and Illustration	3
ITSE	1356	Introduction to XML	3
ITSE	1359	Introduction to Scripting Languages	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.

COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER ASSISTANT

Effective June 1, 2004, this award has been deactivated for Richland College. For current students, the award will be closed on or before June 1, 2007. New students should not attempt to pursue this award.

Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland (see above)

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.CIT.SPD.ASST.04

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

Course(s) may be substituted for ITSC 1401, BCIS 1405 or COSC 1401 for those who demonstrate current computer literacy.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers **OR**	4
BCIS 1405	Business Computers Applications **OR**	(4)
COSC 1401	Microcomputer Concepts and Applications	(4)
ITSC 2435	Application Problem Solving	4
XXXX XXXX	Introductory Programming course-List A*	3-4
ITXX XXXX	Operating Systems course-List C	3-4
		14-16
SEMESTER II		
ITSW 1407	Introduction to Database	4
XXXX XXXX	Advanced Programming Language course-List B**	3-4
ITSW 1410	Introduction to Presentation Graphics Software **OR**	4
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, ITMC, INEW, ITSY, BCIS, COSC or CPMT course	(3-4)
		10-12
Minimum Hours Required		24-28

*First in a two-course programming language series

List A - Introductory Programming Courses

ITSC	1413	Internet/Web Page Development	4
ITSC	1329	Fundamental of Solaris 8 Operating Environment (SA-118)	3
ITSC	1429	Fundamental of Solaris 8 Operating Environment (SA-118)	4
ITSE	1345	Introduction to Oracle SQL	3
ITSE	1402	Computer Programming	4
ITSE	1407	Introduction to C++ Programming	4
ITSE	1411	Web Page Programming	4
ITSE	1414	Introduction to RPG Programming	4
ITSE	1418	Introduction to COBOL Programming	4
ITSE	1422	Introduction to C Programming	4
ITSE	1431	Introduction to Visual BASIC Programming	4
ITSE	1445	Introduction to Oracle SQL	4
ITSE	1491	Special Topics in Computer Programming	4
ITSE	2356	Oracle Database Administration I	3
ITSE	2401	Windows Programming Using C++	4
ITSE	2405	Windows Programming	4
ITSE	2409	Database Programming	4
ITSE	2413	Web Authoring	4
ITSE	2417	JAVA Programming	4
ITSE	2421	Object-Oriented Programming	4
ITSE	2456	Oracle Database Administration I	4
BCIS	1431	Programming in Visual Basic	4
COSC	1415	Introduction to Computer Science and Programming	4
COSC	1430	Programming I	4
COSC	1436	Programming Fundamentals I	4
COSC	1437	Programming Fundamentals II	4
ITMC	1403	Querying Microsoft SQL Server with Transact-SQL	4
ITMC	2403	Administering a Microsoft SQL Server Database	4

**Second in a two-course programming language series

List B - Advanced Programming Language Courses

ITSC	1356	Shell Programming (SL 120)	3
ITSC	1456	Shell Programming (SL 120)	4
ITSE	1356	Introduction to XML	3
ITSE	1491	Special Topics in Computer Programming	4
ITSE	2354	Advanced Oracle PL/SQL	3
ITSE	2356	Oracle Database Administration I	3
ITSE	2358	Oracle Database Administration II	3
ITSE	2402	Intermediate Web Programming	4
ITSE	2409	Database Programming	4
ITSE	2413	Web Authoring	4
ITSE	2429	Oracle Network Administration and Performance Tuning	4
ITSE	2431	Advanced C++ Programming	4
ITSE	2435	Advanced RPG Programming	4
ITSE	2437	Assembly Language Programming	4
ITSE	2439	Advanced Windows Programming Using C++	4
ITSE	2443	Advanced Windows Programming	4
ITSE	2447	Advanced Database Programming	4
ITSE	2449	Advanced Visual BASIC Programming	4
ITSE	2451	Advanced COBOL Programming	4
ITSE	2454	Advanced Oracle SQL	4
ITSE	2455	Advanced C Programming	4
ITSE	2456	Oracle Database Administration I	4
ITSE	2457	Advanced Object-Oriented Programming	4
ITSE	2458	Oracle Database Administration II	4
ITSE	2459	Advanced Computer Programming	4
INEW	2434	Advanced Web Page Programming	4
INEW	2438	Advanced JAVA Programming	4
BCIS	2431	Advanced Programming in Visual Basic	4
COSC	1437	Programming Fundamentals II	4
COSC	2415	Advanced Computer Science and Programming	4

(continued on next page)

COSC	2425	Computer Organization and Machine Language	4
COSC	2430	Programming II	4
COSC	2436	Programming Fundamentals III	4
COSC	2437	Programming a Microsoft SQL Server Database	4
IMED	2415	Web Page Design II	4

List C - Operating System Courses

ITSC	1352	Solaris Operating Environment 8 Systems Administrations II (SA-288)	3
ITSC	1354	Solaris Operating Environment 8 Systems Administrations (SA-238)	3
ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1407	UNIX Operating System I	4
ITSC	1411	AS/400 Operating System I	4
ITSC	1421	PC Operating Systems - Windows	4
ITSC	1447	UNIX System Administration II	4
ITSC	1452	Solaris Operating Environment 8 Systems Administrations II (SA-288)	4
ITSC	1454	Solaris Operating Environment 8 Systems Administrations (SA-238)	4
ITSC	1458	UNIX System Administration I	4
ITSC	2437	UNIX Operating System II	4
ITSC	2442	AS/400 Operating System II	4
ITMC	1419	Installing and Administering Microsoft Windows Server Operating Systems	4
ITMC	1441	Implementing Microsoft Windows Professional and Server	4
ITMC	1442	Implementing Microsoft Windows Network Infrastructure	4
ITMC	1458	Supporting Microsoft Windows Client Network Operating Systems	4

COMPUTER INFORMATION TECHNOLOGY -- SQL SERVER

This award is pending Texas Higher Education Coordinating Board approval effective Summer 2004.

Cedar Valley, El Centro, Mountain View, North Lake and Richland only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.CIT.SQL

This Certificate provides students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server™.

Prerequisite: Basic understanding of personal computer and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by designed Information Technology personnel.

		CREDIT HOURS
SEMESTER I		
ITMC 1401	Microsoft Windows Network and Operating Systems Essentials	4
ITMC 1441	Implementing Microsoft Windows Professional and Server	4
	OR	
ITMC 1419	Installing and Administering Microsoft Windows Server Operating Systems **AND**	(4)
ITMC 1458	Supporting Microsoft Windows Client Network Operating Systems	(4)
ITSE 2409	Database Programming **OR**	4
ITMC 1403	Querying Microsoft SQL Server with Transact-SQL	(4)
		12-16
SEMESTER II		
ITMC 1442	Implementing a Microsoft Windows Network Infrastructure	4
ITMC 2403	Administering a Microsoft SQL Server Database	4
ITMC 2437	Programming a Microsoft SQL Server Database	4
		12

Minimum Hours Required 24-28

COMPUTER INFORMATION TECHNOLOGY -- VISUAL STUDIO DEVELOPER

This award is pending Texas Higher Education Coordinating Board approval effective Summer 2004.

Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.CIT.VISUAL.ST

This Certificate provides programmers with skills to evaluate Microsoft .NET tools and technologies, primarily Microsoft Visual Studio® .NET. The courses cover resources for creating applications, components, and services built on the .NET Framework.

Prerequisite: Prior programming language, preferably Visual Basic, C++, or C#.

		CREDIT HOURS
SEMESTER I		
ITSE 1431	Introduction to Visual BASIC Programming[1] **OR**	4
ITSE 2459	Advanced Computer Programming[2] **OR**	(4)
ITSE 1407	Introduction to C++ Programming[3]	(4)
ITSE 1346	Database Theory and Design	3
ITSE 2402	Intermediate Web Programming[4]	4
		11
SEMESTER II		
ITSE 1356	Introduction to XML	3
ITSE 1402	Computer Programming[5]	4
INEW 2430	Comprehensive Software Project I: Planning and Design[6]	4
		11
Minimum Hours Required		22

[1]Visual Basic.NET
[2]Visual C#.NET
[3]Visual C++
[4]ASP.NET
[5]ADO.NET
[6]Building Interactive Website with Database and Installation

COMPUTER INFORMATION TECHNOLOGY -- WEB DEVELOPER SPECIALIST

Effective June 1, 2003, this award has been deactivated for El Centro College. For current students, the award will be closed on or before June 1, 2006. New students should not attempt to pursue this award.

Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland (see above)

(Certificate)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C2.CIT.WEB.DEVEL.04

This certificate option trains the student to design and develop web pages and web business applications. It prepares the student to enter the workforce as a member of the company web development team for Internet/Intranet applications.

Prerequisite: Basic understanding of personal computer and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by designated Information Technology personnel.

		CREDIT HOURS
SEMESTER I		
ITSC 2435	Application Problem Solving	4
ITNW 1437	Introduction to the Internet	4
ITXX 14XX	Introductory Web Course – List A	4
ITNW 1421	Introduction to Networking	4
ENGL 1301	Composition I	3
		19
SEMESTER II		
ITSE 1431	Introduction to Visual BASIC Programming **OR**	4
ITSE 1407	Introduction to C++ Programming	(4)
ITSW 1407	Introduction to Database	4
IXXX XXXX	Intermediate Web Course – List B	3-4
ITSC 1405	Introduction to PC Operating Systems **OR**	4
ITSC 1407	UNIX Operating Systems I	(4)
SPCH 1311	Introduction to Speech Communication	3
		18-19
SEMESTER III		
XXXX XXXX	Advanced Web Course – List C	3-4
XXXX XXXX	Web Elective – List D (2 courses)	6-8
ITSE 2417	JAVA Programming	4
IMED 2409	Internet Commerce	4
		17-20

Minimum Hours Required 54-58

List A			
ITSC	1413	Internet/Web Page Development**	4
ITSE	1411	Web Page Programming**	4
List B			
ITSE	2402	Intermediate Web Programming**	4
IMED	2415	Web Page Design II	4
ITSC	1413	Internet/Web Page Development**	4
ITSE	1356	Introduction to XML	3
ITSE	1359	Introduction to Scripting Languages**	3
List C			
ITSE	2413	Web Authoring**	4
INEW	2434	Advanced Web Page Programming**	4
ITSC	1413	Internet/Web Page Development**	4
ITSE	2402	Intermediate Web Programming**	4
ITSE	1356	Introduction to XML	3
List D			
ITNW	2454	Internet/Intranet Server	4
IMED	2349	Internet Communications	3
ITSE	1491	Special Topics in Computer Programming	4
ITSW	1410	Introduction to Presentation Graphics Software	4
INEW	2438	Advanced JAVA Programming	4
ITSE	2449	Advanced Visual BASIC Programming	4
ITSC	1413	Internet/Web Page Development**	4
ITSE	2402	Intermediate Web Programming**	4
ITSE	2413	Web Authoring**	4
INEW	2434	Advanced Web Page Programming**	4
ITSE	2431	Advanced C++ Programming	4
ARTC	1302	Digital Imaging I	3
ARTC	1391	Special Topics in Graphic Design, Commercial Art and Illustration	3
ITSE	1356	Introduction to XML	3
ITSE	1359	Introduction to Scripting Languages**	3

**Course may be repeated for credit when topics change.

CRIMINAL JUSTICE

Cedar Valley, Eastfield, and Mountain View only

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

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.CRIMINAL.JUST.03

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

		CREDIT HOURS
SEMESTER I		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3
ENGL 1301	Composition I	3
PSYC 2301	Introduction to Psychology	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		15-16
SEMESTER II		
CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3
ENGL 1302	Composition II	3
SPCH 1311	Introduction to Speech Communication	3
SOCI 1301	Introduction to Sociology	3
		15
SEMESTER III		
+++Electives		6-8
		6-8
SEMESTER IV		
GOVT 2301	American Government	3
+Electives	Humanities /Fine Arts	3-4
++Electives	Required Support Courses	6-7
Elective	Any Non-Criminal Justice Course	3
		15-17
SEMESTER V		
ITSC 1401	Introduction to Computers	4
+++Electives	Criminal Justice Elective	3-4
PSYC 2314	Developmental Psychology **OR**	3
SOCI 1306	Social Problems	(3)
++Electives	Required Support Courses	3-4
		13-15

Minimum Hours Required 64-71

+Electives - must be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
ENGL		2000 Level Literature Course	3
Foreign Language or American Sign Language			4
HUMA	1301	Introduction to the Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3

++ Required Support Courses - must be chosen from the following. Students cannot take more than <u>one</u> cooperative education course during the same semester.

CRIJ	2314	Criminal Investigation	3
CRIJ	2323	Legal Aspects of Law Enforcement	3
CRIJ	2328	Police Systems and Practices	3
CJSA	1382	Cooperative Education-Criminal Justice Studies	3
CJSA	1482	Cooperative Education-Criminal Justice Studies	4
CJSA	2382	Cooperative Education-Criminal Justice Studies	3
CJSA	2482	Cooperative Education-Criminal Justice Studies	4

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

CRIJ	1313	Juvenile Justice System	3
CRIJ	2313	Correctional Systems and Practices	3
CRIJ	2301	Community Resources in Corrections	3
SPAN	1411	Beginning Spanish*	4
SPAN	1412	Beginning Spanish*	4

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

The following courses are to be taken only after completing thirty semester hours of approved academic courses, to include fifteen hours of the transfer curriculum in Criminal Justice:

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

A student enrolling in the Criminal Justice program must meet the Texas Commission on Law Enforcement Officer Standards and Education Requirements for minimum standards if you plan to seek employment in the law enforcement field. Licensing: (a) not currently on probation for any criminal offense; (b) not convicted of a Class B misdemeanor in the last six (6) months, or a Class A misdemeanor in the last twelve (12) months, or DWI or DWD in the last two (2) years; (c) never been convicted of a felony.

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

TECH PREP ENHANCED SKILLS CERTIFICATES

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

HUMAN SERVICES

Eastfield and Mountain View only

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: ES.CRIJ.HUMSER.03

		CREDIT HOURS
SEMESTER I		
SCWK 2331	Abnormal Behavior	3
DAAC 1343	Current Issues	3
CJSA 2382	Cooperative Education-Criminal Justice Studies	3
SOCI 2319	Race, Ethnicity and Community	3
SOCI 2371	Urban Social Problems	3
		15

Minimum Hours Required 15

LAW ENFORCEMENT

Cedar Valley, Eastfield, and Mountain View only

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**

Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: ES.CRIJ.LAW.ENF.03

		CREDIT HOURS
SEMESTER I		
DAAC 1343	Current Issues	3
FIRT 1303	Fire and Arson Investigation I	3
SCWK 2331	Abnormal Behavior	3
CJSA 2382	Cooperative Education – Criminal Justice Studies	3
		12

Minimum Hours Required 12

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

CRIMINAL JUSTICE

Cedar Valley, Eastfield, and Mountain View only

(Certificate)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C2.CRIM.JUST.03

This certificate is attached to the Associate in Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 45 semester-hour requirement.

		CREDIT HOURS
SEMESTER I		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3
ENGL 1301	Composition I	3
PSYC 2301	Introduction to Psychology	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		15-16
SEMESTER II		
CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3
CRIJ 2328	Police Systems and Practices	3
SPCH 1311	Introduction to Speech Communication	3
SOCI 1301	Introduction to Sociology	3
		15
SEMESTER III		
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2314	Criminal Investigation	3
CRIJ 1313	Juvenile Justice System	3
PSYC 2314	Developmental Psychology	3
GOVT 2301	American Government	3
		15

Minimum Hours Required 45-46

CRIMINAL JUSTICE

Cedar Valley, Eastfield, and Mountain View only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.CRIM.JUST.03

This certificate is attached to the Associate in Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 30 semester-hour requirement.

		CREDIT HOURS
SEMESTER I		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3
ENGL 1301	Composition I	3
		9
SEMESTER II		
CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3
SPCH 1311	Introduction to Speech Communication	3
GOVT 2301	American Government	3
		12
SEMESTER III		
CRIJ 2328	Police System and Practices	3
PSYC 2301	Introduction to Psychology	3
SOCI 1301	Introduction to Sociology	3
		9

Minimum Hours Required 30

CRIMINAL JUSTICE--BASIC CRIMINAL JUSTICE

Cedar Valley, Eastfield, and Mountain View only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.CRIJ.BASIC.CJ

This certificate is attached to the Associates in Applied Sciences Degree in Criminal Justice and the transfer Field of Study degree in Criminal Justice. It is designed for students who would like exposure to the basic elements of the criminal justice system but who also have the intent of transferring to a Baccalaureate degree-granting institution.

		CREDIT HOURS
SEMESTER I		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3
		6
SEMESTER II		
CRIJ 1306	Court Systems and Practices	3
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2328	Police Systems and Practices	3
		9

Minimum Hours Required 15

ENGINE TECHNOLOGY -- MOTORCYCLE MECHANICS

Cedar Valley only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: CERT.ENGINE.MOTORCYC

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.

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
SEMESTER I		
MTRC 1405	Motorcycle Service Principles	4
MTRC 1402	Motorcycle Tune Up	4
SMER 1416	Motorcycle Two Stroke Engine/Transmission	4
		12
SEMESTER II		
SMER 1419	Motorcycle Four Stroke Engine/Transmission	4
SMER 1422	Motorcycle Electrical Systems	4
MTRC 1408	Motorcycle Chassis and Drive Systems	4
		12
SEMESTER - SUMMER SESSION		
SMER 1371	Service Department Operations **OR**	
MTRC 1366	Practicum (or Field Experience)- Motorcycle Mechanic and Repairer **OR**	
MTRC 1380	Cooperative Education - Motorcycle Mechanic and Repairer	3
		3
Minimum Hours Required		27

ENGINE TECHNOLOGY -- OUTBOARD ENGINE

Cedar Valley only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: CERT.ENGINE.OUTBOARD

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
SEMESTER I		
SMER 1404	Outboard Service Principles	4
SMER 1401	Outboard Tune Up	4
SMER 1407	Outboard Powerhead Overhaul	4
		12
SEMESTER II		
SMER 1410	Outboard Lower Units	4
SMER 1413	Outboard Electrical Systems	4
SMER 1371	Service Department Operations **OR**	
SMER 1366	Practicum (or Field Experience) - Small Engine Mechanic and Repairer **OR**	
SMER 1380	Cooperative Education - Small Engine Mechanic and Repairer	3
		11
Minimum Hours Required		23

ENGINE TECHNOLOGY -- SMALL ENGINE

Cedar Valley only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: CERT.ENGINE.SMALL

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.

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
SEMESTER I		
SMER 1428	Small Engine Service Principles	4
SMER 1431	Small Engine Tune Up	4
SMER 1434	Small Engine Two Stroke Overhaul	4
		12
SEMESTER II		
SMER 1437	Small Engine Four Stroke Overhaul	4
SMER 1425	Small Engine Electrical Systems	4
SMER 1371	Service Department Operations **OR**	
SMER 1366	Practicum (or Field Experience) - Small Engine Mechanic And Repairer **OR**	
SMER 1380	Cooperative Education – Small Engine Mechanic and Repairer	3
		11
Minimum Hours Required		23

MANAGEMENT

Offered at all seven campuses

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.MANAGEMENT

The Management degree is accepted for transfer by many of the area universities and colleges. The degree is designed for working students. Students can earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

		CREDIT HOURS
SEMESTER I		
BMGT 1301	Supervision	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
BMGT 1303	Principles of Management	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
		15
SEMESTER II		
HRPO 2301	Human Resources Management	3
BMGT 1383	Cooperative Education-Business Administration and Management, General	3
ITSC 1401	Introduction to Computers	4
ENGL 1302	Composition II	3
+MATH	**OR**	3-4
POFT 1321	Business Math **AND**	(3)
++Elective	Natural Science	3-4
		16-20
SEMESTER III		
HRPO 2307	Organizational Behavior	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
ACCT 2301	Principles of Accounting I * **OR**	3
ACCT 2401	Principles of Accounting I *	(4)
ECON 2301	Principles of Economics I **OR**	3
ECON 1303	Economics of Contemporary Social Issues	(3)
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
		15-16
SEMESTER IV		
BMGT 2303	Problem Solving and Decision Making	3
BMGT 2383	Cooperative Education-Business Administration and Management, General	3
+++Elective	Humanities/Fine Arts	3
++++Elective		3
++++Elective		3
		15
Minimum Hours Required		61-66

+MATH – Students must select a Mathematics course from the DCCCD Mathematics/Sciences CORE list.

++Elective – Students must select a course in Biology (BIOL), Chemistry (CHEM), Ecology (ECOL), or Physics (PHYS) from the DCCCD Lab Science CORE list.

+++Elective – Students must select a course from the DCCCD Humanities/Fine Arts CORE list.

++++ Elective – Students must take 6 hours of any college level courses to satisfy these electives.

*Students may substitute *ACNT 1303 Introduction to Accounting I* and *ACNT 1304 Introduction to Accounting II.* Only three hours may be applied to the required number of hours for granting the degree.

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

MANAGEMENT

Offered at all seven campuses

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: CERT.MGMT.MANAGEMENT

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

		CREDIT HOURS
SEMESTER I		
BMGT 1301	Supervision	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
ENGL 1301	Composition I	3
		9
SEMESTER II		
HRPO 2301	Human Resources Management	3
BMGT 1383	Cooperative Education-Business Administration and Management, General	3
		6
SEMESTER III		
HRPO 2307	Organizational Behavior	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
		9
SEMESTER IV		
BMGT 2303	Problem Solving and Decision Making	3
BMGT 2383	Cooperative Education-Business Administration and Management, General	3
		6
Minimum Hours Required		30

MANAGEMENT -- LEADERSHIP

Cedar Valley only

(Marketable Skills Achievement Award)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: MSA.MGMT.LDRSHIP

This award is designed to prepare students for positions of leadership within a business environment. Emphasis will be placed on entry-level supervisory skills and on-the-job training.

		CREDIT HOURS
SEMESTER I		
BUSI 1301	Introduction to Business	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
		6
SEMESTER II		
BMGT 1301	Supervision	3
BMGT 1383	Cooperative Education-Business Administration and Management, General	3
		6
Minimum Hours Required		12

MANAGEMENT -- SUPERVISOR

Cedar Valley, Eastfield, Mountain View, North Lake and Richland only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.MGMT.SUPVSR.04

This certificate program prepares students for entry-level supervisory positions in business.

		CREDIT HOURS
SEMESTER I		
BUSI 1301	Introduction to Business	3
BMGT 1303	Principles of Management	3
ITSC 1401	Introduction to Computers **OR**	4
ITSC 1413	Internet/Web Page Development	(4)
		10
SEMESTER II		
BMGT 1301	Supervision	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
		6
Minimum Hours Required		16

MARKETING CAREERS -- BUSINESS MARKETING

Brookhaven and Cedar Valley only

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

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.MRKT.BUSINESS

The Business Marketing program provides an opportunity for students to acquire knowledge and training for careers in sales and marketing. In addition to a broad program of study encompassing all phases of marketing, students apply what is learned in the classroom to real-life situations in the business sector. Cooperative work experience provides students with the necessary skills to become competent in the industry.

		CREDIT HOURS
SEMESTER I		
MRKG 1302	Principles of Retailing	3
BMGT 1303	Principles of Management	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
+Elective	Humanities/Fine Arts	3
+++Elective		3
		18
SEMESTER II		
MRKG 2333	Principles of Selling	3
ECON 2301	Principles of Economics I	3
ENGL 1302	Composition II	3
MATH	Any three-credit course with MATH rubric **OR**	3
POFT 1321	Business Math **AND**	(3)
++Elective	Natural Science	(4)
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
		15-19
SEMESTER III		
MRKG 1311	Principles of Marketing	3
ITSC 1401	Introduction to Computers **OR**	4
COSC 1300	Computer Literacy **OR**	(3)
COSC XXXX	Higher level COSC course	(3-4)
MRKG 1381	Cooperative Education Marketing/ Marketing Management, General	3
ACCT 2301	Principles of Accounting I **OR**	3
ACCT 2401	Principles of Accounting I **OR**	(4)
ACNT 1303	Introduction to Accounting I	(3)
PSYC 2302	Applied Psychology **OR**	3
PSYC 2301	Introduction to Psychology	(3)
		15-17
SEMESTER IV		
MRKG 2349	Advertising and Sales Promotion	3
MRKG 1301	Customer Relations	3
MRKG 1381	Cooperative Education Marketing/ Marketing Management, General	3
ECON 2302	Principles of Economics II	3
HRPO 2307	Organizational Behavior	3
HRPO 2301	Human Resource Management	3
		18
Minimum Hours Required		66-72

+Elective - Must be selected from the DCCCD Humanities/Fine Arts CORE list.

++Elective - Must be selected from the DCCCD Natural Sciences CORE list.

+++Elective – Students may take any three-credit college level course not used to satisfy any other requirement of this award.

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

TECH PREP ENHANCED SKILLS CERTIFICATES

This Enhanced Skills Certificate is attached to the Marketing Careers--Business Marketing Associate in Applied Science Degree and provides the student advanced skills required by the industry to specialize in Department Management.

DEPARTMENT MANAGER

Brookhaven and Cedar Valley only

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: ES.MRKT.B/M. DEPT.MGR

		CREDIT HOURS
SEMESTER I		
BMGT 1301	Supervision	3
POFT 2312	Business Correspondence and Communication	3
		6
Minimum Hours Required		6

This is a Tech Prep Program. Students interested in pursuing a Tech Prep enhanced skills certificate need to consult with their advisor.

MARKETING CAREERS -- BUSINESS MARKETING - CUSTOMER SERVICE REPRESENTATIVE

Brookhaven and Cedar Valley only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: CERT.MRKT.CUSTOMER

This certificate program is designed to prepare students for marketing career opportunities in all areas of customer service.

		CREDIT HOURS
SEMESTER I		
MRKG 1311	Principles of Marketing	3
BMGT 1303	Principles of Management	3
BUSI 1301	Introduction to Business	3
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
PSYC 2302	Applied Psychology **OR**	3
PSYC 2301	Introduction to Psychology	(3)
		15
SEMESTER II		
MRKG 2333	Principles of Selling	3
MRKG 1301	Customer Relations	3
ITSC 1401	Introduction to Computers **OR**	4
ITSC 1413	Internet/Web Page Development	(4)
HRPO 2307	Organizational Behavior	3
ENGL 1301	Composition I	3
		16
SEMESTER III		
MRKG 1381	Cooperative Education – Marketing/ Marketing Management, General **OR**	3
MRKG 1366	Practicum (or Field Experience)- Marketing/ Marketing Management, General **OR**	(3)
BMGT 1391	Special Topics in Business Administration and Management, General	(3)
		3
Minimum Hours Required		34

MARKETING CAREERS -- BUSINESS MARKETING - SALES MARKETING ASSOCIATE

Brookhaven and Cedar Valley only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.MRKT.SALES

This certificate program will prepare students for entry-level employment in sales and marketing. Emphasis will be on the foundations of marketing and effective communication.

		CREDIT HOURS
SEMESTER I		
MRKG 1302	Principles of Retailing	3
MRKG 1301	Customer Relations	3
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
		9
SEMESTER II		
MRKG 1311	Principles of Marketing	3
MRKG 2333	Principles of Selling	3
MRKG 2349	Advertising and Sales Promotions	3
		9
Minimum Hours Required		18

OFFICE TECHNOLOGY -- ADMINISTRATIVE SUPPORT

Effective January 1, 2003, this award has been deactivated for Mountain View College. For current students, the award will be closed on or before January 1, 2006. New students should not attempt to pursue this award.

Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View (see above), North Lake and Richland

(Certificate)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C2.OFCT.ADM.SUPPT.04

The Administrative Support Certificate prepares students for a successful career as an office professional. The Certificate is developed to the specifications of the local job market.

		CREDIT HOURS
SEMESTER I		
POFI 1301	Computer Applications I	3
POFT 1301	Business English	3
POFT 1329	Keyboarding and Document Formatting **OR**	3
POFT 2301	Document Formatting and Skillbuilding	(3)
POFI 2301	Word Processing	3
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
		15
SEMESTER II		
POFT 1309	Administrative Office Procedures I **OR**	3
POFT 1313	Professional Development for Office Personnel	(3)
POFI 1349	Spreadsheets	3
POFI 1341	Computer Applications II **OR**	3
POFI 2340	Advanced Word Processing	(3)
ENGL 1301	Composition I	3
POFT 1325	Business Math and Machine Applications **OR**	3
POFT 1321	Business Math	(3)
		15
SEMESTER III		
POFT 2312	Business Correspondence and Communication	3
POFT 1313	Professional Development for Office Personnel **OR**	3
POFT 1380	Cooperative Education–Administrative Assistant/Secretarial Science, General	(3)
POFI 1441	Computer Applications II **OR**	4
ITSW 1407	Introduction to Database **OR**	(4)
POFT 1319	Records and Information Management I	(3)
POFI 2331	Desktop Publishing for the Office **OR**	3
POFI 2340	Advanced Word Processing	(3)
+Electives		1-4
		13-17
Minimum Hours Required		43-47

+Electives: Any 1-4 credit hour POFI, POFT, ITSC, ITSW, ITSE, ITNW, ITMC, ITCC, INEW or ITSY course.

OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT

Effective January 1, 2003, this award has been deactivated for Mountain View College. For current students, the award will be closed on or before January 1, 2006. New students should not attempt to pursue this award.

Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View (see above), North Lake and Richland

(Associate in Applied Sciences Degree, Tech Prep)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.OFCT.EXEC.AST.04

The Associate in Applied Sciences Degree comprehensive curriculum is designed as an advanced level program to prepare students for executive assistant and computer support positions in an office environment. Students will use state-of-the-art technology to develop skills necessary to become a productive member of the business community. Topics include office management, human relations, records management, oral and written business communications, plus word processing, spreadsheets, database, presentation, and telecommunication applications.

		CREDIT HOURS
SEMESTER I		
POFI 1301	Computer Applications I	3
POFT 1301	Business English	3
POFT 1329	Keyboarding and Document Formatting **OR**	3
POFT 2301	Document Formatting and Skillbuilding	(3)
POFT 1328	Business and Professional Presentations	3
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
		15
SEMESTER II		
POFT 1309	Administrative Office Procedures I **OR**	3
POFT 1313	Professional Development for Office Personnel	(3)
POFI 2301	Word Processing	3
ENGL1301	Composition I	3
POFT 1321	Business Math **AND**	3
+Elective	Natural Science	3-4
		15-16
SEMESTER III		
POFT 2312	Business Correspondence and Communication	3
POFI 1349	Spreadsheets	3
POFT 1319	Records and Information Management I	3
POFI 1341	Computer Applications II **OR**	3
POFI 2340	Advanced Word Processing	(3)
++Elective		3-4
+++Elective	Humanities/Fine Arts	3
		18-19
SEMESTER IV		
POFI 2331	Desktop Publishing for the Office **OR**	3
POFI 2340	Advanced Word Processing #	(3)
POFI 1441	Computer Applications II # # **OR**	4
ITSW 1407	Introduction to Database	(4)
POFT 1380	Cooperative Education-Administrative Assistant/Secretarial Science, General	3
++++Elective	Social/Behavioral Science	3
		13
Minimum Hours Required		61-63

+Elective - One of the following Natural Science courses must be taken:

ECOL	1305	People and Their Environment	3
BIOL	1406	Biology for Science Majors I	4
BIOL	1408	Biology for Non-Science Majors I	4
BIOL	1409	Biology for Non-Science Majors II	4
GEOL	1403	Physical Geology	4
PHYS	1311	Descriptive Astronomy	3
PHYS	1401	Introductory General Physics	4
PHYS	1415	Physical Science	4

++Elective - Any 3 or 4 credit hour POFI, POFT, ACCT, ACNT, ITSC, ITSW, ITSE, ITNW, ITMC, ITCC, INEW, or ITSY course.

+++ Humanities/Fine Arts elective – must be selected from the DCCCD Humanities/Fine Arts Core list.

++++Social/Behavioral Science elective – must be selected from the DCCCD Social/Behavioral Science Core list.

Any student selecting *POFI 2340 Advanced Word Processing* in both Semester III and Semester IV must select two separate applications to have each course count as meeting the requirement.

 # # Any student selecting POFI 1341 Computer Applications II *and* POFI 1441 Computer Applications II *must select two separate applications to have each course count as meeting the requirement.*

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 -- OFFICE ASSISTANT

Effective January 1, 2003, this award has been deactivated for Mountain View College. For current students, the award will be closed on or before January 1, 2006. New students should not attempt to pursue this award.

Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View (see above), North Lake and Richland

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.OFCT.OFF.ASST.04

Upon satisfactory completion of the Office Assistant Certificate, students are prepared for entry-level positions requiring basic office skills. This certificate may be completed in one semester.

		CREDIT HOURS
SEMESTER I		
POFI 1301	Computer Applications I **OR**	3
POFT 1319	Records and Information Management I	(3)
POFT 1301	Business English	3
POFT 1309	Administrative Office Procedures I **OR**	3
POFT 1313	Professional Development for Office Personnel	(3)
POFI 1341	Computer Applications II **OR**	3
POFI 2301	Word Processing	(3)
+Elective		3-4
		15-16

Minimum Hours Required 15-16

+Electives – Any 3 or 4 credit hour POFI, POFT, ITSC, ITSW, ITSE, ITNW, ITMC, ITCC, INEW or ITSY course including but not limited to:

POFT	1325	Business Math and Machine Applications	3
POFT	1380	Cooperative Education – Administrative Assistant/Secretarial Science, General	3
POFT	2380	Cooperative Education – Administrative Assistant/Secretarial Science, General	3
POFT	1329	Keyboarding and Document Formatting	3

OFFICE TECHNOLOGY -- SOFTWARE APPLICATION SPECIALIST

Effective January 1, 2003, this award has been deactivated for Mountain View College. For current students, the award will be closed on or before January 1, 2006. New students should not attempt to pursue this award.

Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View (see above), North Lake and Richland

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.OFCT.SOFT.APPL.04

The Software Application Specialist Certificate provides a benchmark for students to measure their computer skills using Microsoft Office software. Microsoft Office Specialist Certification, which provides students valuable credentials and a competitive edge, is available for those who master required competencies.

		CREDIT HOURS
SEMESTER I		
POFI 2301	Word Processing	3
POFI 1349	Spreadsheets	3
POFI 1441	Computer Applications II **OR**	4
ITSW 1407	Introduction to Database	(4)
POFT 1328	Business and Professional Presentations	3
POFI 2331	Desktop Publishing for the Office **OR**	3
POFI 2340	Advanced Word Processing	(3)
		16

Minimum Hours Required 16

The Software Application Specialist Certificate will help to prepare students for individual Microsoft Office Specialist exams at the proficient level.

Students who previously passed specific Microsoft Office Specialist certification exams will be eligible to receive credit for equivalent POFI courses. Consult the Office Technology advisor for details.

PATIENT CARE TECHNICIAN

Cedar Valley only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.PATIENT.CARE.02

The one-semester Patient Care Technician program is designed to prepare students for entry-level positions in the health care industry. Students learn to apply basic nursing assisting skills in a variety of settings, including long-tern care facilities (nursing homes), hospitals, clinics, home health care, and assisted living facilities. Skills developed will include patient hygiene and comfort, patient safety, obtaining lab samples, phlebotomy (drawing blood), and electrocardiography (running EKGs). Upon successful completion of classroom, lab and the practicum (clinical), students will be awarded the Patient Care Technician Certificate.

		CREDIT HOURS
SEMESTER I		
MDCA 1313	Medical Terminology	3
NUPC 1320	Patient Care Technician	3
NURA 1260	Clinical – Nursing/Nursing Assistant/ Aide and Patient Care Assistant	2
NURA 1291	Special Topics in Nursing Assistant/ Aide	2
NURA 1301	Nurse Aide for Health Care Organizations I	3
SPCH 1311	Introduction to Speech Communication **OR**	3
NUTR 1322	Principles of Nutrition **OR**	(3)
PHED 1304	Health For Today	(3)
		16

Minimum Hours Required 16

PATIENT CARE TECHNICIAN -- CERTIFIED NURSING ASSISTANT

Cedar Valley only

(Skills Achievement Award)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: SA.CERT.NURS.ASST

This certificate program teaches basic nursing skills needed for entry-level positions in a variety of health care organizations. Students completing this program will be able to provide care to patients under the direction and supervision of a licensed nurse. Successful completion of the classroom portion is mandatory to progress to the clinical practicum. Upon successful completion of classroom study and clinical practicum, students will receive the Certified Nursing Assistant Skills Achievement Award.

		CREDIT HOURS
SEMESTER I		
NURA 1160	Clinical – Nursing Assistant/Aide	1
NURA 1291	Special Topics in Nursing Assistant/ Aide	2
NURA 1301	Nurse Aide for HealthCare Organizations I	3
		6

Minimum Hours Required 6

REAL ESTATE

Cedar Valley, North Lake and Richland only

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.REAL.ESTATE.02

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

		CREDIT HOURS
SEMESTER I		
RELE 1301	Principles of Real Estate **AND**	3
RELE 2309	Principles of Real Estate II **OR**	3
RELE 1406	Real Estate Principles **AND**	(4)
+Elective		(3)
RELE 2301	Law of Agency	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
		15-16
SEMESTER II		
RELE 1321	Real Estate Marketing	3
RELE 1311	Law of Contracts	3
SPCH 1311	Introduction to Speech Communication **OR**	3
SPCH 1315	Fundamentals of Public Speaking	(3)
RELE 1319	Real Estate Finance	3
+Elective		3
		15
SEMESTER III		
MATH 1324	Mathematics for Business and Economics **OR**	3
RELE 1325	Real Estate Mathematics **AND**	(3)
ECOL 1305	People and Their Environment	(3)
PSYC 2302	Applied Psychology	3
RELE 1303	Real Estate Appraisal **OR**	(3)
RELE 1327	Real Estate Commercial Appraisal	3
+Elective		3
+++Elective	Humanities/Fine Arts	3
		15-18
SEMESTER IV		
RELE 1309	Real Estate Law	3
RELE 2388	Internship-Real Estate **OR**	3
RELE 2380	Cooperative Education-Real Estate	(3)
RELE 1323	Real Estate Computer Application	3
ECON 2301	Principles of Economics I **OR**	3
ECON 1303	Economics of Contemporary Social Issues	(3)
+Elective		3
++Elective		1-2
		16-17
Minimum Hours Required		61-66

+Electives -- must be selected from the following:

BMGT	1333	Principles of Selling	3
RELE	1307	Real Estate Investment	3
RELE	1315	Property Management	3
RELE	1391	Special Topics in Real Estate	3
RELE	2305	Real Estate Inspection	3
RELE	2331	Real Estate Brokerage	3
RELE	2381	Cooperative Education-Real Estate	3
RELE	2389	Internship-Real Estate	3

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

RELE	1105	Uniform Standards of Professional Appraisal Practice	1
RELE	1191	Special Topics in Real Estate	1
RELE	1291	Special Topics in Real Estate	2

A student cannot take more than THREE Special Topics courses toward the degree.

+++Electives – Humanities/Fine Arts electives must be selected from the DCCCD Humanities/Fine Arts CORE list.

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

REAL ESTATE

Cedar Valley, North Lake and Richland only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.REAL.ESTATE.02

This 15- to 16-hour Certificate program develops the basic skills for a real estate salesperson. Three of the five courses are required by the Texas Real Estate Commission for Licensure.

		CREDIT HOURS
SEMESTER I		
RELE 1301	Principles of Real Estate **AND**	3
RELE 2309	Principles of Real Estate II **OR**	3
RELE 1406	Real Estate Principles **AND**	(4)
+Elective	Real Estate Elective	(3)
RELE 2301	Law of Agency	3
RELE 1311	Law of Contracts	3
+Elective	Real Estate Elective	3
		15-16
Minimum Hours Required		15-16

+Electives – Student must take any three-credit RELE course.

NOTE: A total of at least 15 semester credit hours is required to receive the Real Estate Certificate.

VETERINARY TECHNOLOGY

Cedar Valley only

(Associate in Applied Sciences Degree)

- **Students pursuing this award are required to meet Texas Success Initiative (TSI) standards and course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: AAS.VETERINARY.TECH

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 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
PREREQUISITE TO PROGRAM ADMISSION		
BIOL 1406	General Biology	4
ENGL 1301	Composition I	3
+MATH Elective		3
++SPCH Elective		3
		13
SEMESTER I		
VTHT 1105	Veterinary Medical Terminology	1
VTHT 1401	Introduction to Veterinary Technology	4
VTHT 1413	Veterinary Anatomy and Physiology	4
VTHT 2321	Veterinary Parasitology	3
		12
SEMESTER II		
VTHT 2201	Canine and Feline Clinical Management	2
VTHT 2435	Advanced Veterinary Anatomy and Physiology	4
VTHT 1317	Veterinary Office Management	3
VTHT 2323	Veterinary Clinical Pathology I	3
		12
SEMESTER III (Summer Session)		
VTHT 1349	Veterinary Pharmacology	3
VTHT 2331	Veterinary Clinical Pathology II	3
		6
SEMESTER IV		
VTHT 1341	Anesthesia and Surgical Assistance	3
VTHT 2425	Large Animal Assisting Techniques	4
VTHT 2213	Lab Animal Clinical Management	2
VTHT 2205	Equine Clinical Management	2
+++Elective	Humanities/Fine Arts	3
		14
SEMESTER V		
VTHT 2209	Food Animal Clinical Management	2
VTHT 1345	Veterinary Radiology	3
VTHT 2439	Veterinary Nursing Care	4
++++Elective	Social/Behavioral Sciences	3
		12
SEMESTER VI		
VTHT 2380	Cooperative Education - Veterinarian Assistant/Animal Health Technician	3
		3
Minimum Hours Required		72

+MATH Elective must be selected from *TECM 1303 Technical Mathematics* or any three-credit hour course contained in the DCCCD Approved List for Mathematics.

++Speech Elective must be selected from the following:

SPCH	1311	Introduction to Speech Communication	3
SPCH	1335	Fundamentals of Public Speaking	3
SPCH	1318	Interpersonal Communication	3
SPCH	1321	Business and Professional Communication	3

+++Humanities/Fine Arts Elective - must be selected from any three-credit hour course contained in the Humanities/Fine Arts approved list.

++++Social/Behavioral Sciences Elective - must be selected from any three-credit hour course contained in the Social/Behavioral Sciences approved list.

NOTE: Students enrolling in this program who plan to transfer to a 4 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.

VETERINARY TECHNOLOGY -- LARGE ANIMAL VETERINARY ASSISTING

Cedar Valley only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.VETT.LARGE

Large Animal Veterinary Assistants are an important part of the veterinary practice team. Individuals in this position assist the veterinarian and the veterinary technician in performing procedures on large animal species, including horses and cattle. Students in this program can continue their studies in the Veterinary Technology program to attain the Associate Degree in Veterinary Technology.

The curriculum is designed to provide the graduate with the information, experience, and skills needed to perform all large animal veterinary assistant duties in a clinical practice or research setting. Admission to the Large Animal Veterinary Assisting certificate program is limited. Students must be advised by the Program Director prior to enrolling in the required courses. Students are encouraged to have a good background in English, mathematics, and the biological sciences.

		CREDIT HOURS
SEMESTER I		
VTHT 1105	Veterinary Medical Terminology	1
VTHT 1401	Introduction to Veterinary Technology	4
VTHT 2205	Equine Clinical Management	2
VTHT 2425	Large Animal Assisting Techniques	4
		11
SEMESTER II		
VTHT 2209	Food Animal Clinical Management	2
VTHT 1321	Equine Reproduction	3
		5
Minimum Hours Required		16

VETERINARY TECHNOLOGY -- SMALL ANIMAL VETERINARY ASSISTING

Cedar Valley only

(Certificate)

- **Students pursuing this certificate are waived from the Texas Success Initiative (TSI) standards, but must meet course prerequisites.**
- Students must complete 25% of the degree requirements at the college awarding the degree.

Degree Plan Code: C1.VETT.SMALL

Small Animal Veterinary Assistants are an integral part of the veterinary health team in the companion animal practice. Individuals in this position assist both the veterinarian and the veterinary technician in performing veterinary procedures in clinical settings as well as in research areas and other veterinary related fields. Students in this program can continue their studies in the Veterinary Technology program to attain the Associate Degree in Veterinary Technology.

The curriculum is designed to provide the graduate with the information, experience, and skills needed to perform veterinary assistant duties in a companion animal practice. Admission to the Veterinary Technology program and the Veterinary Assisting certificate program is limited. Applicants should be assessed and advised prior to enrolling in the program. Students are encouraged to have a good background in English, mathematics, and the biological sciences.

		CREDIT HOURS
SEMESTER I		
+Elective	Humanities/Fine Arts	3
TECM 1303	Technical Mathematics **OR**	3
++Elective	Natural Science and Math	(3)
VTHT 1105	Veterinary Medical Terminology	1
VTHT 1401	Introduction to Veterinary Technology	4
		11
SEMESTER II		
BIOL 1406	General Biology	4
VTHT 2201	Canine and Feline Clinical Management	2
VTHT 2323	Veterinary Clinical Pathology I	3
		9
Minimum Hours Required		20

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

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
SPCH	1315	Fundamentals of Public Speaking	3
SPCH	1318	Interpersonal Communication	3
SPCH	1321	Business and Professional Communication	3

++Elective must be selected from any three-credit hour course contained in the DCCCD approved lists for Mathematics and Natural Sciences.

— Course Descriptions —

The course description section of the catalog includes a complete list of those Academic and WECM courses available at one or more colleges within the Dallas County Community College District. Not all courses are offered at all of the colleges. To determine which courses are available at specific colleges, please consult the college course schedule. There are two categories of courses: (1) academic courses and (2) WECM or technical courses.

The actual course prefix/number has a specific meaning or identifier for each number. The first digit indicates freshman [1] or sophomore [2] level; the second digit indicates credit hours; for academic courses the third digit, if "7," "8," or "9," generally indicates courses that are not Texas Common Course Numbers. While for WECM courses, the "7" indicates Local Need; "8" indicates External Learning; and "9" indicates Special Topics. The fourth digit is a free number. To help meet your transfer needs, the college is a member of the Texas Common Course Numbering System Consortium. Course descriptions will indicate if a course has been assigned a common course number. The common course number facilitates the transfer of these courses between and among the participating institutions. All Texas community/junior colleges, including the DCCCD colleges, participate in this system. Most Texas public universities are cooperating with this new numbering system by indicating which courses are equivalent to the common course number.

Most course descriptions are developed based upon the descriptions published by the Texas Higher Education Coordinating Board (THECB) in the *Lower Division Academic Course Guide Manual (LDACGM)* and the *Workforce Education Course Manual (WECM).*

ACADEMIC/GENERAL EDUCATION COURSES

Academic courses or general education courses, as they are sometimes referred to, are those courses that have been designated by the Texas Higher Education Coordinating Board for transfer among community colleges and state public four year colleges and universities as freshman and sophomore general education courses. These courses can be found in the *Lower Division Academic Course Guide Manual (LDACGM).* You may view/access the manual on the THECB website at *http://www.thecb.state.tx.us/ctc/ip/acgm2k/ACGM-LD.htm.*
(Please note: The above web address is upper and lower case sensitive.)

The *Lower Division Academic Course Guide Manual (LDACGM)* is the official list of approval numbers for general academic transfer courses that may be offered for state funding by public community and technical colleges in Texas. The *LDACGM* serves as the generic course inventory for all community and technical colleges in Texas. Courses listed in the manual may be offered and reported for funding without requesting approval from the Coordinating Board. If a community or technical college wishes to offer a course not listed here, or offer an *LDACGM* course for more credit or contact hours than listed, it must request approval for such a course on the basis of "unique need". These courses are listed on the DCCCD Academic Unique Need Inventory. The state will not fund academic courses at community and technical colleges that are not listed either in the *LDACGM* or on the college's Academic Unique Need Inventory.

WECM/TECHNICAL COURSES

WECM (**W**orkforce **E**ducation **C**ourse **M**anual) courses are those courses that have been designated by the Texas Higher Education Coordinating Board as workforce education (technical) courses offered for credit and CEUs (Continuing Education Units). While these courses are not designed to automatically transfer to public four-year colleges and universities, they are designated to transfer among state community colleges. These courses can be found in the *Workforce Education Course Manual*. You may view/access the manual on the THECB website at *http://www.thecb.state.tx.us/ctc/ip/wecm2000/index.htm*.

The *Workforce Education Course Manual (WECM)* is a statewide inventory of workforce education courses offered for semester credit hours and Continuing Education Units (CEUs). These courses are used by the college to respond rapidly to the needs of business and industry. The *WECM* offers a means for the college to continually design and update high quality workforce courses by receiving input from business/industry and community college faculty throughout Texas.

The Texas Higher Education Coordinating Board approves all courses cited in the *WECM* for use by the Texas public community and technical colleges. Therefore, if students earn semester credit hours and CEUs by successfully completing the requirements for the course(s), they will be able to transfer the credits or CEUs to another Texas public community or technical college offering the same course(s).

Figure 1 - Academic/General Education Course

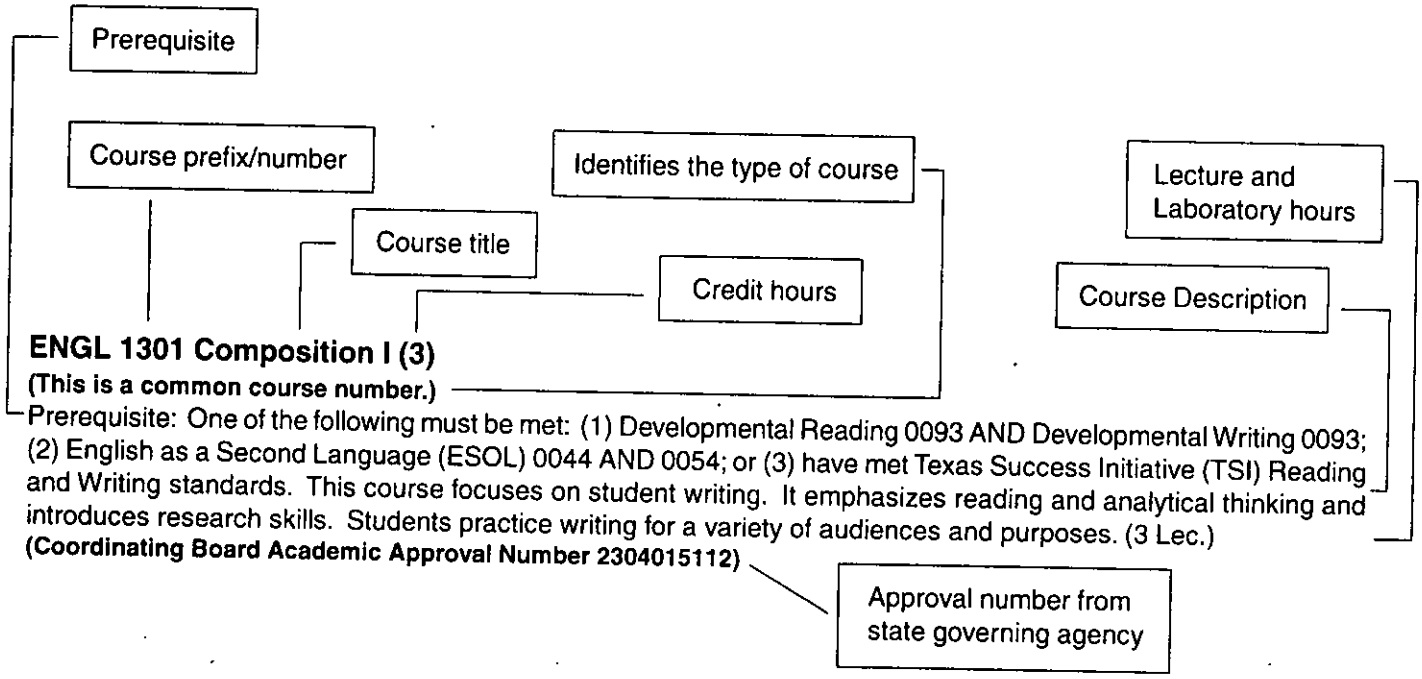
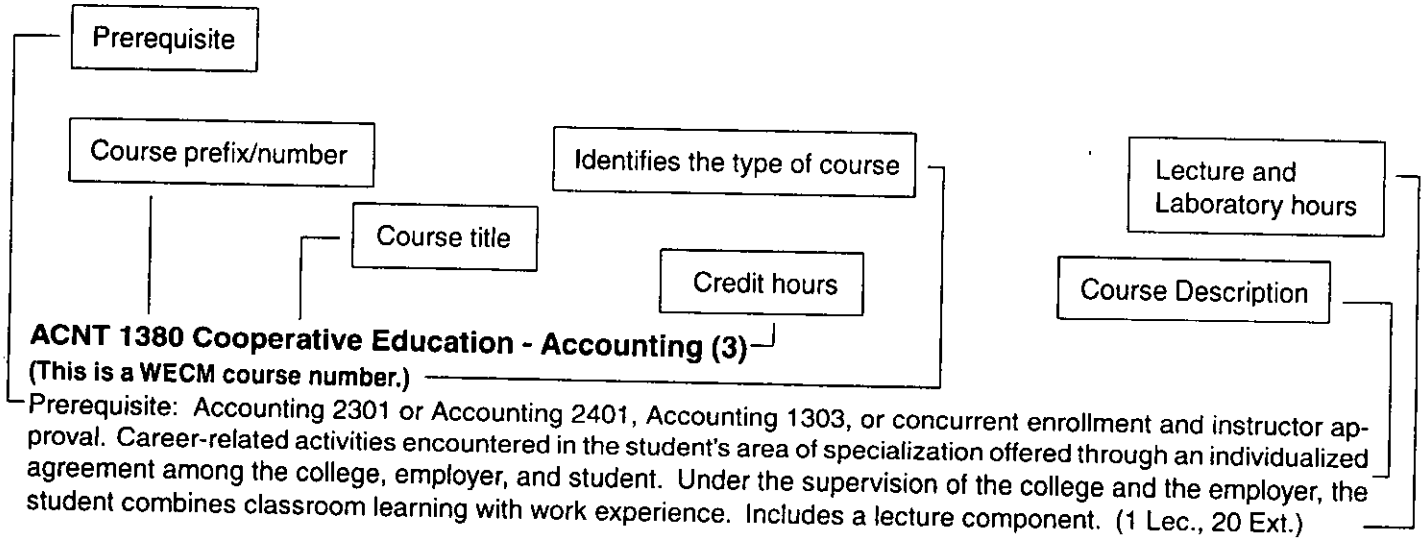


Figure 2 - WECM/Technical Course



ACCT 2301 Principles of Accounting I (3)
(This is a Texas Common Course Number.)
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. This course is cross-listed as Accounting 2401. The student may register for either Accounting 2301 or Accounting 2401, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 5203015104)

ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2302 Principles of Accounting II (3)
(This is a Texas Common Course Number.)
Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. This course is cross-listed as Accounting 2402. The student may register for either Accounting 2302 or 2402, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 5203015104)

ACCT 2401 is a 4 credit hour lecture and laboratory course. ACCT 2301 is a 3 credit hour lecture course. Either course will meet degree requirements.

ACCT 2401 Principles of Accounting I (4)
(This is a Texas Common Course Number.)
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. This course is cross-listed as Accounting 2301. The student may register for either Accounting 2401 or Accounting 2301, but may receive credit for only one of the two.
(3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5203015104)

ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either course will meet degree requirements.

ACCT 2402 Principles of Accounting II (4)
(This is a Texas Common Course Number.)
Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. This course is cross-listed as Accounting 2302. The student may register for either Accounting 2402 or 2302, but may receive credit for only one of the two. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5203015104)

ACNT 1303 Introduction to Accounting I (3)
(This is a WECM Course.)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 Lec.)

ACNT 1304 Introduction to Accounting II (3)
(This is a WECM Course.)
Prerequisite: Accounting 1303. A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. (3 Lec.)

ACNT 1311 Introduction to Computerized Accounting (3)
(This is a WECM Course.)
Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 Lec., 2 Lab.)

ACNT 1313 Computerized Accounting Applications (3)
(This is a WECM Course.)
Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program. (2 Lec., 2 Lab.)

ACNT 1329 Payroll and Business Tax Accounting (3)
(This is a WECM Course.)
Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (3 Lec.)

ACNT 1331 Federal Income Tax: Individual (3)
(This is a WECM Course.)
Prerequisite: Accounting 2301 or Accounting 2401. Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. (3 Lec.)

ACNT 1366 Practicum (or Field Experience) - Accounting (3)
(This is a WECM Course.)
Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment and instructor approval. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This course is cross-listed as ACNT 2366. The student may register for either ACNT 1366 or ACNT 2366, but may receive credit for only one of the two. (1 Lec., 20 Ext.)

ACNT 1380 Cooperative Education - Accounting (3)
(This is a WECM Course.)
Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment and instructor approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

ACNT 1391 Special Topics in Accounting (3)
(This is a WECM Course.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary.
(3 Lec.)

ACNT 2366 Practicum (or Field Experience) - Accounting (3)
(This is a WECM Course.)
Prerequisite: Accounting 1366 and instructor approval. Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student. This course is cross-listed as ACNT 1366. The student may register for either ACNT 2366 or ACNT 1366, but may receive credit for only one of the two. (1 Lec., 20 Ext.)

ACNT 2380 Cooperative Education - Accounting (3)
(This is a WECM Course.)
Prerequisite: Accounting 1380 and instructor approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

ANTH 1101 Physical Anthropology (1)
(This is a Texas Common Course Number.)
Corequisite: Students must concurrently be enrolled in ANTH 1101 and ANTH 2301. Overview of human origins and biocultural adaptations. Also introduces methods and theory in the excavation and interpretation of material remains of past cultures. (3 Lab.)
(Coordinating Board Academic Approval Number 4503015125)

ANTH 2301 Physical Anthropology (3)
(This is a Texas Common Course Number.)
Corequisite: Students must concurrently be enrolled in ANTH 2301 and ANTH 1101. Overview of human origins and biocultural adaptations. Also introduces methods and theory in the excavation and interpretation of material remains of past cultures. (3 Lec.)
(Coordinating Board Academic Approval Number 4503015125)

ANTH 1370 American Indian Culture (3)
(This is a Unique Need Course.)
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 0502029325)

ANTH 2302 Introduction to Archeology (3)
(This is a WECM Course.)
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 4503015125)

ANTH 2346 Introduction to Anthropology (3)
(This is a Texas Common Course Number.)
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 4502015125)

ANTH 2351 Cultural Anthropology (3)
(This is a Texas Common Course Number.)
This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multi-cultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)
(Coordinating Board Academic Approval Number 4502015325)

ANTH 2380 The Heritage of Mexico (3)
(This is a Texas Common Course Number.)
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. This course is cross-listed as History 2380. The student may register for either History 2380 or Anthropology 2380, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015325)

ARTC 1301 Basic Animation (3)
(This is a WECM Course Number.)
Examination of concepts, characters, and storyboards for basic animation production. Emphasis on creating movement and expression utilizing traditional or electronically generated image sequences.
(2 Lec., 4 Lab.)

ARTC 1302 Digital Imaging I (3)
(This is a WECM Course Number.)
Digital imaging using raster image editing and/or image creation software: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. (2 Lec., 4 Lab.)

ARTC 1313 Digital Publishing I (3)
(This is a WECM Course Number.)
The fundamentals of using digital layout as a primary publishing tool and the basic concepts and terminology associated with typography and page layout.
(2 Lec., 4 Lab.)

ARTC 1341 3-D Animation I (3)
(This is a WECM Course Number.)
Instruction in three-dimensional (3-D) modeling and rendering techniques including lighting, staging, camera, and special effects. Emphasis on 3-D modeling building blocks using primitives to create simple or complex objects. (2 Lec., 4 Lab.)

ARTC 1345 3-D Modeling and Rendering (3)
(This is a WECM Course Number.)
Prerequisite: IMED 1301. A studio course in the theory and technique of three-dimensional (3-D) modeling utilizing appropriate software. Topics include the creation and modification of 3-D geometric shapes; a variety of rendering techniques; and use of camera light sources, texture, and surface mapping. (2 Lec., 4 Lab.)

ARTC 1353 Computer Illustration (3)
This is a WECM course number.)
Prerequisite: ARTC 1302. Implementation of software for illustration and/or photo manipulation for reproduction.
(2 Lec., 4 Lab.)

ARTC 2305 Digital Imaging II (3)
(This is a WECM Course Number.)
Principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster-based image marking and the creative aspects of electronic illustration for commercial and fine art applications. (2 Lec., 4 Lab.)

ARTC 2335 Portfolio Development for Graphic Design (3)
(This is a WECM Course Number.)
Prerequisite: Visual Communication First year Curriculum or demonstrated competence approved by the instructor. Preparation of a portfolio comprised of completed graphic design class projects. Evaluation and demonstration of portfolio presentation methods based on the student's specific area of study. It is recommended that this class be taken in the final semester of the program. (2 Lec., 4 Lab.)

ARTC 2341 3-D Animation II (3)
(This is a WECM Course Number.)
Skill development in three-dimensional modeling and rendering techniques using lighting, staging, and special effects for digital output. Emphasis on the production of three-dimensional (3-D) animation as final digital outputting using modeling, rendering, animation, and outputting software. (2 Lec., 4 Lab

ARTS 1301 Art Appreciation (3)
(This is a Texas Common Course Number.)
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 5007035126)

ARTS 1303 Survey of Art History (3)
(This is a Texas Common Course Number.)
This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035226)

ARTS 1304 Survey of Art History (3)
(This is a Texas Common Course Number.)
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 5007035226)

ARTS 1311 2D Design (3)
(This is a Texas Common Course Number.)
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 5004015326)

ARTS 1312 3D Design (3)
(This is a Texas Common Course Number.)
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. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015326)

ARTS 1316 Drawing I (3)
(This is a Texas Common Course Number.)
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 5007055226)

ARTS 1317 Drawing II (3)
(This is a Texas Common Course Number.)
Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055226)

ARTS 2311 Advanced Design (3)
(This is a Texas Common Course Number.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course will focus on two- or three-dimensional projects in a special topics area. Emphasis is on individual expression. This course may be repeated if topics and learning outcomes vary. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015326)

ARTS 2312 Advanced Design (3)
(This is a Texas Common Course Number.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course will focus on two- or three-dimensional projects in a special topics area. Emphasis is on individual expression. This course may be repeated if topics and learning outcomes vary. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015326)

ARTS 2316 Painting I (3)
(This is a Texas Common Course Number.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. 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 5007085226)

ARTS 2317 Painting II (3)
(This is a Texas Common Course Number.)
Prerequisite: Arts 2316. This course continues Arts 2316. Emphasis is on individual expression.
(2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085226)

ARTS 2323 Drawing III (3)
(This is a Texas Common Course Number.)
Prerequisite: Arts 1317. Arts 1311, Arts 1312 and Arts 1316 are recommended for Art Majors. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed.
(2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055326)

ARTS 2324 Drawing IV (3)
(This is a Texas Common Course Number.)
Prerequisite: Arts 2323, sophomore standing, or demonstrated competence approved by the instructor. This course continues Arts 2323. Emphasis is on individual expression. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055326)

ARTS 2326 Sculpture I (3)
(This is a Texas Common Course Number.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Various sculptural approaches are explored. Different media and techniques are used. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007095126)

ARTS 2327 Sculpture II (3)
(This is a Texas Common Course Number.)
Prerequisite: Arts 2326. This course continues Arts 2326. Emphasis is on individual expression.
(2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007095126)

ARTS 2333 Printmaking I (3)
(This is a Texas Common Course Number.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007105126)

ARTS 2334 Printmaking II (3)
(This is a Texas Common Course Number.)
Prerequisite: Arts 2333. This course is a continuation of Printmaking I. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007105126)

ARTS 2346 Ceramics I (3)
(This is a Texas Common Course Number.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007115126)

ARTS 2347 Ceramics II (3)
(This is a Texas Common Course Number.)
Prerequisite: Arts 2346 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic works. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007115126)

ARTS 2356 Photography I (3)
(This is a Texas Common Course Number.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. 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. This course is cross-listed as Photography 2356. The student may register for either Arts 2356 or Photography 2356, but may receive credit for only one of the two.
(2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5006055126)

ARTS 2357 Photography II (3)
(This is a Texas Common Course Number.)
Prerequisite: Arts 2356. This course is a continuation of Arts 2356. Emphasis is on individual expression. This course is cross-listed as Photography 2357. The student may register for either Arts 2357 or Photography 2357, but may receive credit for only one of the two.
(2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5006055226)

AUMT 1280 Cooperative Education-Auto/Automotive Mechanic/Technician (2)
(This is a WECM Course Number.)
Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. This course is cross-listed as AUMT 1380. The student may register for either AUMT 1280 or AUMT 1380, but may receive credit for only one of the two. (1 Lec., 15 Ext.)

AUMT 1281 Cooperative Education-Auto/Automotive Mechanic/Technician (2)
(This is a WECM Course Number.)
Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 15 Ext.)

AUMT 1305 Introduction to Automotive Technology (3)
(This is a WECM Course Number.)
An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. May be taught manufacturer specific.
(2 Lec., 4 Lab.)

AUMT 1306 Automotive Engine Removal and Installation (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1307 Automotive Electrical Systems (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1310 Automotive Brake Systems (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 1307 or concurrent enrollment in AUMT 1307. Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific instructions. (2 Lec., 4 Lab.)

AUMT 1316 Automotive Suspension and Steering Systems (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 1307 or concurrent enrollment in AUMT 1307. A study of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1319 Automotive Engine Repair (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1345 Automotive Heating and Air Conditioning (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 1307 or concurrent enrollment in AUMT 1307. Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1380 Cooperative Education-Automobile/Automotive Mechanics Technology/Technician (3)
(This is a WECM Course Number.)
Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. This course is cross-listed as AUMT 1280. The student may register for either AUMT 1380 or AUMT 1280, but may receive credit for only one of the two. (1 Lec., 20 Ext.)

AUMT 1381 Cooperative Education-Automobile/Automotive Mechanics Technology/Technician (3)
(This is a WECM Course Number.)
Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

AUMT 2280 Cooperative Education-Automobile/Automotive Mechanics Technology/Technician (2)
(This is a WECM Course Number.)
Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 15 Ext.)

AUMT 2281 Cooperative Education-Auto/Automotive Mechanic/Technician (2)
(This is a WECM Course Number.)
Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 15 Ext.)

AUMT 2311 Automotive Electronic Controls (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 1307. A study of electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 2313 Automotive Drive Train and Axles (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and differentials with emphasis on the diagnosis and repair of transmissions/transaxles and drive lines. May be taught with manufacturer specific instructions.
(2 Lec., 4 Lab.)

AUMT 2317 Automotive Engine Performance Analysis I (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 1307. Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught with manufacturer specific instructions. (2 Lec., 4 Lab.)

AUMT 2325 Automotive Automatic Transmission and Transaxle (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 1307. A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. May be taught manufacturer specific.
(2 Lec., 4 Lab.)

AUMT 2332 Automotive Automatic Transmission and Transaxle II (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 2325. A study of electronic controls and actuators and the related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, service, and repair procedures with emphasis on the use of special tools, and proper repair techniques. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 2334 Automotive Engine Performance Analysis II (3)
(This is a WECM Course Number.)
Prerequisite: AUMT 2317. A study of diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 2375 Powertrain Diagnostics (3)
(This is a WECM Local Need Course.)
Prerequisite: AUMT 2334 or AUMT 2374. Diagnosis and repair of powertrain systems including engine and/or transmission systems; with emphasis on the application of advanced diagnostic information, tools and techniques. May be taught manufacturer specific.
(2 Lec., 4 Lab.)

AUMT 2380 Cooperative Education-Automobile/Automotive Mechanics Technology/Technician (3)
(This is a WECM Course Number.)
Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval.
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

AUMT 2381 Cooperative Education-Automobile/Automotive Mechanics Technology/Technician (3)
(This is a WECM Course Number.)
Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

BCIS 1405 Business Computer Applications (4)
(This is a Texas Common Course Number.)
The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the Internet. Topics include computer terminology, hardware, software, operating systems, and information systems. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102025404)

BCIS 1431 Programming in Visual BASIC (4)
(This is a Texas Common Course Number.)
Prerequisite: BCIS 1405 or COSC 1401 or demonstrated competence approved by the instructor. Introduction to business programming techniques using Visual BASIC with an emphasis on the fundamentals of design, development, testing, implementation, and documentation. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102025204)

BCIS 2390 Systems Analysis and Design (3)
(This is a Texas Common Course Number.)
Prerequisite: Any programming course or demonstrated competence approved by the instructor. Analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. Topics include information requirements analysis, specification development and writing, prototype evaluation, and network application interfaces. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1105015104)

BCIS 2431 Advanced Programming in Visual BASIC (4)
(This is a Texas Common Course Number.)
Prerequisite: BCIS 1431 or demonstrated competence approved by the instructor. Advanced applications and business programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102025304)

BIOL 1406 Biology for Science Majors I (4)
(This is a Texas Common Course Number.)
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards. An introductory survey of contemporary biology for students majoring in the sciences. Topics emphasized will include the chemical basis of life, structure and function of cells, energy transformations, and molecular biology and genetics. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1407 Biology for Science Majors II (4)
(This is a Texas Common Course Number.)
Prerequisite: Biology 1406 Biology for Science Majors I. An introductory survey of current biological concepts for students majoring in the sciences. Emphasis will be placed on topics which include evolution, biological diversity, ecology, and comparative structure and function of organisms. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1408 Biology for Non-Science Majors I (4)
(This is a Texas Common Course Number.)
Presentation of biological concepts for the non-science major. Emphasis will be on scientists and their contributions to the science field, scientific problem solving, unity of life including cells and genetic information, energy pathways important to life, and current issues in biology. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1409 Biology for Non-Science Majors II (4)
(This is a Texas Common Course Number.)
Presentation of biological concepts for the non-science major. Emphasis will be on current biological concepts pertaining to evolutionary and behavioral adaptations, biological diversity, ecology, form and function of organisms. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1411 Introductory Botany (4)
(This is a Texas Common Course Number.)
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards. 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.
(3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2603015103)

BIOL 1424 Intermediate Botany (4)
(This is a Texas Common Course Number.)
Prerequisite: Biology 1406 and 1407. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2603015203)

BIOL 2306 Environmental Biology (3)
(This is a Texas Common Course Number.)
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards. 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. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 0301025101)

BIOL 2370 Field Biology (3)
(This is a Unique Need Course.)
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards. 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 2613019203)

BIOL 2401 Anatomy and Physiology I (4)
(This is a Texas Common Course Number.)
Prerequisite: Biology 1406 or SCIT 1407. 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. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607075103)

BIOL 2402 Anatomy and Physiology II (4)
(This is a Texas Common Course Number.)
Prerequisite: Biology 2401. This is the second course of a two-course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607075103)

BIOL 2406 Environmental Biology (4)
(This is a Texas Common Course Number.)
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards. 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. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 0303035101)

BIOL 2418 Invertebrate Zoology (4)
(This is a Unique Need Course.)
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. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607079303)

BIOL 2420 Microbiology for Non-Science Majors (4)
(This is a Texas Common Course Number.)
Prerequisite: Biology 1406 or SCIT 1407 or BIOL 2401. An overview of the morphology, physiology, and taxonomy of representative groups of pathogenic and non-pathogenic organisms. Emphasis is placed on applications to humans and techniques used in growing pure cultures of microorganisms on selected media. A brief preview on public health issues is also presented. Designed for non-science majors and allied health students. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2605035103)

BIOL 2421 Microbiology for Science Majors (4)
(This is a Texas Common Course Number.)
Prerequisite: Biology 1406, Biology 1407 and Chemistry 1411. A study of the morphology, physiology, and taxonomy of representative groups of pathogenic and non-pathogenic organisms. Emphasis is placed on relationships that influence humans: public health, infectious diseases, and immunology, biotechnology, and environmental and industrial applications. Lab experimentation with pure cultures and selected media will be used to study extensively the medical, environmental, and industrial importance of these microbes. Designed for students in science or pre-professional programs. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2605035103)

BMGT 1303 Principles of Management (3)
(This is a WECM Course Number.)
Concepts, terminology, principles, theories and issues in the field of management. (3 Lec.)

BMGT 1382 Cooperative Education - Business Administration And Management, General (3)
(This is a WECM Course Number.)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student should have previous credit in or concurrent enrollment in BMGT 1301 or demonstrated competence approved by the instructor. (1 Lec., 14 Ext.)

BMGT 1383 Cooperative Education - Business Administration And Management, General (3)
(This is a WECM Course Number.)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student should have previous credit in or concurrent enrollment in HRPO 2301 or demonstrated competence approved by the instructor. (1 Lec., 14 Ext.)

BMGT 1391 Special Topics in Business Administration and Management, General (3)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec.)

BMGT 2303 Problem Solving and Decision Making (3)
(This is a WECM Course Number.)
Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. (3 Lec.)

BMGT 2382 Cooperative Education - Business Administration And Management, General (3)
(This is a WECM Course Number.)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student should have previous credit in or concurrent enrollment in HRPO 2307 or demonstrated competence approved by the instructor. (1 Lec., 14 Ext.)

BMGT 2383 Cooperative Education - Business Administration And Management, General (3)
(This is a WECM Course Number.)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. The student should have previous credit in or concurrent enrollment in BMGT 2303 or demonstrated competence approved by the instructor. (1 Lec., 14 Ext.)

BNKG 1353 Mortgage Lending (3)
(This is a WECM Course Number.)
Overview of the mortgage lending market and process. Emphasis on documentation, credits evaluation, federal regulation and state laws related to mortgage loans. (3 Lec.)

BUSI 1301 Introduction to Business (3)
(This is a Texas Common Course Number.)
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 5201015104)

BUSI 1307 Personal Finance (3)
(This is a Texas Common Course Number.)
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 1904015109)

BUSI 2301 Business Law (3)
(This is a Texas Common Course Number.)
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 2201015124)

CDEC 1319 Child Guidance (3)
(This is a WECM Course Number.)
An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. (3 Lec.)

CDEC 1330 Growth and Development: 6-14 years (3)
(This is a WECM Course Number.)
A study of the principles of child growth and development from six through thirteen years. Focus on physical, cognitive, social, and emotional domains of development. (3 Lec.)

CDEC 1359 Children with Special Needs (3)
(This is a WECM Course Number.)
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. (3 Lec.)

CHEM 1405 Introductory Chemistry I (4)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction and solutions. Descriptive chemistry is emphasized. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015103)

CHEM 1411 General Chemistry I (4)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Mathematics 0093 or the equivalent and one of the following: high school chemistry, Chemistry 1405, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including measurement and the metric system, the history of chemistry, the mole concept, chemical reactions and stoichiometry, energy and chemical reactions, states and properties of matter, the periodic table, chemical bonding, atomic and molecular structure, gas laws, and concentrations of solutions.
(3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015203)

CHEM 1412 General Chemistry II (4)
(This is a Texas Common Course Number.)
Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Topics include states of matter, phase diagrams and intermolecular interactions; reaction kinetics, chemical equilibrium, modern acid-base theory, buffers, chemical thermodynamics, colligative properties of solutions, electrochemistry and nuclear chemistry. Topics may further include transition-metal chemistry, an introduction to organic chemistry and qualitative inorganic analysis. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015203)

CHEM 2423 Organic Chemistry I (4)
(This is a Texas Common Course Number.)
Prerequisite: Chemistry 1412. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds, and begins the study of aliphatic and aromatic compounds, including nomenclature, structure and isomerism, stereochemistry, types of reactions, common mechanisms and syntheses. Lab includes synthesis, purification by distillation, extraction, recrystallization and chromatography, and identification by physical and chemical means and may include spectroscopic identification. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045203)

CHEM 2425 Organic Chemistry II (4)
(This is a Texas Common Course Number.)
Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, alcohols, amines and amides. Spectroscopy is included. Further topics may include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids, and carbohydrates. Laboratory includes spectroscopy and qualitative organic analysis, and further work in synthesis. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045203

CJLE 2420 Texas Peace Officer Procedures (4)
(This is a WECM Course Number.)
This course is a study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. (3 Lec., 4 Lab.)

CJLE 2421 Texas Peace Officer Law (4)
(This is a WECM Course Number.)
This course is a study of laws that are directly related to police field work. Topics include traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code, and civil liability.
(3 Lec., 4 Lab.)

CJLE 2522 Texas Peace Officer Skills (5)
(This is a WECM Course Number.)
This course includes the demonstration and practice of the skills expected of a police officer. Topics include patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care.
(4 Lec., 4 Lab.)

CJSA 1382 Cooperative Education - Criminal Justice Studies (3)
(This is a WECM Course Number.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

CJSA 1482 Cooperative Education - Criminal Justice Studies (4)
(This is a WECM Course Number.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec. 20 Ext.)

CJSA 2382 Cooperative Education - Criminal Justice Studies (3)
(This is a WECM Course Number.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

CJSA 2482 Cooperative Education - Criminal Justice Studies (4)
(This is a WECM Course Number.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

COSC 1300 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement.

COSC 1300 Computer Literacy (3)
(This is a Texas Common Course Number.)
The student will develop the ability to use computer-based technology in communicating, acquiring information and solving problems. Additionally, the student will evaluate the effects and implications of information technology on various aspects of society. COSC 1300 may not be applied towards a computer science major or minor. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 1101015107)

COSC 1309 Programming Methodology and Logic Design (3)
(This is a Texas Common Course Number.)
Introduction to problem solving in computer science. Topics include software theory, structured programming methodology, representation of algorithms using pseudocode and graphical tools, and methods for testing, evaluation, and documentation. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015107)

COSC 1401 Microcomputer Concepts and Applications (4)
(This is a Texas Common Course Number.)
This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware and software, applications and systems development, networking and the use of contemporary software. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1101015207)

COSC 1415 Introduction to Computer Science and Programming (4)
(This is a Texas Common Course Number.)
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 focuses on problem-solving using modular design techniques implemented with a structured programming language. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015207)

COSC 1436 Programming Fundamentals I (4)
(This is a Texas Common Course Number.)
Introduces the fundamentals concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015507)

COSC 1437 Programming Fundamentals II (4)
(This is a Texas Common Course Number.)
Prerequisite: Computer Science 1436 and college-level algebra or higher. Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering.
(3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015607)

COSC 2415 Advanced Computer Science and Programming (4)
(This is a Texas Common Course Number.)
Prerequisite: Computer Science 1415 and Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1415 and is designed to meet the requirements for a degree in computer science or a related field. Topics include structured problem-solving, elementary and advanced data structures, the use of pointer variables and references, and an introduction to object-oriented programming. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015307)

COSC 2425 Computer Organization and Machine Language (4)
(This is a Texas Common Course Number.)
Prerequisite: COSC 1436 or demonstrated competence approved by the instructor. Basic computer organization; instruction cycle; digital representation of data and instructions; assembly language programming, assembler, macros, subroutines, and program linkages. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015407)

CREX 1309 Career Exploration/Planning (3)
(This is a WECM Course Number.)
An introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes and interviewing. (3 Lec.)

CRIJ 1301 Introduction to Criminal Justice (3)
(This is a Texas Common Course Number.)
This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045124)

CRIJ 1306 Court Systems and Practices (3)
(This is a Texas Common Course Number.)
The judiciary in the criminal justice system is explained. The structure of the American Court System is defined. Prosecutional right to counsel is explained. Other areas covered are pretrial release, grand juries, adjudication process, and types of rules of evidence and sentencing. (3 Lec.)
(Coordinating Board Academic Approval Number 2201015424)

CRIJ 1307 Crime in America (3)
(This is a Texas Common Course Number.)
American crime problems are studied in the historical perspective. Social and public policy factors affecting crime are discussed. The impact of crime and crime trends are shown along with the social characteristics of specific crimes. The prevention of crime is emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 4504015225)

CRIJ 1310 Fundamentals of Criminal Law (3)
(This is a Texas Common Course Number.)
A study of the nature of criminal law is presented. The philosophical and historical development of criminal law is covered. Major definitions and concepts are given. The classification of crime is covered. The elements of crimes and penalties are discussed using Texas statutes as illustrations. Criminal responsibility is defined. (3 Lec.)
(Coordinating Board Academic Approval Number 2201015324)

CRIJ 1313 Juvenile Justice System (3)
(This is a Texas Common Course Number.)
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045224)

CRIJ 2301 Community Resources in Corrections (3)
(This is a Texas Common Course Number.)
An overview of diversionary practices and treatment programs available to offenders in a local context. Topics include selected recognized models and future trends in community treatment. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045324)

CRIJ 2313 Correctional Systems and Practices (3)
(This is a Texas Common Course Number.)
A study of the role of corrections in the criminal justice system. Topics include organization and theory of correctional systems, institutional operations, management, alternatives to institutionalization, treatments and rehabilitation, and current and future issues. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045424)

CRIJ 2314 Criminal Investigation (3)
(This is a Texas Common Course Number.)
Prerequisite: CRIJ 1301. Study of investigative theory, the collection an preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation.
(3 Lec.)
(Coordinating Board Academic Approval Number 4301045524)

CRIJ 2323 Legal Aspects of Law Enforcement (3)
(This is a Texas Common Course Number.)
This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045624)

CRIJ 2328 Police System and Practices (3)
(This is a Texas Common Course Number.)
Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045724)

CUST 2370 Cultural Studies (3)
(This is a Unique Need Course.)
This interdisciplinary and cross-cultural course studies human thought and relationships by considering a significant theme. Themes may vary each semester. The course promotes ethical and critical reasoning.
(3 Lec.)
(Coordinating Board Academic Approval Number 2401037212)

NOTE: HPRS 1204, 1291, 1202, 2300, 2231, 2201 are all health occupations core curriculum courses. These courses are listed and described in a separate section of the college catalog: Health Occupations Core Curriculum.

DANC 1341 Ballet I (3)
(This is a Texas Common Course Number.)
This course explores basic ballet structure and terminology. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Instruction in beginning adagio, petit allegro, grand allegro, inside and outside turns and various jumps are studied. This course may be repeated for credit.
(2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1342 Ballet II (3)
(This is a Texas Common Course Number.)
Prerequisite: Dance 1341. This course is a continuation of Dance 1341. Emphasis is on body directions and stamina. More complex combinations using advanced patterning will be studied. This course may be repeated for credit. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DCOM 0095 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. This course should not be used for Texas Success Initiative (TSI) remediation. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085178)

DEMR 1229 Preventative Maintenance (2)
(This is a WECM Course Number.)
An introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems. (1 Lec., 3 Lab.)

DEMR 1317 Basic Brake Systems (3)
(This is a WECM Course Number.)
An introduction to the basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting. (1 Lec., 7 Lab.)

DEMR 1327 Tractor Trailer Service and Repair (3)
(This is a WECM Course Number.)
An introduction to and familiarization with components and systems related to tractor trailer service. Emphasis on records required by the Department of Transportation. (1 Lec., 7 Lab.)

DEMR 1410 Diesel Engine Testing and Repair I (4)
(This is a WECM Course Number.)
An introduction to testing and repairing diesel engines including related systems specialized tools.
(2 Lec., 6 Lab.)

DEMR 1411 Diesel Engine Testing and Repair II (4)
(This is a WECM Course Number.)
Coverage of testing and repairing diesel engines including related systems specialized tools.
(2 Lec., 6 Lab.)

DEMR 1421 Power Train I (4)
(This is a WECM Course Number.)
Introduction to the fundamentals, repair, and theory of power trains including clutches, transmissions, drive shafts, and differentials. Emphasis on inspection and repair. (2 Lec., 7 Lab.)

DEMR 2331 Advanced Brake Systems (3)
(This is a WECM Course Number.)
An advanced brake system course designed for diesel powered equipment. Advanced concepts and schematics including anti-lock, air, pneumatic, and hydraulic brake systems and related components.
(2 Lec., 4 Lab.)

DMAT 0066 Concepts in Basic Mathematics (3)
Prerequisite: An appropriate assessment test score. This course is designed to develop the skills and understanding to perform the fundamental operations on whole numbers, fractions and decimals. Topics include the base ten system, rounding, prime numbers, factors, least common multiples and conversions between decimals and fractions. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0090 Pre Algebra Mathematics (3)
Prerequisite: An appropriate assessment test score. This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0091 Elementary Algebra (3)
Prerequisite: Developmental Mathematics 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0093 Intermediate Algebra (3)
Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045219)

DRAM 1120 Theater Practicum I (1)
(This is a Texas Common Course Number.)
Practicum in theater with emphasis on technique and procedures with experience gained in play productions. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5005065326)

DRAM 1221 Theater Practicum II (2)
(This is a Texas Common Course Number.)
Practicum in theater with emphasis on technique and procedures with experience gained in play productions. This course may be repeated for credit. (6 Lab.)
(Coordinating Board Academic Approval Number 5005065326)

DRAM 1310 Introduction to the Theater (3)
(This is a Texas Common Course Number.)
The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)
(Coordinating Board Academic Approval Number 5005015126)

DRAM 1323 Theater Workshop (3)
(This is a Texas Common Course Number.)
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 5005065326)

DRAM 1351 Acting I (3)
(This is a Texas Common Course Number.)
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 5005065126)

DRAM 1352 Acting II (3)
(This is a Texas Common Course Number.)
Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005065126)

DRAM 2366 Film Appreciation I (3)
(This is a Texas Common Course Number.)
Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (3 Lec.)
(Coordinating Board Academic Approval Number 5006025126)

DREA 0090 Developmental Reading (3)
This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0091 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 3201085212)

DREA 0093 Developmental Reading (3)
This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0300 Communication Skills in Reading (3)
This course offers basic reading skill training through the use of whole language development. This course is designed for students whose assessment scores indicate special needs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DWRI 0090 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 3201085312)

DWRI 0091 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 3201085312)

DWRI 0093 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 3201085312)

DWRI 0100 Developmental Writing (1)
This course focuses on instruction to prepare students to meet Texas Success Initiative (TSI) requirements. This course is also for students who wish to extend their writing skills for academic or career programs. Individualized study and practice are provided. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0300 Developmental Writing (3)
This course focuses upon strengthening writing skills. Topics include grammar, paragraph structure, and effective communication strategies. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

ECON 2301 Principles of Economics I (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015125)

ECON 2302 Principles of Economics II (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. 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 4506015125)

ENGL 1301 Composition I (3)
(This is a Texas Common Course Number.)
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards. 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 2304015112)

ENGL 1302 Composition II (3)
(This is a Texas Common Course Number.)
Prerequisite: English 1301 and have met Texas Success Initiative (TSI) standard in Reading and Writing. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015112)

English In The Sophomore Year
English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342, and 2343 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

ENGL 2322 British Literature (3)
(This is a Texas Common Course Number.)
Prerequisite: English 1301, English 1302 and have met Texas Success Initiative (TSI) standards in Reading and Writing. This course includes significant works of British and Commonwealth writers from their beginnings through the 18th century. For repeatability purposes, students who take English 2321 should not also take English 2322 or 2323. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015112)

ENGL 2323 British Literature (3)
(This is a Texas Common Course Number.)
Prerequisite: English 1301, English 1302 and have met Texas Success Initiative (TSI) standards in Reading and Writing. This course includes significant works of British and Commonwealth writers from the 19th century to the present. For repeatability purposes, students who take English 2321 should not also take English 2322 or 2323. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015112)

ENGL 2327 American Literature (3)
(This is a Texas Common Course Number.)
Prerequisite: English 1301, English 1302 and have met Texas Success Initiative (TSI) standards in Reading and Writing. This course includes significant works of American writers from their beginnings to the 19th century. For repeatability purposes, students who take English 2326 should not also take English 2327 or 2328. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015112)

ENGL 2328 American Literature (3)
(This is a Texas Common Course Number.)
Prerequisite: English 1301, English 1302 and have met Texas Success Initiative (TSI) standards in Reading and Writing. This course includes significant works of American writers from the 19th century to the present. For repeatability purposes, students who take English 2326 should not also take English 2327 or 2328. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015112)

ENGL 2332 World Literature (3)
(This is a Texas Common Course Number.)
Prerequisite: English 1301, English 1302 and have met Texas Success Initiative (TSI) standards in Reading and Writing. This course includes significant works representing a variety of cultures from the ancient world to approximately 1600 C.E. For repeatability purposes, students who take English 2331 should not also take English 2332 or 2333. (3 Lec.)
(Coordinating Board Academic Approval Number 1601045213)

ENGL 2333 World Literature (3)
(This is a Texas Common Course Number.)
Prerequisite: English 1301, English 1302 and have met Texas Success Initiative (TSI) standards in Reading and Writing. This course includes significant works representing a variety of cultures from approximately 1600 C.E. to the present. For repeatability purposes, students who take English 2331 should not also take English 2332 or 2333. (3 Lec.)
(Coordinating Board Academic Approval Number 1601045213)

ENGL 2342 Studies in Literature (3)
Prerequisite: English 1301, English 1302 and have met Texas Success Initiative (TSI) standards in Reading and Writing. 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 1601045113)

GOVT 2301 American Government (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)
(Coordinating Board Academic Approval Number 4510025125)

GOVT 2302 American Government (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)
(Coordinating Board Academic Approval Number 4510025125)

HART 1356 EPA Recovery Certification Preparation (3)
(This is a WECM Course Number.)
Certification training for HVAC refrigerant recovery and recycling. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service, and repair of all HVAC and refrigeration systems. (2 Lec., 2 Lab.)

HART 1368 Practicum (Or Field Experience) - Heating, Air Conditioning, And Refrigeration Technology/Technician (3)
(This is a WECM course number).
Prerequisite: CETT 1402, HART 1403, and HART 1407. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid.
(21 Ext.)

HART 1380 Cooperative Education - Heating, Air Conditioning, And Refrigeration Technology/Technician (3)
(This is a WECM course number).
Prerequisite: CETT 1402, HART 1403, and HART 1407. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. (1 Lec., 20 Ext.)

HART 1401 Basic Electricity for HVAC (4)
(This is a WECM Course Number.)
Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. This course is cross-listed as HART 1301. The student may register for either HART 1401 or HART 1301, but may receive credit for only one of the two. (3 Lec., 3 Lab.)

HART 1403 Air Conditioning Control Principles (4)
(This is a WECM Course Number.)
Prerequisite: CETT 1402. A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohms law as applied to A/C controls and circuits. This course is cross-listed as HART 1303. The student may register for either HART 1403 or HART 1303, but may receive credit for only one of the two.
(3 Lec., 3 Lab.)

HART 1407 Refrigeration Principles (4)
(This is a WECM Course Number.)
An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components. This course is cross-listed as HART 1307. The student may register for either HART 1407 or HART 1307, but may receive credit for only one of the two. This course is cross-listed as HART 1507. The student may register for either HART 1407 or HART 1507, but may receive credit for only one of the two.
(3 Lec., 3 Lab.)

HART 1441 Residential Air Conditioning (4)
(This is a WECM Course Number.)
Prerequisite: HART 1403, HART 1407 or consent of instructor. A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. (3 Lec., 3 Lab.)

HART 1445 Gas and Electric Heating (4)
(This is a WECM Course Number.)
Prerequisite: HART 1403 or consent of instructor. A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces. (3 Lec., 3 Lab.)

HART 2368 Practicum (or Field Experience) - Heating, Air Conditioning, And Refrigeration Technology/Technician (3)
(This is a WECM Course Number.)
Prerequisite: CETT 1402, HART 1403, and HART 1407. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Ext.)

HART 2380 Cooperative Education - Heating, Air Conditioning, And Refrigeration Technology/Technician (3)
(This is a WECM Course Number.)
Prerequisite: CETT 1402, HART 1403, and HART 1407. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

HART 2401 Air Conditioning and Refrigeration Codes (4)
(This is a WECM Course Number.)
HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes. (3 Lec., 3 Lab.)

HART 2436 Air Conditioning Troubleshooting (4)
(This is a WECM Course Number.)
Prerequisite: HART 1441, HART 1445, HART 2449 or consent of instructor. An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. This course is cross-listed as HART 2336. The student may register for either HART 2436 or HART 2336, but may receive credit for only one of the two. (3 Lec., 3 Lab.)

HART 2438 Air Conditioning Installation and Startup (4)
(This is a WECM Course Number.)
A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.
(3 Lec., 3 Lab.)

HART 2445 Residential Air Conditioning Systems Design (4)
(This is a WECM Course Number.)
Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.
(3 Lec., 3 Lab.)

HART 2449 Heat Pumps (4)
(This is a WECM Course Number.)
Prerequisite: HART 1403, HART 1407 or consent of instructor. A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems.
(3 Lec., 3 Lab.)

HDEV 0092 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 3201995178)

HDEV 0100 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 3201995178)

HDEV 0110 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 non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)
(Coordinating Board Academic Approval Number 3201995178)

HDEV 1372 Cognitive Processes: The Master Student Course (3)
(This is a Unique Need Course.)
This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. Adaptation to the higher education atmosphere is also emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 4203019125)

HDEV 2315 Principles and Processes of Personal and Social Adjustment (3)
(The Texas Common Course Number is PSYC 2315.)
Designed as an Applied Psychology and Human Relations course, this course is an intensive theoretical and practical study of interpersonal communication processes. The course content surveys the major psychological principles of communication and utilizes an experiential model for the practical application of skill based competencies. Students develop an awareness and understanding of their own feelings, values, attitudes, and behaviors and also explore the processes by which these factors effect the quality of their interactions with others. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015625)

HIST 1301 History of the United States (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025125)

HIST 1302 History of the United States (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)
(Coordinating Board Academic Approval Number 5401025125)

HIST 2321 World Civilizations (3)
(This is a common course number3.)
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 5401015325)

HIST 2322 World Civilizations (3)
(This is a Texas Common Course Number.)
This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)
(Coordinating Board Academic Approval Number 5401015325)

HIST 2372 Advanced Historical Studies (3)
(This is a Unique Need Course.)
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. (3 Lec.)
(Coordinating Board Academic Approval Number 5401019625)

HIST 2380 The Heritage of Mexico (3)
(This is a Texas Common Course Number.)
This course includes an introduction to the history of Mexico. The course focuses on the social, political, economic and cultural contributions of Mexican-Americans to the United States. This course is cross-listed as Anthropology 2380. The student may register for either History 2380 or Anthropology 2380, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015325)

HIST 2381 African-American History (3)
(This is a Texas Common Course Number.)
The role of African Americans in the history of the United States is studied. The slave trade and slavery in the United States are reviewed. Contributions of African Americans in the U.S. are described: Emphasis is on the political, economic, and sociological factors of African American life in the 20th century. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015325)

HRPO 2301 Human Resources Management (3)
(This is a WECM Course Number.)
Behavioral and legal approaches to the management of human resources in organizations. (3 Lec.)

HRPO 2307 Organizational Behavior (3)
(This is a WECM Course Number.)
The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. (3 Lec.)

HUMA 1301 Introduction to the Humanities (3)
(This is a Texas Common Course Number.)
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 2401035112)

IMED 1191 Special Topics in Educational/ Institutional Media Technology/Technician (1)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. (1 Lec.)

IMED 1291 Special Topics in Educational/ Institutional Media Technology/Technician (2)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec., 2 Lab.)

IMED 1301 Introduction to Multimedia (3)
(This is a WECM Course Number.)
A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Course emphasis is on conceptualizing and producing effective multimedia presentations. (2 Lec., 4 Lab.)

IMED 1305 Multimedia Courseware Development I (3)
(This is a WECM Course Number.)
Instruction in courseware development. Topics include interactivity, branching, navigation, evaluation techniques and interface/information design using industry standard authoring software. (2 Lec., 4 Lab.)

IMED 1316 Web Page Design I (3)
(This is a WECM Course Number.)
Instruction in Internet web page design and related graphic design issues including mark-up languages, web sites, Internet access software, and interactive topics. (2 Lec., 4 Lab.)

IMED 1391 Special Topics in Educational/ Institutional Media Technology/Technician (3)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 4 Lab.)

IMED 2315 Web Page Design II (3)
(This is a WECM Course Number.)
Prerequisite: IMED 1316. A study of hypertext mark-up language (HTML) and interesting layout techniques for creating engaging well designed web pages. Emphasis is on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues. This course is cross-listed as IMED 2415. The student may register for either IMED 2315 or IMED 2415, but may receive credit for only one of the two. (2 Lec., 4 Lab.)

IMED 2409 Internet Commerce (4)
(This is a WECM Course Number.)
An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing online transactions, and generating dynamic content. (3 Lec., 3 Lab.)

INEW 2430 Comprehensive Software Project I: Planning and Design (4)
(This is a WECM Course Number.)
A comprehensive application of skills learned in previous courses in a simulated workplace. Covers the development, testing, and documenting of a complete software and/or hardware solution. This course may be used as a capstone course for a certificate or degree. May be combined with Project II when the expected outcomes include completion of the programming life cycle. (3 Lec., 4 Lab.)

ITMC 1344 Enterprise Development Using Microsoft.NET® (3)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor. Utilizing Microsoft.NET® framework to develop, share, and maintain objects across distributed networks including the Internet. The course will include multi-platform access to data stored on a Microsoft® Structured Query Language (SQL) server database, 3-tier, and n-tier implementation, and use of the Internet as the enterprise connectivity medium in corporate applications. Licensing/Certification Agency: Microsoft® Corporation. (2 Lec., 4 Lab.)

ITMC 1345 Enterprise Development Using Microsoft® Visual Basic.NET (3)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor. Visual Basic.NET (VB.NET) programming language for developing, distributing, and maintaining objects across distributed networks including the Internet. Includes using VB.NET to access data stored on a Microsoft® Structured Query Language (SQL) server database and allows implementation as a middleware (business rules) application. Licensing/Certification Agency: Microsoft® Corporation. (2 Lec., 4 Lab.)

ITMC 1401 Microsoft® Windows Network and Operating System Essentials (4)
(This is a WECM Course Number.)
An introduction to Microsoft® Windows network operating systems and to the fundamentals of networking technologies that they support. Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITMC 1403 Querying Microsoft® SQL Server with Transact-SQL (4)
(This is a WECM Course Number.)
Prerequisite: Prior networking course, networking experience or instructor approval. In depth coverage of the technical skills required to write basic Transact-SQL queries for Microsoft® SQL Server. Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITMC 1419 Installing and Administering Microsoft® Windows Server Operating Systems (4)
(This is a WECM Course Number.)
Prerequisite: ITMC 1401 or instructor approval. An introduction to Microsoft® Windows server operating systems in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows based network. Licensing/Certification Agency Microsoft® Corporation. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITMC 1442 Implementing a Microsoft® Windows Network Infrastructure (4)
(This is a WECM Course Number.)
Prerequisite: ITMC 1441 or ITMC 1458 or instructor approval.
Skills development in installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft® Windows server family of products. Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITMC 1443 Implementing and Administering Microsoft® Directory Services (4)
(This is a WECM Course Number.)
Prerequisite: ITMC 1442 or instructor approval.
Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft® Windows Active Directory service. Focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITMC 1458 Supporting Microsoft® Windows Client Network Operating Systems (4)
(This is a WECM Course Number.)
Prerequisite: ITMC 1419 or instructor approval. Skill development for customizing, configuring, supporting, and troubleshooting Windows. Licensing/Certification Agency: Microsoft® Corporation. This course may be repeated if topics and learning outcomes vary.
(3 Lec., 4 Lab.)

ITMC 2355 Deploying and Managing Microsoft® Internet Security and Acceleration Server (3)
(This is a WECM Course Number.)
Prerequisite: ITMC 1442 or instructor approval. Advanced concepts of deploying and managing Microsoft® Internet Security and Acceleration (ISA) Server in an enterprise environment. Licensing/Certification Agency: Microsoft® Corporation. This course is cross-listed as ITMC 2455. The student may register for either ITMC 2355 or ITMC 2455, but may receive credit for only one of the two. (2 Lec., 4 Lab.)

ITMC 2402 Designing and Implementing OLAP Solutions Using Microsoft® SQL Server (4)
(This is a WECM Course Number.)
Prerequisite: Prior networking course, networking experience or instructor approval. Mastery of the knowledge and skills necessary to design, implement, and deploy OLAP solutions by using Analysis Services. Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITMC 2403 Administering a Microsoft® SQL Server Database (4)
(This is a WECM Course Number.)
Prerequisite: Skills equivalent to those obtained in ITMC 1403 or instructor approval. In-depth coverage of the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft® SQL Server databases. Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITMC 2404 Implementing and Managing Microsoft® Exchange (4)
(This is a WECM Course Number.)
Prerequisite: Active directory course and/or experience or instructor consent. In-depth coverage of the knowledge and skills required to install and administer Microsoft® Exchange. Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITMC 2431 Designing a Microsoft® Windows Directory Services Infrastructure (4)
(This is a WECM Course Number.)
Prerequisite: ITMC 1443 or instructor approval. Advanced concepts in the knowledge and skills necessary to design a Microsoft® Windows directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of the organization, and to designing the Active Directory structure that meets those needs. Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITMC 2432 Designing a Microsoft® Windows Networking Services Infrastructure (4)
(This is a WECM Course Number.)
Prerequisite: ITMC 1443 or instructor approval. Provides experienced support professionals with the information and skills to create a networking services infrastructure design that supports the required network applications. Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITMC 2433 Designing a Secure Microsoft® Windows Network (4)
(This is a WECM Course Number.)
Prerequisite: ITMC 1443 or instructor approval. Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft® Windows networking technologies. Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITMC 2437 Programming a Microsoft® SQL Server Database (4)
(This is a WECM Course Number.)
Prerequisite: ITMC 1441 or ITMC 1458 or instructor approval. Mastery of programming and implementing a database solution by using SQL Server. Licensing/Certification Agency: Microsoft® Corporation.
(3 Lec., 4 Lab.).

ITMC 2438 Implementing Business Logic with MDX in Microsoft® SQL Server (4)
(This is a WECM Course Number.)
Advanced concepts and skills necessary to use multidimensional expression (MDX) to add calculated members and other dynamically calculated values to a Microsoft® SQL Server Analysis Services cube by using SQL Server Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITMC 2455 Deploying and Managing Microsoft® Internet Security and Acceleration Server (4)
(This is a WECM Course Number.)
Prerequisite: ITMC 1442 or instructor approval. Advanced concepts of deploying and managing Microsoft® Internet Security and Acceleration (ISA) Server in an enterprise environment. Licensing/Certification Agency: Microsoft® Corporation. This course is cross-listed as ITMC 2355. The student may register for either ITMC 2455 or ITMC 2355, but may receive credit for only one of the two. (3 Lec., 4 Lab.)

ITNW 1192 Special Topics in Business Systems Networking and Telecommunications (1)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITNW 1321 Introduction to Networking (3)
(This is a WECM Course Number.)
Introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the Internet and networking hardware and software, including current developments in networking. This course is cross-listed as ITNW 1421. The student may register for either ITNW 1321 or ITNW 1421, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary.
(2 Lec., 2 Lab.)

ITNW 1380 Cooperative Education-Business Systems Networking and Telecommunications (3)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment.
Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

ITNW 1392 Special Topics in Business Systems Networking and Telecommunications (3)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITNW 1421 Introduction to Networking (4)
(This is a WECM course.)
Introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the Internet and networking hardware and software, including current developments in networking. This course is cross-listed as ITNW 1321. The student may register for either ITNW 1421 or ITNW 1321, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary. (3 Lec., 3 Lab.)

ITNW 1492 Special Topics in Computer Systems Networking and Telecommunications (4)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSC 1380 Cooperative Education - Computer and Information Sciences, General (3)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 20 Ext.)

ITSC 1381 Cooperative Education-Computer and Information Sciences (3)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 20 Ext.)

ITSC 1391 Special Topics in Computer and Information Sciences, General (3)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSC 1401 will not meet the computer literacy requirement in the core curriculum and/or Associate in Arts or Associate in Sciences degrees. COSC 1300 will meet this requirement. ITSC 1401 meets the computer literacy requirement in most technical certificates and degrees. COSC 1300 will not substitute for ITSC 1401 and ITSC 1401 cannot be substituted for COSC 1300.

ITSC 1401 Introduction to Computers (4)
(This is a WECM Course Number.)
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed. Examines applications and software relating to a specific curricular area. (3 Lec., 4 Lab.)

ITSC 1405 Introduction to PC Operating Systems (4)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by instructor. A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (3 Lec., 3 Lab.)

ITSC 1409 Integrated Software Applications I (4)
(This is a WECM Course Number.)
Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSC 1411 AS/400 Operating System I (4)
(This is a WECM Course Number.)
Prerequisite: None. A study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, visual interface options and help screens. Topics include introductory system management concepts and file management. (3 Lec., 3 Lab.)

ITSC 1413 Internet/Web Page Development (4)
(This is a WECM Course Number.)
Instruction in the use of Internet services and the fundamentals of web page design and web site development. This course may be repeated when topics and learning outcomes vary. This course may be repeated if topics and learning outcomes vary.
(3 Lec., 4 Lab.)

ITSC 1421 Intermediate PC Operating Systems (4)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by instructor. Continued study in advanced installation and configuration troubleshooting, advanced file management, memory and storage management. Update peripheral device drivers, and use of utilities to increase system performance.
(3 Lec., 3 Lab.)

ITSC 1425 Personal Computer Hardware (4)
This is a WECM course number.)
Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by instructor. A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. (3 Lec., 3 Lab.)

ITSC 1480 Cooperative Education-Computer and Information Sciences (4)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment.
Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 30 Ext.)

ITSC 1491 Special Topics in Computer and Information Sciences, General (4)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. This course may be repeated if topics and learning o

ITSC 2431 Integrated Software Applications III (4)
(This is a WECM Course Number.)
Prerequisite: ITSC 1409 or instructor consent. Designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality. This course may be repeated if topics and learning outcomes vary. (3 Lec., 3 Lab.)

ITSC 2435 Application Problem Solving (4)
(This is a WECM Course Number.)
Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Utilization of current application software to solve advanced problems and generate customized solutions, involving projects and software specific to a specific curricular area. Topics include problem solving skills, logic structures, and programming.
(3 Lec., 4 Lab.)

ITSC 2439 Personal Computer Help Desk (4)
(This is a WECM Course Number.)
Prerequisite: ITSC 1405 and (ITSW 1401 or ITSW 2431) and (ITSW 1404 or ITSW 1434) and (ITSW 1407 or ITSW 2437) or instructor approval. Diagnosis and solution of user hardware and software related problems with on-the-job projects. (2 Lec., 4 Lab.)

ITSC 2442 AS/400 Operating System II (4)
(This is a WECM Course Number.)
Prerequisite: ITSC 1411 or instructor consent. Advanced study of the AS/400 operating system. Topics include advanced concepts of systems management and communications, installation and maintenance of software, network security, and data integrity.
(3 Lec., 3 Lab.)

ITSE 1191 Special Topics in Computer Programming (1)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITSE 1280 Cooperative Education-Computer Programming (2)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment.
Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 10 Ext.)

ITSE 1281 Cooperative Education-Computer Programming (2)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 10 Ext.)

ITSE 1291 Special Topics in Computer Programming (2)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSE 1302 Computer Programming (3)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. This course is cross-listed as ITSE 1402. The student may register for either ITSE 1302 or ITSE 1402, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary.
(2 Lec., 4 Lab.)

ITSE 1311 Web Page Programming (3)
(This is a WECM Course Number.)
Instruction in Internet Web page programming and related graphic design issues including mark-up language, Web sites, Internet access software, and interactive topics. May include use of HTML, CGI, JAVA, Javascript, or ASP. This course is cross-listed as ITSE 1411. The student may register for either ITSE 1311 or ITSE 1411, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary. (2 Lec., 4 Lab.)

ITSE 1346 Database Theory and Design (3)
(This is a WECM Course Number.)
Introduction to the analysis and utilization of data requirements and organization into normalized tables using the four normal forms of database design.
(2 Lec., 4 Lab.)

ITSE 1350 System Analysis and Design (3)
(This is a WECM Course Number.)
Prerequisite: Any ITSE programming course or instructor approval. Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools.
(2 Lec., 4 Lab.)

ITSE 1356 Introduction to XML (3)
(This is a WECM Course Number.)
Prerequisite: Basic web page generation skills or instructor approval. Introduction of skills and practice related to the Extensible Markup Language/Simple Object Access Protocol. Topics to be covered will include: elements, attributes, namespaces, entities, and what constitutes a well-formed document.
(2 Lec., 2 Lab.)

ITSE 1359 Introduction to Scripting Languages (3)
(This is a WECM Course Number.)
Prerequisite: Basic web page generation skills or instructor approval. Introduction to the Perl programming language with the utilization of the three basic types of scalars, arrays and hashes, the control structures, regular expressions, I/O, and textual analysis. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSE 1380 Cooperative Education-Computer Programming (3)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

ITSE 1381 Cooperative Education-Computer Programming (3)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

ITSE 1391 Special Topics in Computer Programming (3)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSE 1402 Computer Programming (4)
This is a WECM course number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. This course is cross-listed as ITSE 1302. The student may register for either ITSE 1402 or ITSE 1302, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSE 1407 Introduction to C++ Programming (4)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1411 Web Page Programming (4)
(This is a WECM Course Number.)
Instruction in Internet Web page programming and related graphic design issues including mark-up language, Web sites, Internet access software, and interactive topics. May include use of HTML, CGI, JAVA, Javascript, or ASP. This course is cross-listed as ITSE 1311. The student may register for either ITSE 1411 or ITSE 1311, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSE 1418 Introduction to COBOL Programming (4)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1422 Introduction to C Programming (4)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1431 Introduction to Visual BASIC Programming (4)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft® Visual Studio (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 1431 or ITSE 2449 or instructor approval. An introduction to the creation of enterprise-level applications and the use of appropriate design tools and technology with Microsoft® Visual Studio. Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITSE 1444 Mastering Microsoft® Visual Basic Development (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 2450 or ITSE 1440 or instructor approval. Skill development in the creation of database applications using component object model (COM). Licensing/Certification Agency: Microsoft® Corporation. (3 Lec., 4 Lab.)

ITSE 1449 Programming Logic and Design (4)
(This is a WECM Course Number.)
A disciplined approach to problem-solving with structured techniques and representation of algorithms using appropriate design tools. Discussion of methods for testing, evaluation, and documentation.
(3 Lec., 4 Lab.)

ITSE 1450 System Analysis and Design (4)
(This is a WECM Course Number.)
Prerequisite: Any ITSE programming course or instructor approval.
Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. (3 Lec. 3 Lab.)

ITSE 1480 Cooperative Education-Computer Programming (4)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment.
Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 30 Ext.)

ITSE 1491 Special Topics in Computer Programming (4)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary.
(3 Lec., 4 Lab.)

ITSE 2302 Intermediate Web Programming (3)
(This is a WECM Course Number.)
Prerequisite: Basic Web Page generation skills or instructor approval. Intermediate applications for web authoring. Topics may include server side including (SSI), Perl, HTML, JAVA, JavaScript, and/or ASP. This course is cross-listed as ITSE 2402. The student may register for either ITSE 2302 or ITSE 2402, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary.
(2 Lec., 4 Lab.)

ITSE 2305 Windows Programming (3)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming for windows. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. This course is cross-listed as ITSE 2405. The student may register for either ITSE 2305 or ITSE 2405, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary. (2 Lec., 4 Lab.)

ITSE 2313 Web Authoring (3)
(This is a WECM Course Number.)
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. This course is cross-listed as ITSE 2413. The student may register for either ITSE 2313 or ITSE 2413, but may receive credit for only one of the two. (2 Lec., 4 Lab.)

ITSE 2359 Advanced Computer Programming
(This is a WECM Course Number.)
Prerequisite: ITSE 1302 or instructor consent.
Further applications of programming techniques. Topics include file access methods, data structures, modular programming, program testing, and documentation. This course is cross-listed as ITSE 2459. The student may register for either ITSE 2359 or ITSE 2459, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary.
(2 Lec. 4 Lab.)

ITSE 2401 Windows Programming Using C++ (4)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming for windows using C++. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 2402 Intermediate Web Programming (4)
(This is a WECM Course Number.)
Prerequisite: Basic Web Page generation skills for Computer Information Technology Programs or ITSE 2413 for Internet Development Technologies Programs or instructor approval. Intermediate applications for web authoring. Topics may include server side including (SSI), Perl, HTML, JAVA, JavaScript, and/or ASP. This course is cross-listed as ITSE 2302. The student may register for either ITSE 2402 or ITSE 2302, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary.
(3 Lec., 4 Lab.)

ITSE 2405 Windows Programming (4)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming for windows. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. This course is cross-listed as ITSE 2305. The student may register for either ITSE 2405 or ITSE 2305, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSE 2409 Database Programming (4)
This is a WECM course number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Application development using database programming techniques emphasizing database structures, modeling, and database access.
(3 Lec., 4 Lab.)

ITSE 2413 Web Authoring (4)
(This is a WECM Course Number.)
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. This course is cross-listed as ITSE 2313. The student may register for either ITSE 2413 or ITSE 2313, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary.
(3 Lec., 4 Lab.)

ITSE 2417 JAVA Programming (4)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. (3 Lec., 4 Lab.)

ITSE 2421 Object-Oriented Programming (4)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to object-oriented programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects.
(3 Lec., 4 Lab.)

ITSE 2431 Advanced C++ Programming (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 1407 or instructor approval.
Further application of C++ programming techniques including subjects such as file access, abstract data structures, class inheritance, and other advanced techniques. (3 Lec., 4 Lab.)

ITSE 2433 Implementing a Database on Microsoft® SQL Server (4)
(This is a WECM Course Number.)
Prerequisite: ITMC 1403 or equivalent experience approved by instructor. Skills development in the implementation of a database solution using Microsoft® SQL Server client/server database management system.
(3 Lec., 4 Lab.)

ITSE 2437 Assembly Language Programming (4)
(This is a WECM Course Number.)
Prerequisite: Any ITSE programming course or instructor consent. Comprehensive coverage of low-level computer operations and architecture. Includes design, development, testing, implementation, and documentation of programs; language syntax; data manipulation; input/output devices and operations; and file access. (3 Lec., 4 Lab.)

ITSE 2439 Advanced Windows Programming Using C++ (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 2401 or instructor approval.
Further applications of windows programming techniques using C++ including file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 3 Lab.)

ITSE 2443 Advanced Windows Programming (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 2405 or instructor consent. Further applications of windows programming techniques, including file access methods, data structures, modular programming, program testing, and documentation.
(3 Lec., 4 Lab.)

ITSE 2445 Data Structures (4)
(This is a WECM Course Number.)
Prerequisite: Any ITSE Introductory programming course or instructor approval. Further applications of programming techniques. Includes an in-depth look at various data structures and the operations performed on them. (3 Lec., 3 Lab.)

ITSE 2447 Advanced Database Programming (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 2409 or instructor consent. Application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access. (3 Lec., 4 Lab.)

ITSE 2449 Advanced Visual BASIC Programming (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 1431 or instructor consent. Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2450 Mastering Enterprise Development Using Microsoft® Visual Basic (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 1431 or ITSE 2449 or instructor approval. In-depth development of client/server solutions using component object modeling (COM). Licensing/ Certification Agency: Microsoft® Corporation.
(3 Lec., 4 Lab.)

ITSE 2451 Advanced COBOL Programming (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 1418 or instructor consent. Further applications of programming techniques using COBOL, including file access methods, data structures, modular programming, program testing, and documentation.
(3 Lec., 4 Lab.)

ITSE 2455 Advanced C Programming (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 1422 or instructor consent. Further applications of programming techniques using C. Topics include file access methods, data structures, modular programming, program testing, and documentation.
(3 Lec., 4 Lab.)

ITSE 2457 Advanced Object-Oriented Programming (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 2421 or instructor consent. Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, virtual functions, and exception handling.
(3 Lec., 4 Lab.)

ITSE 2459 Advanced Computer Programming (4)
(This is a WECM Course Number.)
Prerequisite: ITSE 1402 or instructor consent. Further applications of programming techniques. Topics include file access methods, data structures, modular programming, program testing, and documentation. This course is cross-listed as ITSE 2359. The student may register for either ITSE 2459 or ITSE 2359, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary.
(3 Lec., 4 Lab.)

ITSW 1280 Cooperative Education-Data Processing Technology/Technician (2)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 10 Ext.)

ITSW 1281 Cooperative Education-Data Processing Technology/Technician (2)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 10 Ext.)

ITSW 1282 Cooperative Education-Management Information Systems and Business Data Processing, General (2)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 10 Ext.)

ITSW 1283 Cooperative Education-Management Information Systems and Business Data Processing, General (2)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 10 Ext.)

ITSW 1307 Introduction to Database (3)
(This is a WECM Course Number.)
Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries, and macros. This course is cross-listed as ITSW 1407. The student may register for either ITSW 1307 or ITSW 1407, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab)

ITSW 1310 Introduction to Presentation Graphics Software (3)
(This is a WECM Course Number.)
Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by instructor. Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. This course is cross-listed as ITSW 1410. The student may register for either ITSW 1310 or ITSW 1410, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary.
(3 Lec.)

ITSW 1380 Cooperative Education-Data Processing Technology/Technician (3)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

ITSW 1381 Cooperative Education-Data Processing Technology/Technician (3)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

ITSW 1382 Cooperative Education-Management Information Systems and Business Data Processing, General (3)
(This is a WECM Course Number.)
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

ITSW 1383 Cooperative Education-Management Information Systems and Business Data Processing, General (3)
(This is a WECM course number).
Prerequisite: Instructor approval prior to enrollment. Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

ITSW 1401 Introduction to Word Processing (4)
(This is a WECM Course Number.)
Prerequisite: Keyboarding skills required. An overview of the production of documents, tables, and graphics. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, and spelling checkers. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSW 1404 Introduction to Spreadsheets (4)
(This is a WECM Course Number.)
Prerequisite: Keyboarding skills recommended. Instruction in the concepts, procedures, and importance of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and introduction to macro programming. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSW 1407 Introduction to Database (4)
(This is a WECM Course Number.)
Prerequisite: Keyboarding skills recommended. Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. This course is cross-listed as ITSW 1307. The student may register for either ITSW 1407 or ITSW 1307, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSW 1410 Introduction to Presentation Graphics Software (4)
(This is a WECM course number).
Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by instructor. Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. This course is cross-listed as ITSW 1310. The student may register for either ITSW 1410 or ITSW 1310, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSW 1413 Introduction to Data Entry (4)
(This is a WECM course number).
Prerequisite: Keyboarding by touch (15 to 20 wpm). Training in data input. Includes source documents, conversion of source data into computer input media, input record layout design, and input coding.
(3 Lec., 4 Lab.)

ITSW 1480 Cooperative Education-Data Processing Technology/Technician (4)
(This is a WECM course number).
Prerequisite: Instructor approval prior to enrollment.
Career-related activities, encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 30 Ext.)

ITSW 2401 Fundamentals of Geographic Information Systems (GIS) (4)
(This is a WECM Course Number.)
Prerequisite: ITSW 1407 or instructor approval. Introduction in the use of geographic information systems software for planning and problem-solving.
(3 Lec., 4 Lab.)

ITSW 2431 Advanced Word Processing (4)
(This is a WECM course number).
Prerequisite: ITSW 1401 or instructor consent. Continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSW 2434 Advanced Spreadsheets (4)
(This is a WECM Course Number.)
Prerequisite: ITSW 1404 or instructor consent. Designed to provide an understanding of advanced functionality of electronic spreadsheets. Topics include mathematical and financial functions, advanced formatting, graphics and macros. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSW 2437 Advanced Database (4)
(This is a WECM Course Number.)
Prerequisite: ITSW 1407 or instructor consent. Designed to provide an understanding of advanced functionality of databases. Topics include advanced data manipulation features, importing and exporting data, and advanced macros and programming. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSY 1300 Fundamentals of Information Security (3)
(This is a WECM Course Number.)
Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.
(2 Lec., 4 Lab.)

ITSY 1342 Information Technology Security (3)
(This is a WECM Course Number.)
Prerequisite: Prior networking course, networking experience or instructor approval. Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. (2 Lec., 4 Lab.)

ITSY 1400 Fundamentals of Information Security (4)
(This is a WECM Course Number.)
Basic information security goals of availability, integrity, accuracy, and confidentiality. Vocabulary and terminology specific to the field of information security are discussed. Identification of exposures and vulnerabilities and appropriate countermeasures are addressed. The importance of appropriate planning and administrative controls is also discussed.
(3 Lec., 4 Lab.)

ITSY 1442 Information Technology Security (4)
(This is a WECM Course Number.)
Prerequisite: Prior networking course, networking experience or instructor approval. Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. (3 Lec., 4 Lab.)

ITSY 2300 Operating System Security (3)
(This is a WECM Course Number.)
Prerequisite: ITSY 1342 or instructor approval. Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security. (2 Lec., 4 Lab.)

ITSY 2301 Firewalls and Network Security (3)
(This is a WECM Course Number.)
Prerequisite: ITSY 1342 or instructor approval. Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. (2 Lec., 4 Lab.)

ITSY 2341 Security Management Practices (3)
(This is a WECM Course Number.)
Prerequisite: ITSY 2301 or instructor approval. In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. (2 Lec., 4 Lab.)

ITSY 2342 Incident Response and Handling (3)
(This is a WECM Course Number.)
Prerequisite: ITSY 2300 or instructor approval. In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.
(2 Lec., 4 Lab.)

ITSY 2343 Computer System Forensics (3)
(This is a WECM Course Number.)
Prerequisite: ITSY 2342 or instructor approval. In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach. (2 Lec., 4 Lab.)

ITSY 2359 Security Assessment and Auditing (3)
(This is a WECM Course Number.)
Prerequisite: ITSY 2300 and ITSY 2301 or instructor approval. Capstone experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place.
(2 Lec., 4 Lab.)

ITSY 2400 Operating System Security (4)
(This is a WECM Course Number.)
Prerequisite: ITSY 1442 or instructor approval. Safeguard computer operating systems by demonstrating server support skills and designing and implementing a security system. Identify security threats and monitor network security implementations. Use best practices to configure operating systems to industry security. (3 Lec., 4 Lab.)

ITSY 2401 Firewalls and Network Security (4)
(This is a WECM Course Number.)
Prerequisite: ITSY 1442 or instructor approval. Identify elements of firewall design, types of security threats and responses to security attacks. Use best practices to design, implement, and monitor a network security plan. Examine security incident postmortem reporting and ongoing network security activities. (3 Lec., 4 Lab.)

ITSY 2441 Security Management Practices (4)
(This is a WECM Course Number.)
Prerequisite: ITSY 2401 or instructor approval. In-depth coverage of security management practices, including asset evaluation and risk management; cyber law and ethics issues; policies and procedures; business recovery and business continuity planning; network security design; and developing and maintaining a security plan. (3 Lec., 4 Lab.)

ITSY 2442 Incident Response and Handling (4)
(This is a WECM Course Number.)
Prerequisite: ITSY 2400 or instructor approval. In-depth coverage of incident response and incident handling, including identifying sources of attacks and security breaches; analyzing security logs; recovering the system to normal; performing postmortem analysis; and implementing and modifying security measures.
(3 Lec., 4 Lab.)

ITSY 2443 Computer System Forensics (4)
(This is a WECM Course Number.)
Prerequisite: ITSY 2442 or instructor approval. In-depth study of system forensics including methodologies used for analysis of computer security breaches. Gather and evaluate evidence to perform postmortem analysis of a security breach. (3 Lec., 4 Lab.)

ITSY 2459 Security Assessment and Auditing (4)
(This is a WECM Course Number.)
Prerequisite: ITSY 2400 and ITSY 2401 or instructor approval. Capstone experience for the security curriculum. Synthesizes technical material covered in prior courses to monitor, audit, analyze, and revise computer and network security systems to ensure appropriate levels of protection are in place.
(3 Lec., 4 Lab.)

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.)

The following MATH courses meet the requirements for Core Curriculum EXCEPT: TECM 1303, TECM 1317, TECM 1341 and TECM 1349.

MATH 1314 is a 3 credit hour lecture course. MATH 1414 is a 4 credit hour lecture course. Either course will meet degree requirements.

MATH 1314 College Algebra (3)
(This is a Texas Common Course Number.)
Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. MATH 1314 is a 3 credit hour lecture course. MATH 1414 is a 4 credit hour lecture course. Either course will meet degree requirements. This course is cross-listed as Math 1414. The student may register for either Math 1314 or Math 1414, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015419)

MATH 1316 Plane Trigonometry (3)
(This is a Texas Common Course Number.)
Prerequisite: MATH 1314 or MATH 1414 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015319)

MATH 1324 Mathematics for Business and Economics (3)
(This is a Texas Common Course Number.)
Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015219)

MATH 1325 Business Calculus and Applications I (3)
(This is a Texas Common Course Number.)
Prerequisite: MATH 1324, MATH 1314 or MATH 1414. This course includes limits, differential calculus, integral calculus, and appropriate applications. This course is cross-listed as Math 1425. The student may register for either Math 1325 or Math 1425, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015219)

MATH 1332 College Mathematics I (3)
(This is a Texas Common Course Number.)
Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015119)

MATH 1333 College Mathematics II (3)
(This is a Texas Common Course Number.)
Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015119)

MATH 1348 Analytic Geometry (3)
(This is a Texas Common Course Number.)
Prerequisite: MATH 1316 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space.
(3 Lec.)
(Coordinating Board Academic Approval Number 2701015519)

MATH 1350 Teaching Math in Elementary and Middle School I (3)
(This is a Texas Common Course Number.)
Prerequisite: MATH 1314 or MATH 1414 or the equivalent. Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification.
(3 Lec.)
(Coordinating Board Academic Approval Number 2701015619)

MATH 1351 Teaching Math in Elementary and Middle School II (3)
(This is a Texas Common Course Number.)
Prerequisite: MATH 1350. Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) certification.
(3 Lec.)
(Coordinating Board Academic Approval Number 2701015619)

MATH 1370 Business Calculus and Applications II (3)
(This is a Unique Need Course.)
Prerequisite: MATH 1325. This course includes applications of differential equations, functions of several variables, least squares modeling, multiple integrals, and infinite series. (3 Lec.)
(Coordinating Board Academic Approval Number 2701019819)

MATH 1414 is a 4 credit hour lecture course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.

MATH 1414 College Algebra (4)
(This is a Texas Common Course Number.)
Prerequisite: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. This course is cross-listed as Math 1314. The student may register for either Math 1414 or Math 1314, but may receive credit for only one of the two. (4 Lec.)
(Coordinating Board Academic Approval Number Is 2701015419)

MATH 1425 Business Calculus and Applications I (4)
(This is a Texas Common Course Number.)
Prerequisite: MATH 1324, MATH 1314 or MATH 1414. This course includes limits, differential calculus, integral calculus, and appropriate applications. This course is cross-listed as Math 1325. The student may register for either Math 1425 or Math 1325, but may receive credit for only one of the two.(4 Lec.)
(Coordinating Board Academic Approval Number 2703015219)

MATH 2305 Discrete Mathematics (3)
(This is a Texas Common Course Number.)
Prerequisite: Mathematics 2513 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices.
(3 Lec.)
(Coordinating Board Academic Approval Number 2705015119)

MATH 2315 Calculus III (3)
(This is a Texas Common Course Number.)
Prerequisite: MATH 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications.
(3 Lec.)
(Coordinating Board Academic Approval Number 2701015919)

MATH 2318 Linear Algebra (3)
(This is a Texas Common Course Number.)
Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. This course is cross-listed as Math 2418. The student may register for either Math 2318 or Math 2418, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 2701016119)

MATH 2320 Differential Equations (3)
(This is a Texas Common Course Number.)
Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. This course is cross-listed as Math 2420. The student may register for either Math 2320 or Math 2420, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015119)

MATH 2321 Differential Equations and Linear Algebra (3)
(This is a Texas Common Course Number.)
Prerequisite: Up to 12 hours of calculus. This course emphasizes solution techniques. Ordinary differential equations, vector spaces, linear transformations, matrix.vector algebra, eigenvectors, Laplace Transform, and systems of equations. This course is cross-listed as Math 2421. The student may register for either Math 2321 or Math 2421, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015719)

MATH 2342 Introductory Statistics (3)
(This is a Texas Common Course Number.)
Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093 or Developmental Mathematics 0099. 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. This course is cross-listed as Math 2442. The student may register for either Math 2342 or Math 2442, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 2705015119)

MATH 2412 Precalculus Mathematics (4)
(This is a Texas Common Course Number.)
Prerequisite: MATH 1316. This course consists of the study of algebraic and trigonometric topics including polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)
(Coordinating Board Academic Approval Number 2701015819)

MATH 2414 Calculus II (4)
(This is a Texas Common Course Number.)
Prerequisite: MATH 2513 or equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)
(Coordinating Board Academic Approval Number 2701015919)

MATH 2418 Linear Algebra (4)
(This is a Texas Common Course Number.)
Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. This course is cross-listed as Math 2318. The student may register for either Math 2418 or Math 2318, but may receive credit for only one of the two. (4 Lec.)
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MATH 2420 Differential Equations (4)
(This is a Texas Common Course Number.)
Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. This course is cross-listed as Math 2320. The student may register for either Math 2420 or Math 2320, but may receive credit for only one of the two. (4 Lec.)
(Coordinating Board Academic Approval Number 2703015119)

MATH 2421 Differential Equations and Linear Algebra (4)
(This is a Texas Common Course Number.)
Prerequisite: Up to 12 hours of calculus. This course emphasizes solution techniques. Ordinary differential equations, vector spaces, linear transformations, matrix.vector algebra, eigenvectors, Laplace Transform, and systems of equations. This course is cross-listed as Math 2321. The student may register for either Math 2421 or Math 2321, but may receive credit for only one of the two. (4 Lec.)
(Coordinating Board Academic Approval Number 2701015719)

MATH 2442 Introductory Statistics (4)
(This is a Texas Common Course Number.)
Prerequisite: Two years of high school algebra and an appropriate test scores or Developmental Mathematics 0093 or Developmental Mathematics 0099. 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. This course is cross-listed as Math 2342. The student may register for either Math 2442 or Math 2342, but may receive credit for only one of the two. (4 Lec.)
(Coordinating Board Academic Approval Number 2705015119)

MATH 2513 Calculus I (5)
(This is a Texas Common Course Number.)
Prerequisite: MATH 2412 or MATH 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)
(Coordinating Board Academic Approval Number 2701015919)

MDCA 1313 Medical Terminology (3)
(This is a WECM Course Number.)
Prerequisite: GED or High School Diploma and admission to program. A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. This course is cross-listed as MDCA 1213. The student may register for either MDCA 1313 or MDCA 1213, but may receive credit for only one of the two. (3 Lec.)

MRKG 1301 Customer Relations (3)
(This is a WECM Course Number.)
Topics address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. (3 Lec.)

MRKG 1302 Principles of Retailing (3)
(This is a WECM Course Number.)
Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing. (3 Lec.)

MRKG 1311 Principles of Marketing (3)
(This is a WECM Course Number.)
Introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. (3 Lec.)

MRKG 1381 Cooperative Education - Marketing/Marketing Management, General (3)
(This is a WECM Course Number.)
Prerequisite: Completion of two courses in Business Marketing or demonstrated competence approved by the instructor. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 15 Ext.)

MRKG 2333 Principles of Selling (3)
(This is a WECM Course Number.)
Overview of the selling process. Identification of the elements of the communication process between buyers and sellers and examination of the legal and ethical issues of organizations which affect salespeople.
(3 Lec.)

MRKG 2349 Advertising and Sales Promotion (3)
(This is a WECM Course Number.)
Introduction to the advertising principles, practices, and multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints.
(3 Lec.)

MRKG 2381 Cooperative Education - Marketing/Marketing Management, General (3)
(This is a WECM Course Number.)
Prerequisite: Completion of two courses in Business Marketing or demonstrated competence approved by the instructor. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 15 Ext.)

MTRC 1366 Practicum - Motorcycle Mechanic and Repairer (3)
(This is a WECM course number).
A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience.
(1 Lec., 20 Ext.)

MTRC 1380 Cooperative Education-Motorcycle Mechanic and Repairer (3)
(This is a WECM Course Number.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience.
(1 Lec., 20 Ext.)

MTRC 1402 Motorcycle Tune Up (4)
(This is a WECM Course Number.)
Introduction to tune up procedures for both two and four stroke motorcycles including analysis, valve train, ignition, fuel system, and chassis service. Emphasis on the appropriate procedures and equipment.
(3 Lec., 4 Lab.)

MTRC 1405 Motorcycle Service Principles (4)
(This is a WECM Course Number.)
Principles of operation of two and four stroke motorcycle engines and their associated systems. Emphasis on troubleshooting and analysis of faulty systems and their individual components. (3 Lec., 4 Lab.)

MTRC 1408 Motorcycle Chassis and Drive Systems (4)
(This is a WECM Course Number.)
Theory of operation, servicing procedures, and problem diagnosis of motorcycle chassis, final drive systems, wheels, brakes, frames, and suspensions with emphasis on troubleshooting for handling and ridability problems. (3 Lec., 4 Lab.)

MUAP 1115 Applied Music-Electric Bass (1)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1117 Applied Music-Flute (1)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1129 Applied Music-Clarinet (1)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1133 Applied Music-Saxophone (1)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1137 Applied Music-Trumpet (1)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1157 Applied Music-Percussion (1)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1158 Applied Music-Drum Set (1)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1161 Applied Music-Guitar (1)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1165 Applied Music-Organ (1)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1169 Applied Music-Piano (1)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1181 Applied Music-Voice (1)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2215 Applied Music-Electric Bass (2)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2217 Applied Music-Flute (2)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2229 Applied Music-Clarinet (2)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2233 Applied Music-Saxophone (2)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2237 Applied Music-Trumpet (2)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2257 Applied Music-Percussion (2)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2258 Applied Music-Drum Set (2)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2261 Applied Music-Guitar (2)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2265 Applied Music-Organ (2)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2269 Applied Music-Piano (2)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2281 Applied Music-Voice (2)
(This is a Texas Common Course Number.)
This course may be repeated for credit.
(Coordinating Board Academic Approval Number 5009035426)

MUEN 1134 Guitar Ensemble (1)
(This is a Texas Common Course Number.)
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 5009035626)

MUEN 1135 Percussion Ensemble (1)
(This is a Texas Common Course Number.)
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 5009035626)

MUEN 1151 Vocal Ensemble (1)
(This is a Texas Common Course Number.)
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 5009035826)

MUEN 2123 Lab Band (1)
(This is a Texas Common Course Number.)
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 5009035526)

MUSB 1305 Survey of the Music Business (3)
(This is a WECM Course Number.)
An overview of the music industry including songwriting, live performances, the record industry, music merchandising, contracts and licenses, and career opportunities. (3 Lec.)

MUSB 1380 Cooperative Education - Music Management and Merchandising (3)
(This is a WECM Course Number.)
Career related activities encountered in the students' area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. (1 Lec., 15 Ext.)

MUSB 1381 Cooperative Education - Music Management and Merchandising (3)
(This is a WECM course number).
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 15 Ext.)

MUSC 1303 History of Popular Music (3)
(This is a WECM Course Number.)
A study of commercial music industry trends and developments through historical analysis. Topics include the evolution of the music industry with emphasis on the development of popular musical styles and the impact of culture and technology on industry growth.
(3 Lec.)

MUSC 1327 Audio Engineering I (3)
(This is a WECM Course Number.)
Overview of the recording studio. Topics include basic studio electronics and acoustic principles, wave form analysis, microphone concepts and miking techniques, studio set up and signal flow, recording console theory, signal processing concepts, tape machine principles and operation, and an overview of mixing and editing.
(2 Lec., 3 Lab.)

MUSC 1331 Musical Instrument Digital Interface (MIDI) I (3)
(This is a WECM course number).
History and evolution of Musical Instrument Digital Interface (MIDI) systems and applications, the MIDI language, and applications in the studio environment using software-based sequencing programs.
(2 Lec., 2 Lab.)

MUSC 2141 Forum/Recital (1)
(This is a WECM Course Number.)
Stylistic analysis of commercial music performances presented by students, faculty, and guest artists. This course may be repeated if topics and learning outcomes vary. (2 Lab.)

MUSC 2314 Improvisation Theory I (3)
(This is a WECM Course Number.)
A study of the chordal structures of jazz, rock, country, and fusion with emphasis on extemporaneous performance. (3 Lec.)

MUSC 2319 Orchestration (3)
(This is a WECM Course Number.)
Exploration of writing for voices and instruments to include ranges, transposition, and idiosyncrasies of each instrument with emphasis on commercial music chord voicings. (3 Lec.)

MUSC 2427 Audio Engineering II (4)
(This is a WECM Course Number.)
Prerequisite: MUSC 1327. Implementation of the recording process, microphones, audio console, multitrack recorder, and signal processing devices. (3 Lec., 3 Lab.)

MUSC 2447 Audio Engineering III (4)
(This is a WECM Course Number.)
Prerequisite: MUSC 2427. Procedures and techniques in recording and manipulating audio. Topics include advanced computer-based console automation, hard disk based digital audio editing, nonlinear digital multitrack recording, and advanced engineering project completions. (3 Lec., 3 Lab.)

MUSC 2448 Audio Engineering IV (4)
(This is a WECM Course Number.)
Prerequisite: MUSC 2447. Examination of the role of the producer including recording, mixing, arranging, analyzing projects, session planning, communication, budgeting, business aspects, technical considerations, and music markets. (3 Lec., 3 Lab.)

MUSI 1116 Musicianship I (1)
(This is a Texas Common Course Number.)
Prerequisite: Music 1300, Music 1304 or consent of the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045626)

MUSI 1117 Musicianship II (1)
(This is a Texas Common Course Number.)
Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045626)

MUSI 1181 Piano Class I (1)
(This is a Texas Common Course Number.)
This course is primarily for students with no piano background. It develops basic musicianship and piano skills. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075126)

MUSI 1182 Piano Class II (1)
(This is a Texas Common Course Number.)
Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. (2 Lab.)
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MUSI 1183 Voice Class I (1)
(This is a Texas Common Course Number.)
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 5009085126)

MUSI 1192 Guitar Class I (1)
(This is a Texas Common Course Number.)
An introductory course in acoustic guitar playing based on acoustic and classical guitar technique. Music reading of melodic, harmonic, and rhythmic exercises are learned to gain initial mastery of the fundamental techniques of guitar playing. Introductory elements about the history and culture of the guitar are included in this course. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035126)

MUSI 1300 Foundations of Music I (3)
(This is a Texas Common Course Number.)
This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045426)

MUSI 1304 Foundations of Music II (3)
(This is a Texas Common Course Number.)
Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045426)

MUSI 1306 Music Appreciation (3)
(This is a Texas Common Course Number.)
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 5009025126)

MUSI 1311 Music Theory I (3)
(This is a Texas Common Course Number.)
Prerequisite: Music 1300 and 1304 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045126)

MUSI 1312 Music Theory II (3)
(This is a Texas Common Course Number.)
Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045126)

MUSI 1386 Composition (3)
(This is a Texas Common Course Number.)
Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045326)

MUSI 2116 Musicianship III (1)
(This is a Texas Common Course Number.)
Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045726)

MUSI 2117 Musicianship IV (1)
(This is a Texas Common Course Number.)
Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045726)

MUSI 2311 Music Theory III (3)
(This is a Texas Common Course Number.)
Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045226)

MUSI 2312 Music Theory IV (3)
(This is a Texas Common Course Number.)
Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2117 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045226)

MUSP 1242 Small Commercial Music Ensemble (2)
(This is a WECM Course Number.)
Participation in a small commercial music ensemble concentrating on commercial music performance styles. (3 Lec.)

MUSP 1391 Special Topics in Music - General Performance (3)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec.)

NUPC 1320 Patient Care Technician (3)
(This is a WECM Course Number.)
A course designed to provide the student with the necessary training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting. A national certification test is offered upon successful completion of the course. (2 Lec., 3 Lab.)

NURA 1160 Clinical – Nursing Assistant/Aide (1)
(This is a WECM Course Number.)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (3 Ext.)

NURA 1260 Clinical-Nurse/Nursing Assistant/Aide and Patient Care Assistant (2)
(This is a WECM Course Number.)
A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. (6 Ext.)

NURA 1291 Special Topics in Nursing Assistant/Aide (2)
(This is a WECM Course Number.)
Instruction in first aid for the injured or ill persons. Includes lifesaving skills for respiratory and cardiac emergencies involving adults, children, and infants in a medical setting. During this course students will be awarded the American Heart Association Healthcare Provider Course Completion card. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

NURA 1301 Nurse Aide for Health Care Organizations I (3)
(This is a WECM Course Number.)
Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team. (2 Lec., 3 Lab.)

NUTR 1322 Principles of Nutrition (3)
(The Texas Common Course Number is HECO 1322.)
This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)
(Coordinating Board Academic Approval Number 1905025109)

PHED 1100 Beginning Lifetime Sports Activities (1)
(This is a Texas Common Course Number.)
Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, conditioning activities and physical assessments where appropriate. Physical. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1101 Beginning Casting and Angling (1)
(This is a Texas Common Course Number.)
This course will include the fundamentals of bait casting, spinning and spin casting. This course covers basic knowledge and understanding of angling techniques and concepts, and will include several tackle crafts. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1102 Beginning Soccer (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1104 Beginning Softball (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1107 Intramural Athletics (1)
(This is a Texas Common Course Number.)
Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1109 Beginning Golf (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1111 Beginning Bowling (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1114 Beginning Swimming (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1117 Beginning Basketball and Volleyball (1)
(This is a Texas Common Course Number.)
Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1119 Beginning Weight Training (1)
(This is a Texas Common Course Number.)
Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1120 Beginning Self-Defense (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1121 Beginning Jogging (1)
(This is a Texas Common Course Number.)
Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1122 Outdoor Education (1)
(This is a Texas Common Course Number.)
Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1123 Beginning Walking for Fitness (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1124 Beginning Aerobics (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1125 Aquatic Fitness (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1130 Intermediate Lifetime Sports Activities (1)
(This is a Texas Common Course Number.)
Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1131 Intermediate Soccer (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1132 Intermediate Softball (1)
(This is a Texas Common Course Number.)
Emphasis is placed on game strategy, base coaching, preparing a lineup, conducting drills, and performance on hitting, catching, and throwing. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1134 Intermediate Physical Fitness (1)
(This is a Texas Common Course Number.)
Basic skills and techniques of fitness-related activities are developed beyond the beginner level. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1136 Intermediate Golf (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1140 Intermediate Swimming (1)
(This is a Texas Common Course Number.)
The correct performance of the crawl, elementary back stroke, side and breast strokes will be emphasized. Some speed and endurance swimming will be required. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1141 Intermediate Weight Training (1)
(This is a Texas Common Course Number.)
Skills and instruction in weight training techniques are developed beyond the beginner level. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1142 Intermediate Self-Defense (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1143 Intermediate Jogging (1)
(This is a Texas Common Course Number.)
Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1144 Intermediate Walking for Fitness (1)
(This is a Texas Common Course Number.)
Students participate in a low impact exercise walking program beyond the beginning level. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1145 Intermediate Aerobics (1)
(This is a Texas Common Course Number.)
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 3601085123)

PHED 1146 Intermediate Basketball (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1147 Intermediate Volleyball (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1148 Intermediate Baseball (1)
(This is a Texas Common Course Number.)
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. Equipment is furnished. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1150 Intermediate Bowling (1)
(This is a Texas Common Course Number.)
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. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1164 Beginning Physical Fitness (1)
(This is a Texas Common Course Number.)
Students are introduced to wellness 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. (3 Lab.)
(Coordinating Board Academic Approval Number 3105015223)

PHED 1304 Health for Today (3)
(This is a Texas Common Course Number.)
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 5115045116)

PHED 1308 Sports Officiating I (3)
(This is a Texas Common Course Number.)
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 3101015123)

PHED 1309 Sports Officiating II (3)
(This is a Texas Common Course Number.)
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 3101015123)

PHED 1321 The Coaching of Football and Basketball (3)
(This is a Texas Common Course Number.)
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 3105055123)

PHED 1336 Outdoor Recreation (3)
(This is a Texas Common Course Number.)
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 3101015123)

PHIL 1301 Introduction to Philosophy (3)
(This is a Texas Common Course Number.)
An introduction to the ideas about such things as the good life, reality, God, the acquisition and characteristics of knowledge, and the nature of humans. Students will evaluate both ancient and modern theories about these issues in terms of their logic, historical significance, and meaning in everyday life, as they practice the methods for doing philosophy. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015112)

PHIL 2306 Ethics (3)
(This is a Texas Common Course Number.)
Consideration of what constitutes a good and a moral life. Using classical and contemporary theories, students will weigh such ingredients as pleasure, duty, power, and love as they apply to current issues of daily living. Students may consider ethical problems in business, law, and medicine. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015312)

PHIL 2318 Contemporary Philosophy (3)
(This is a Texas Common Course Number.)
As a third course in the history of philosophy sequence, this course examines philosophic movements in the 20th and 21st centuries. Emphasis may vary from semester to semester. Existentialism, logical positivism, linguistic philosophy, among others, as well as individual philosophers, may be considered. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015512)

PHYS 1401 Introductory General Physics (4)
(This is a Texas Common Course Number.)
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. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015303)

PHYS 1402 Introductory General Physics (4)
(This is a Texas Common Course Number.)
Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015303)

PHYS 1411 Fundamentals of Astronomy (4)
(This is a Texas Common Course Number.)
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. This course is cross-listed as Physics 1311. The student may register for either Physics 1411 or Physics 1311, but may receive credit for only one of the two. (3 Lec., 3 Lab)
(Coordinating Board Academic Approval Number 4002015103)

PHYS 1412 General Introductory Astronomy (4)
(This is a Texas Common Course Number.)
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. This course is cross-listed as Physics 1312. The student may register for either Physics 1412 or Physics 1312, but may receive credit for only one of the two.
(3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4002015103)

PHYS 2425 General Physics (4)
(This is a Texas Common Course Number.)
Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. (3 Lec., 3 Lab)
(Coordinating Board Academic Approval Number 4008015403)

PHYS 2426 General Physics (4)
(This is a Texas Common Course Number.)
Prerequisite: Physics 2425 and credit or concurrent enrollment in Mathematics 2414. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session.
(3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015403)

POFI 1301 Computer Applications I (3)
(This is a WECM Course Number.)
Prerequisite: Keyboarding proficiency. Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course may be repeated if topics and learning outcomes vary.
(2 Lec., 2 Lab.)

POFI 1341 Computer Applications II (3)
(This is a WECM Course Number.)
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures This course is cross-listed as POFI 1441. The student may register for either POFI 1341 or POFI 1441, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary.
(2 Lec., 2 Lab.)

POFI 1349 Spreadsheets (3)
(This is a WECM Course Number.)
In-depth coverage in the use of a spreadsheet software application. This course may be repeated if topics and learning outcomes vary. (2 Lec., 3 Lab.)

POFI 1441 Computer Applications II (4)
(This is a WECM Course Number.)
Prerequisite: Computer Applications I or equivalent. Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course is cross-listed as POFI 1341. The student may register for either POFI 1441 or POFI 1341, but may receive credit for only one of the two. This course may be repeated if topics and learning outcomes vary.
(3 Lec., 2 Lab.)

POFI 2301 Word Processing (3)
(This is a WECM Course Number.)
Prerequisite: Keyboarding proficiency. In-depth coverage of word processing software application. This course may be repeated if topics and learning outcomes vary.
(2 Lec., 2 Lab.)

POFI 2331 Desktop Publishing for the Office (3)
(This is a WECM Course Number.)
Prerequisite: Keyboarding proficiency.
In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. This course may be repeated if topics and learning outcomes vary.
(2 Lec., 2 Lab.)

POFI 2340 Advanced Word Processing (3)
(This is a WECM course number).
Prerequisite: POFI 2301 or instructor consent. Continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

POFT 1127 Introduction to Keyboarding (1)
(This is a WECM Course Number.)
Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. (3 Lab.)

POFT 1192 Special Topics in Administrative Assistant/Secretarial Science, General (1)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary.
(1 Lec.)

POFT 1193 Special Topics in General Office/Clerical and Typing Services (1)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary.
(2 Lab.)

POFT 1207 Proofreading and Editing (2)
(This is a WECM Course Number.)
Instruction in proofreading and editing skills necessary to assure accuracy in business documents. (1 Lec., 2 Lab.)

POFT 1292 Special Topics in Administrative Assistant/Secretarial Science, General (2)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary.
(2 Lec.)

POFT 1293 Special Topics in General Office/Clerical and Typing Services (2)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary.
(1 Lec., 2 Lab.)

POFT 1301 Business English (3)
(This is a WECM Course Number.)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (2 Lec., 2 Lab.)

POFT 1309 Administrative Office Procedures I (3)
(This is a WECM Course Number.)
Prerequisite: Basic keyboarding skills. Study of current office procedures, duties, and responsibilities applicable to an office environment. (2 Lec., 2 Lab.)

POFT 1313 Professional Development for Office Personnel (3)
(This is a WECM Course Number.)
Preparation for the work force including business ethics, interpersonal relations, professional attire, and career advancement. (2 Lec., 2 Lab.)

POFT 1319 Records and Information Management I (3)
(This is a WECM Course Number.)
Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. (2 Lec., 2 Lab.)

POFT 1321 Business Math (3)
(This is a WECM Course Number.)
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. (3 Lec.)

POFT 1325 Business Math and Machine Applications (3)
(This is a WECM Course Number.)
Skill development in the use of electronic calculators and business math functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculation/keyboard. (2 Lec., 2 Lab.)

POFT 1328 Business and Professional Presentations (3)
(This is a WECM Course Number.)
Prerequisite: Keyboarding proficiency.
Skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills. This course may be repeated if topics and learning outcomes vary.
(2 Lec., 2 Lab.)

POFT 1329 Keyboarding and Document Formatting (3)
(This is a WECM Course Number.)
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
(2 Lec., 2 Lab.)

POFT 1349 Administrative Office Procedures II (3)
(This is a WECM Course Number.)
In-depth coverage of office application with special emphasis on decision making, goal setting, management theories, and critical thinking. (2 Lec., 2 Lab.)

POFT 1380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM Course Number.)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

POFT 2203 Speed and Accuracy Building (2)
(This is a WECM Course Number.)
Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. (1 Lec., 2 Lab.)

POFT 2301 Document Formatting and Skillbuilding (3)
(This is a WECM Course Number.)
Prerequisite: Keyboarding and Document Formatting. A continuation of keyboarding skills in document formatting, emphasizing speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. (2 Lec., 2 Lab.)

POFT 2312 Business Correspondence and Communication (3)
(This is a WECM Course Number.)
Prerequisite: Basic keyboarding skills. Development of writing skills to produce effective business documents. (2 Lec., 2 Lab.)

POFT 2331 Administrative Systems (3)
(This is a WECM Course Number.)
Advanced concepts of project management and office procedures utilizing integration of previously learned office skills. (2 Lec., 2 Lab.)

POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM Course Number.)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

POFT 2388 Internship-General Office/Clerical and Typing Services (3)
(This is a WECM Course Number.)
A work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. A learning plan is developed by the college and the employer. (1 Lec., 15 Ext.)

PSYC 2301 Introduction to Psychology (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015125)

PSYC 2302 Applied Psychology (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. Psychological facts and principles are applied to problems and activities of life and will be used to examine basic aspects of human relationships in society. This course will involve the direct application of psychological principles to human relations problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015225)

PSYC 2306 Human Sexuality (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading. Topics include physiological, psychological, and sociological aspects of human sexuality. This course is cross-listed as Sociology 2306. The student may register for either Pyschology 2306 or Sociology 2306, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015325)

PSYC 2314 Developmental Psychology (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading and Psychology 2301 recommended. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec)
(Coordinating Board Academic Approval Number 4207015125)

PSYC 2316 Psychology of Personality (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading and Psychology 2301 recommended. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec)
(Coordinating Board Academic Approval Number 4201015725)

RELE 1105 Uniform Standards of Professional Appraisal Practices (1)
(This is a WECM Course Number.)
Provides instruction on current provisions of the Uniform Standards of Professional Appraisal Practice (USPAP). (1 Lec.)

RELE 1191 Special Topics in Real Estate (1)
(This is a WECM Course Number.)
Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

RELE 1291 Special Topics in Real Estate (2)
(This is a WECM Course Number.)
Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

RELE 1301 Principles of Real Estate (3)
(This is a WECM Course Number.)
An overview of licensing as a real estate broker and salesperson, 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. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. This course is cross-listed as RELE 1201. The student may register for either RELE 1301 or RELE 1201, but may receive credit for only one of the two. (3 Lec.)

RELE 1303 Real Estate Appraisal (3)
(This is a WECM Course Number.)
A study of the central purposes and functions of an appraisal, social, and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 Lec.)

RELE 1307 Real Estate Investment (3)
(This is a WECM Course Number.)
Financing, evaluation, and management of real estate investment. Emphasis on real estate investment characteristics, techniques of investment analysis, time-valued money, discounted investment criteria, leverage, and applications to property tax implications of owning real estate. (3 Lec.)

RELE 1309 Real Estate Law (3)
(This is a WECM Course Number.)
Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. (3 Lec.)

RELE 1311 Law of Contracts (3)
(This is a WECM Course Number.)
Includes the elements of a contract, offer and acceptance, the statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements. (3 Lec.)

RELE 1315 Property Management (3)
(This is a WECM Course Number.)
A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance reports, habitability laws, and the Fair Housing Act. (3 Lec.)

RELE 1319 Real Estate Finance (3)
(This is a WECM Course Number.)
An overview of the U.S. monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and the State Housing Agency. (3 Lec.)

RELE 1321 Real Estate Marketing (3)
(This is a WECM Course Number.)
A study of real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the deceptive trade practice act, consumer protection act, and commercial code. (3 Lec.)

RELE 1323 Real Estate Computer Application (3)
(This is a WECM Course Number.)
A study of the availability of technology, especially software, and its ability to help a real estate agent become more productive. Includes data base mapping interest and software application. (3 Lec.)

RELE 1324 Loan Origination and Quality Control (3)
(This is a WECM Course Number.)
An introduction to the mortgage loan application process. Topics include regulatory compliance and documentation; real estate contracts; the mortgage application process, interview techniques; credit, income and property qualification, quality controls and procedures. (3 Lec.)

RELE 1325 Real Estate Mathematics (3)
(This is a WECM Course Number.)
Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement. (3 Lec.)

RELE 1327 Real Estate Commercial Appraisal (3)
(This is a WECM Course Number.)
Principles and techniques used in the valuation of commercial property. Topics include purposes and functions of an appraisal, social and economic forces affecting value, appraisal case studies, cost, and income approaches to value. (3 Lec.)

RELE 1381 Cooperative Education - Real Estate (3)
(This is a WECM Course Number.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. (1 Lec., 20 Ext.)

RELE 1391 Special Topics In Real Estate (3)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec.)

RELE 2209 Principles of Real Estate II (2)
(This is a WECM Course Number.)
An overview of licensing as a real estate broker and salesperson, 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. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. This course must be taken concurrently with RELE 1201. This course is cross-listed as RELE 2309. The student may register for either RELE 2209 or RELE 2309, but may receive credit for only one of the two. (2 Lec.)

RELE 2301 Law of Agency (3)
(This is a WECM Course Number.)
A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. (3 Lec.)

RELE 2309 Principles of Real Estate II (3)
(This is a WECM Course Number.)
An overview of licensing as a real state 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; discrimination; housing credit discrimination, and community reinvestment. This course is cross-listed as RELE 2209. The student may register for either RELE 2309 or RELE 2209, but may receive credit for only one of the two.
(3 Lec.)

RELE 2380 Cooperative Education - Real Estate (3)
(This is a WECM Course Number.)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

RELE 2381 Cooperative Education - Real Estate (3)
(This is a WECM Course Number.)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 20 Ext.)

RELE 2388 Internship - Real Estate (3)
(This is a WECM Course Number.)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. (9 Ext.)

RELE 2389 Internship - Real Estate (3)
(This is a WECM Course Number.)
A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer. (9 Ext.)

NOTE: These courses carry a Dallas County Community College prefix of "RELI"; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.

RELI 1304 Major World Religion (3)
(The Texas Common Course Number is PHIL 1304.)
This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)
(Coordinating Board Academic Approval Number 3802015212)

RTVB 1380 Cooperative Education - Radio and Television (3)
(This is a WECM Course Number.)
Career related activities encountered in the students area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. (1 Lec., 15 Ext.)

RTVB 1381 Cooperative Education – Radio and Television (3)
(This is a WECM Course Number.)
Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.
(1 Lec., 15 Ext.)

RTVB 1391 Special Topics in Radio and Television Broadcasting (3)
(This is a WECM Course Number.)
Prerequisite: RTVB 1305, concurrent enrollment in RTVB 1305 or with approval from instructor.
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary.
(2 Lec., 3 Lab.)

RTVB 1392 Special Topics in Radio and Television Broadcasting Technology/Technician (3)
(This is a WECM Course Number.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec.)

SCIT 1407 Human Anatomy and Physiology I (4)
(This is a WECM Course Number.)
In-depth coverage of the structure and function of the human body. Topics include cell structure and function; tissues; body organization; and the integumentary, skeletal, muscular, nervous and endocrine systems. Emphasis is on homeostasis. This course is cross-listed as SCIT 1307. The student may register for either SCIT 1407 or SCIT 1307, but may receive credit for only one of the two. (3 Lec., 3 Lab.)

SCIT 1408 Human Anatomy and Physiology II (4)
(This is a WECM Course Number.)
Prerequisite: SCIT 1407, Human Anatomy and Physiology I. A continuation of Human Anatomy and Physiology I with in-depth coverage of the structure and function of the human body. Topics include the digestive, respiratory, cardiovascular, lymphatic, immune, excretory, and reproductive systems. Emphasis is on homeostasis. (3 Lec., 3 Lab.)

SMER 1366 Practicum - Small Engine Mechanic and Repairer (3)
(This is a WECM Course Number.)
A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

SMER 1371 Service Department Operations (3)
(This is a WECM Local Need Course.)
Prerequisite: Successful completion of 16 credit hours in Engine Technology courses. This course combines the study of the operations of a service department including repair orders, service scheduling, customer relations, parts department operations, PC based parts systems, and warranty policy with the performance of Capstone service projects. (1 Lec., 8 Lab.)

SMER 1380 Cooperative Education - Small Engine Mechanic and Repairer (3)
(This is a WECM Course Number.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

SMER 1401 Outboard Tune-Up (4)
(This is a WECM Course Number.)
An introductory course in tune up procedures for both two and four stroke outboard motors including analysis, valve train, ignition, fuel, cooling, and drive systems service. Emphasis is on appropriate equipment and procedures. (3 Lec., 4 Lab.)

SMER 1404 Outboard Service Principles (4)
(This is a WECM Course Number.)
Principles of operation of two- and four- stroke outboard motors and their associated systems. Emphasis is on troubleshooting and analysis of faulty systems and their individual components. (3 Lec., 4 Lab.)

SMER 1407 Outboard Powerhead Overhaul (4)
(This is a WECM Course Number.)
An introductory course in overhaul procedures for two stroke outboard powerhead overhaul. Emphasis is on proper shop procedures for disassembly, inspection, servicing, and assembly of two stroke outboard powerheads. (3 Lec., 4 Lab.)

SMER 1410 Outboard Lower Units (4)
(This is a WECM Course Number.)
Operation, service, troubleshooting, and overhaul of all systems of an outboard motor located below the powerhead. Emphasis on the use of proper tools and procedures when servicing the mid section, lower unit, trim and tilt systems. (3 Lec., 4 Lab.)

SMER 1413 Outboard Electrical Systems (4)
(This is a WECM Course Number.)
Theory of operation and test procedures and equipment used in the diagnosis and repair of the various circuits which make up an outboard motor's electrical systems. (3 Lec., 4 Lab.)

SMER 1416 Motorcycle Two-Stroke Engine/Transmission (4)
(This is a WECM Course Number.)
Overhaul procedures for two-stroke motorcycle engines and transmissions. Emphasis is on proper shop procedures for servicing the piston, cylinder, crankshaft assembly, and transmission during the course of an overhaul. (3 Lec., 4 Lab.)

SMER 1419 Motorcycle Four-Stroke Engine/Transmission (4)
(This is a WECM Course Number.)
Overhaul procedures for four-stroke motorcycle engines and transmissions. Emphasis is on approved shop procedures for disassembly, assembly, component inspection, measurement, servicing, and transmission troubleshooting in transmission inspection.
(3 Lec., 4 Lab.)

SMER 1422 Motorcycle Electrical Systems (4)
(This is a WECM Course Number.)
Theory of operation and test procedures and equipment used in the diagnosis and repair of the various circuits which make up a motorcycle electrical system.
(3 Lec., 4 Lab.)

SMER 1425 Small Engine Electrical Systems (4)
(This is a WECM Course Number.)
Theory of operation and test procedures and equipment used in the diagnosis and repair of the various circuits which make up a small engine electrical system.
(3 Lec., 4 Lab.)

SMER 1428 Small Engine Service Principles (4)
(This is a WECM Course Number.)
Principles of operation of two- and four- stroke small engines and their associated systems. Emphasis on troubleshooting and the analysis of faulty systems and their components. (3 Lec., 4 Lab.)

SMER 1431 Small Engine Tune-Up (4)
(This is a WECM Course Number.)
Tune-up procedures for two- and four- stroke small engines including analysis, valve train, ignition fuel, starter, cutter, and safety compliance systems. Emphasis is on the use of appropriate equipment and procedures. (3 Lec., 4 Lab.)

SMER 1434 Small Engine Two-Stroke Overhaul (4)
(This is a WECM Course Number.)
Overhaul procedures for two-stroke small engines as used in lawn and garden applications. Emphasis is on proper shop procedures for disassembly, inspection, servicing, and assembly of two stroke small engines and their applicable drive systems. (3 Lec., 4 Lab.)

SMER 1437 Small Engine Four-Stroke Overhaul (4)
(This is a WECM Course Number.)
Overhaul procedures for four-stroke small engines, transmissions, and transaxles. Emphasis is on shop procedures for disassembly, assembly, component inspection, component measurement, component servicing, transmission troubleshooting, transmission inspection, and transaxle inspection. (3 Lec., 4 Lab.)

SOCI 1301 Introduction to Sociology (3)
(This is a Texas Common Course Number.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the Texas Success Initiative (TSI) standard in Reading and Writing. This course is a sociological study of social behavior processes and structures, emphasizing diversity and commonality among human beings. Topics are examined through several sociological perspectives, encouraging critical thinking and personal responsibility about social issues. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015125)

SOCI 1306 Contemporary Social Issues (3)
(This is a Texas Common Course Number.)
This course is a sociological study of social issues which typically include criminal behavior, social justice, poverty, social stratification, demographic shifts, health care, public policy, civil rights and social activism. Specific topics may vary from semester to semester to address contemporary social concerns. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015225)

SOCI 2301 Marriage, Family, and Close Relationships (3)
(This is a Texas Common Course Number.)
Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included.
(3 Lec.)
(Coordinating Board Academic Approval Number 4511015425)

SOCI 2306 Human Sexuality (3)
(This is a Texas Common Course Number.)
Topics include physiological, psychological, and sociological aspects of human sexuality. This course is cross-listed as Psychology 2306. The student may register for either Sociology 2306 or Psychology 2306, but may receive credit for only one of the two. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015325)

SOCI 2320 Field Studies in American Minorities (3)
(This is a Texas Common Course Number.)
Experience is provided in various minority community centers. Work is under professional supervision in a task-oriented setting. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015325)

SPAN 1411 Beginning Spanish (4)
(This is a Texas Common Course Number.)
This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. This course is cross-listed as Spanish 1311. The student may register for either Spanish 1411 or Spanish 1311, but may receive credit for only one of the two. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055113)

SPAN 1412 Beginning Spanish (4)
(This is a Texas Common Course Number.)
Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor This course continues the oral practice, reading, writing, grammar and cultural studies begun in Spanish 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055113)

SPAN 2311 Intermediate Spanish (3)
(This is a Texas Common Course Number.)
Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor This course is designed to further develop students' overall language proficiency and cultural knowledge though advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055213)

SPAN 2312 Intermediate Spanish (3)
(This is a Texas Common Course Number.)
Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor This course is a continuation of Spanish 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055213)

SPCH 1144 Speech Communication Workshop I (1)
(This is a Texas Common Course Number.)
This laboratory course offers students a wide variety of applied speech communication experiences. (2 Lab.)
(Coordinating Board Academic Approval Number 2310016012)

SPCH 1145 Speech Communication Workshop II (1)
(This is a Texas Common Course Number.)
This laboratory course offers students a wide variety of applied speech communication experiences. (2 Lab.)
(Coordinating Board Academic Approval Number 2310016012)

SPCH 1311 Introduction to Speech Communication (3)
(This is a Texas Common Course Number.)
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards. Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015112)

SPCH 1315 Fundamentals of Public Speaking (3)
(This is a Texas Common Course Number.)
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met Texas Success Initiative (TSI) Reading and Writing standards. An introductory course to develop the student's skills, knowledge, and understanding of the public speaking process. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well-prepared speeches, using computer technology when appropriate. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015312)

SPCH 1321 Business and Professional Communication (3)
(This is a Texas Common Course Number.)
Theories and skills of speech communication as applied to business and professional situations will be studied. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015212)

TECA 1303 Family and the Community (3)
(This is an academic transfer credit course number.)
A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues. (3 Lec.)
(Coordinating Board Academic Approval Number 1907015109)

TECA 1311 Introduction to Early Childhood Education (3)
(This is an academic transfer credit course number.)
An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. If you enroll in this academic transfer credit course, you may also be required to enroll in course CDEC 1174. (3 Lec.)
(Coordinating Board Academic Approval Number 1907085109)

TECA 1318 Nutrition, Health and Safety (3)
(This is an academic transfer credit course number.)
A study of nutrition, health, and safety, including community health, universal health precautions, and legal implications. Practical applications of these principles in a variety of settings. (3 Lec.)
(Coordinating Board Academic Approval Number 1907085209)

TECA 1354 Child Growth and Development (3)
(This is an academic transfer credit course number.)
A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. (3 Lec.)
(Coordinating Board Academic Approval Number 1907065209)

TECM 1303 Technical Mathematics (3)
(This is a WECM Course Number.)
A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance.
(3 Lec.)

VTHT 1105 Veterinary Medical Terminology (1)
(This is a WECM Course Number.)
Introduction to word parts, directional terminology, and analysis of common veterinary terms. The student will define, apply, and analyze common veterinary terms. (1 Lec.)

VTHT 1317 Veterinary Office Management (3)
(This is a WECM Course Number.)
Practical experience in management of the veterinary hospital. Emphasis on client relations, record keeping, inventory, employment skills, and computer skills in the veterinary environment. The student will demonstrate effective client relation, communication, and computer skills; apply basic business principles such as the proper maintenance of medical records; and display employment skills including interviewing, resume writing, and proper dress. (3 Lec.)

VTHT 1321 Equine Reproduction (3)
(This is a WECM Course Number.)
Prerequisite: Instructor approval. Introduction to common reproductive management techniques of equine reproduction including natural and artificial insemination. Emphasis on practical reproductive techniques in laboratory settings. The student will demonstrate knowledge of mare and stallion reproductive anatomy and physiology; perform handling techniques for and management of brood mares and stallions; and implement artificial insemination and natural breeding programs. (2 Lec., 3 Lab.)

VTHT 1341 Anesthesia and Surgical Assistance (3)
(This is a WECM Course Number.)
Prerequisite: Introduction to Veterinary Technology, Veterinary Pharmacology, and Advanced Veterinary Anatomy and Physiology. In-depth application of surgical, obstetrical, and anesthesia techniques including identification and use of instruments and equipment. The student will identify instruments used in veterinary surgery; demonstrate operating room etiquette and the use of sterile technique; perform pre-anesthesia evaluation, administer and monitor anesthesia, and provide post-anesthesia care; recognize and respond appropriately to anesthetic emergencies; and assist with routine surgical and obstetrical procedures. (2 Lec., 4 Lab.)

VTHT 1345 Veterinary Radiology (3)
(This is a WECM Course Number.)
Prerequisite: Anesthesia and Surgical Assistance. Presentation of theory and principles and practical application of radiology within the field of veterinary medicine. The student will implement and follow recommended safety procedures; prepare and use technique charts; take and process diagnostic radiographs using stationary and portable X-ray machines; properly care for radiographic equipment; and label, file, and store radiographs. (2 Lec., 3 Lab.)

VTHT 1349 Veterinary Pharmacology (3)
(This is a WECM Course Number.)
Prerequisite: Mathematics and Advanced Veterinary Anatomy and Physiology. Fundamentals of pharmacology including recognition, calculation, labeling, packaging, and administration of common veterinary drugs, biologics, and therapeutic agents. Discussion of normal and abnormal responses to these agents. The student will recognize general types and groups of drugs; prepare, label, package, and dispense pharmaceuticals in an ethical/legal manner; calculate dosages using proper weights, units, and measures; explain and use appropriate routes and methods of drug administration; and differentiate between normal and abnormal responses to medication. (3 Lec., 1 Lab.)

VTHT 1401 Introduction to Veterinary Technology (4)
(This is a WECM Course Number.)
Prerequisite: Program Acceptance. Survey of the profession of veterinary technology with emphasis on basic techniques, handling and care of domestic animals, and ethical and professional requirements. The student will demonstrate basic restraint, medication, and treatment techniques for domestic animals; identify breeds of domestic animals; and specify the distinct job responsibilities of a veterinary technician in a modern veterinary practice including physical exams, basic care, feeding, sanitation, public and/or client relations, and ethical and legal issues. (3 Lec., 3 Lab.)

VTHT 1413 Veterinary Anatomy and Physiology (4)
(This is a WECM Course Number.)
Gross anatomy of domestic animals including physiological explanations of how each organ system functions. The student will identify and describe the major anatomical and physiological systems of domestic animals and apply this knowledge to common disease processes. (3 Lec., 3 Lab.)

VTHT 2201 Canine and Feline Clinical Management (2)
(This is a WECM Course Number.)
Prerequisite: Introduction to Veterinary Technology. Survey of feeding, common management practices, and care of canines and felines in a clinical setting. Review of common diseases of canines and felines encountered in the practice of veterinary medicine. The student will apply appropriate sanitation and disease prevention techniques; utilize appropriate medication procedures; implement knowledge of nutrition, reproduction, and behavior of canines and felines in a clinical setting; and recognize common disease pathophysiology.
(2 Lec., 1 Lab.)

VTHT 2205 Equine Clinical Management (2)
(This is a WECM Course Number.)
Prerequisite: Introduction to Veterinary Technology. Survey of feeding, common management practices, and care of equines in a clinical setting. Review of common diseases of equines encountered in the practice of veterinary medicine. The student will apply appropriate sanitation and disease prevention techniques; utilize appropriate medication procedures; and implement knowledge of nutrition, behavior, and reproduction of equines in a clinical setting. (2 Lec., 1 Lab.)

VTHT 2209 Food Animal Clinical Management (2)
(This is a WECM Course Number.)
Prerequisite: Introduction to Veterinary Technology. Survey of feeding, common management practices, and care of food producing animals in a clinical setting. Review of common diseases of food producing animals encountered in the practice of veterinary medicine. The student will apply appropriate sanitation and disease prevention techniques; utilize appropriate medication procedures; implement knowledge of nutrition, reproduction, and behavior of food producing animals in a clinical setting; and recognize common disease pathophysiology. (2 Lec., 1 Lab.)

VTHT 2213 Lab Animal Clinical Management (2)
(This is a WECM Course Number.)
Prerequisite: Introduction to Veterinary Technology. Survey of feeding, common management practices, and care of laboratory animals in a clinical setting. Review of common diseases of laboratory animals encountered in the practice of veterinary medicine. The student will apply appropriate sanitation and disease prevention techniques; utilize appropriate medication procedures; implement knowledge of nutrition, reproduction, and behavior of laboratory animals in a clinical setting; and recognize common disease pathophysiology.
(2 Lec., 1 Lab.)

VTHT 2217 Exotic Animal Clinical Management (2)
(This is a WECM Course Number.)
Prerequisite: Instructor approval. Survey of feeding, common management practices, and care of exotic animals in a clinical or zoological setting. Review of common diseases of exotic animals encountered in the practice of veterinary medicine. The student will apply appropriate sanitation and disease prevention techniques; utilize appropriate medication procedures; implement knowledge of nutrition, reproduction, and behavior of exotic animals in a clinical setting; and recognize common disease pathophysiology.
(2 Lec., 1 Lab.)

VTHT 2321 Veterinary Parasitology (3)
(This is a WECM Course Number.)
Prerequisite: Program acceptance. Study of parasites common to domestic animals including zoonotic diseases. The student will identify internal and external parasites and parasites of public health importance; and apply knowledge of basic life cycles to the study of parasites. (2 Lec., 3 Lab.)

VTHT 2323 Veterinary Clinical Pathology I (3)
(This is a WECM Course Number.)
Prerequisite: Program acceptance. In-depth study of hematology and related chemistries with emphasis on lab procedures. The student will perform complete blood counts (CBC's); recognize abnormal blood conditions; perform common blood chemistries; demonstrate appropriate use of diagnostic equipment; and perform pre-anesthesia evaluation. (2 Lec.,4 Lab.)

VTHT 2331 Veterinary Clinical Pathology II (3)
(This is a WECM Course Number.)
Prerequisite: Program acceptance and Advanced Veterinary Anatomy and Physiology. In-depth study of urinalysis and cytology. Survey of microbiological techniques. Emphasis on laboratory procedures. The student will perform urinalysis, cytological, and basic microbiological techniques; review abnormal blood conditions and common blood chemistries; demonstrate appropriate use of diagnostic equipment; and perform pre-anesthesia evaluation. (2 Lec., 4 Lab.)

VTHT 2380 Cooperative Education - Veterinarian Assistant/Animal Health Technician (3)
(This is a WECM Course Number.)
Prerequisite: Instructor approval, Anesthesia and Surgical Assistance, and Veterinary Clinical Pathology II. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. As outlined in the learning plan, the student will master the theory, concepts, and skills involving the tools, materials, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, and legal systems associated with the particular occupation and the business/industry; demonstrate ethical behavior, safety practices, interpersonal and teamwork skills, communicating in the applicable technical language of the occupation and the business or industry. (1 Lec., 15 Ext.)

VTHT 2425 Large Animal Assisting Techniques (4)
(This is a WECM Course Number.)
Prerequisite: Introduction to Veterinary Technology, Veterinary Pharmacology, and Advanced Veterinary Anatomy and Physiology. Study of basic restraint and proper management, treatment, and medication techniques for farm animals. The student will perform basic restraint of farm animals; demonstrate proper treatment and medication techniques; and identify common diseases of and management techniques for farm animals. (3 Lec., 4 Lab.)

VTHT 2435 Advanced Veterinary Anatomy and Physiology (4)
(This is a WECM Course Number.)
Prerequisite: Veterinary Anatomy and Physiology. Continuation of anatomy of domestic animals including physiological explanations of the functioning of each system. The student will identify and describe each anatomical and physiological system of domestic animals and apply this knowledge to common disease processes. (3 Lec., 3 Lab.)

VTHT 2439 Veterinary Nursing Care (4)
(This is a WECM Course Number.)
Prerequisite: VTHT 2425, VTHT 1341, and VTHT 2331. Capstone course requiring integration of course work in the field of veterinary technology. The student will apply surgical and anesthesia principles with special attention to pharmacological care; and demonstrate competencies expected of an entry level registered veterinary technician. (3 Lec., 3 Lab.)

Texas Department of Health

Recommended Adult Immunization Schedule

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

ALERT!!

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

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

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

TETANUS (aka. Lockjaw)

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

POLIOMYELITIS

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

SECTION 51.933 TEX. EDU. CODE

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

DCCCD Policies

COLLEGE POLICIES AND PROCEDURES

Policies

Equal Educational and Employment Opportunity Policy

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation. The college 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. To file a grievance, refer to the student grievance procedure in the catalog.

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written, requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate.

   Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the records, clearly identify the part of the record they want changed, and specify why it is inaccurate.

   If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of a right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including campus law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing a task.

   A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official's professional responsibility.

4. The right to file a complaint with U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, D.C. 20202-4605

5. Directory information includes:
   a. name;
   b. home address;
   c. home telephone number;
   d. e-mail addresses;
   e. field of study;
   f. photograph;
   g. date and place of birth;
   h. dates of attendance;
   i. enrollment status, i.e., full-time, part-time, undergraduate, graduate
   j. degrees, certificates and other honors and awards received;
   k. the type of award received, i.e., academic, technical, tech-prep, or continuing education;
   l. participation in officially recognized activities;
   m. weight and height of members of athletic teams;
   n. student classification;
   o. name of the most recent previous institution attended; or,
   p. similar information.

   Students 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.

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.

Student Right-to-Know Act

Under the terms of the Student Right to Know Act, the college maintains and updates on an annual basis, student persistence, graduation rates, transfer rates and other relevant statistics. To obtain copies of these reports, contact the District Office of Research. College crime statistics may be obtained from college police/security offices. (Published in compliance with the Student Right-to-Know and Campus Security Act; Public Law 101-542.)

Equity in Athletics Disclosure Act

All coeducational institutions of higher education that participate in any Federal student financial aid program and have intercollegiate programs must provide information concerning their intercollegiate athletics programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382. This Act and accompanying federal regulations requires that intercollegiate athletics information be made available for inspections by students, prospective students and the public. The college web site or Physical Education Office can provide this information.

Drug-Free Schools and Communities Act

To satisfy the requirements of the "Drug Free Schools and Communities Act," the colleges and facilities are committed to creating an educational and work environment free from use or distribution of illicit drugs and

abuse of alcohol. The college prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Information and confidential referrals concerning counseling and treatment programs for drug and alcohol abuse may be obtained from the Counseling/Advisement Center, Health Center, and location Human Resources Office.

Standard of Conduct

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the Code of Student 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".

Children on Campus

The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories, or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the advisement/counseling center to receive referrals to childcare services in the area.

CODE OF STUDENT CONDUCT

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

The Code of Student Conduct, Student Grievance Procedure, Computer Use Policy, Computer Software Policy, Firearms Policy and Communicable Disease Policy are common to all the colleges of the Dallas County Community College District. Certain words in the policies and procedures have been changed to reflect a college perspective; for instance, "District" may have been changed to "college." A complete listing of policies and procedures may be found in the DCCCD Policies and Procedures Manual in the college president's Office.

Purpose

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

Policies, Rules, and Regulations

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

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

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

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

Accountability: Students may be accountable to both civil authorities and to the college for acts which constitute violations of law and this code. Disciplinary action at the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. Students who participate in a college course through the R. Jan LeCroy Center for Educational Telecommunications are subject to the code of student conduct and are assigned a college for that purpose.

Definitions

Definitions to be used in this policy are as follows:

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

Bill J. Priest Institute for Economic Development

The president of the Bill J. Priest Institute for Economic Development (BPI) and college presidents are authorized to promulgate written regulations which apply only to students who are subject to provisions of the federal Workforce Investment Act (WIA), as amended, its regulations, and other similar federal programs. BPI or college regulations should be designed to foster good work habits, promote skills desired by local employers, and encourage success in obtaining and maintaining a job. WIA students are subject to conduct standards in the code of student conduct as well as BPI or College regulations; however, the remainder of the code is not applicable to such students. A WIA student who allegedly violates the code and/or BPI or College regulations must be given an opportunity to appeal expulsion, suspension, or other disciplinary sanctions in a manner determined by the college president. WIA students may file grievances with the WORKSOURCE of Dallas, North Texas Consortium and other WIA authorized WIA program managers.

Responsibility

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

regulations concerning student conduct.

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

1. Intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.
2. Unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.
4. Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.
5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with college policies, regulations, and procedures.
6. Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.
7. Intentionally or maliciously furnishing false information to the college.
8. Sexual harassment.
9. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
10. Unauthorized use of computer hardware or software.
11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by college policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:
    a. Copying from another student's test paper.
    b. Using test materials not authorized by the person administering the test.
    c. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
    d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
    e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
    f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
    g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
    h. Bribing another person to obtain an unadministered test or information about an unadministered test.

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

    "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
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 DA for appropriate action under this code. Such referral does not prevent or suspend proceeding 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:
    a. Specific beverage-related courses with the El Centro food service program or the International Sommelier Guild's Diploma Program at Bill Priest Institute; or
    b. A course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

Disciplinary Proceedings Investigation, Conference and Complaint

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

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

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

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

Disciplinary Proceedings Investigation, Conference and Complaint

When the Designated Administrator (DA) directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the DA shall investigate the alleged violation, that may include a discussion with a student. After completing the preliminary investigation, the DA may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student;

or

2. Proceed administratively, which includes a summons, conference and disposition.
3. Upon appeal, 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.
4. The DA will notify the individual who filed the complaint of the disposition of the complaint. If the DA dismisses the allegation, the individual may appeal, in writing, to the President within five (5) working days after disposition.

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

hearing with the President shall be limited to the following issues only:

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

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

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

Summons

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

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

Disposition

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

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

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

Hearing Committee

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

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

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

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

Notice

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

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

Content of Notice

The notice shall advise the student of the following right:

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

Failure to Comply with Notice

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

Role of Legal Counsel

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

Preliminary Matters

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

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

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

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

request.

Hearing Procedure

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

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

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

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

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

1. Persons present shall be the complainant, the DA and the student with a parent or guardian if desired. Designated college representative for the following groups may have space reserved if they choose to attend:
   a. Faculty Association
   b. College Newspaper
   c. College President

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

Evidence

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

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

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

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

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

Record

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

Petition for Administrative Review

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

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

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

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

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

1. In violation of federal or state law or published college regulation or policy;

2. Clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
3. Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

Authorized Disciplinary Penalties

The DA or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

1. An "admonition" means a written reprimand from the DA to the student on whom it is imposed.
2. "Warning probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on college premises, and gambling.
4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.
5. , "Bar against readmission" may be imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.
6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
7. "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
8. "Suspension of eligibility for official athletic and non-athletic 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 non-athletic 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; giving false information in response to requests from the college; instigating a disturbance or riot; stealing; any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.
9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.
10. "Suspension from the college" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.
11. "Expulsion" is permanent severance from the college.

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

Hazing

1. **Personal Hazing Offense**

   A person commits an offense if the person commits any of the following:

   1. Engages in hazing.
   2. Solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing.
   3. Recklessly permits hazing to occur.
   4. Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the DA or other appropriate official of the institution.

2. **Definition**

   "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, directed against a student, by one person alone or acting with others, 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:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. 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.
3. 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.
4. 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 above.
5. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Student Grievance Procedure

Definition

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

Scope

The student grievance procedure is not intended to supplant the Code of Student Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the college. This student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance. A student may file a grievance concerning a policy, procedure, rule or grade if discrimination on the basis of race, color, age, national origin, religion, sex, disability or sexual orientation is the basis for the grievance. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. A grade dispute that is not established policy are handled through normal administrative channels. A grade dispute that is not based on an allegation of discrimination is handled under the Grade Dispute Resolution listed below:

Grade Dispute Resolution

Students who wish to dispute a credit course grade may sequentially follow the steps below unless the dispute is resolved at a preceding step:

1. Discuss the dispute with the instructor who awarded the grade.
2. Discuss the dispute with the appropriate division dean.
3. Appeal, in writing, to the appropriate vice-president.
4. Appeal, in writing, to the college president whose decision is final.

A student will receive a written response within ten (10) working days after a written appeal. The appropriate faculty member will be notified in writing regarding the resolution of the matter. A grade dispute will not be considered later than the end of the semester following the semester in which the grade was awarded. In a summer session, the dispute must be initiated not later than the end of the following fall semester. By law, the Board is not required to take any action concerning a grade dispute, but is required to listen if the grade dispute is presented at a public meeting.

Sexual Harassment

The student grievance procedure is not applicable to complaints of sexual harassment. All students shall report complaints of sexual harassment informally to location human resources personnel or location representatives selected by the highest level administrator at the location or formally to the vice chancellor of educational affairs as provided in the sexual harassment procedure.

Informal Procedures

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

Other Procedural Matters

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

Formal Procedures

Procedures for appeals are as follows:

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

Board Action

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

Appeal Committee Procedures

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

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

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

Coordinators

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

Bill J. Priest Institute

Genie M. Dillon - Director of Solutions Development
Section 504, Title II, and Title IX Coordinator

Brookhaven College

George Herring - Vice President of Business Services
Title II Coordinator

Kathleen Whitson - Dean of Instructional Support & Outreach Services
Section 504

Roger Bennett - Executive Dean for Fine Arts & Physical Education
Title IX Coordinator

Cedar Valley College

Dr. Claire Gauntlett – Dean of Institution Effectiveness & Research
Section 504, Title II, and Title IX Coordinator

Eastfield College

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

El Centro College

Jim Handy - Assistant Dean of Student Services
Section 504

Robert Garcia - Human Resources Director
Title II Coordinator

Bettie Tully - College Ombudsperson
Title IX Coordinator

Mountain View College

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

North Lake College

Mary Ciminelli - Interim Dean of Student, Enrollment, Development and Student Retention
Section 504, Title II

Dan Joutras - Athletic Director
Title IX Coordinator

Richland College

Oscar Lopez – Director of Disability Services

Wes Hayes – Director of Facilities
Section 504 and Title II Coordinators

Tom McLaughlin – Dean of Students
Title IX Coordinator

Computer Use Policy

Purpose of Computer Use Policy

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

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

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

Use of College Resources

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

Freedom of Expression

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

Privacy

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

Intellectual Property

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

Criminal and Illegal Acts

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

Authorized Use

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

1. imposes no measurable cost on the college;
2. is not harmful to the college;

3. is not a hindrance to the daily operations of the college; and
4. has no adverse effect upon an individual' s job or educational performance.

Unauthorized Use

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

Individual Responsibility for Use of Computing Resources and Facilities

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

1. Use college computing resources and facilities in accord with this policy, and respect the rights of other computer users by complying with laws, license agreements and contracts.
2. Use communal resources with respect for others. Disruptive mailings and print jobs, typing up work stations, and other disproportionate use of computing facilities prevent others from using these resources.
3. Use of college computing accounts must be limited to authorized purposes. Use of college-owned resources and facilities shall be limited to college-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.
4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek, read, provide, remove, reconfigure or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the college without the permission of those other computer users or the college. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has been sent to the user by the owner.
5. Report improper use of computer resources and facilities which may include:
   a. Breach of computer security
   b. Unauthorized access to computing resources
   c. Release of password or other confidential information on computer security
   d. Harmful access
   e. Alteration, damage, or destruction of data
   f. Injection of a destructive computer virus
   g. Invasion of privacy
   h. Reading files without authorization
   i. Criminal and illegal acts
6. Comply with requests concerning computing from the system operator.
7. Report any incidents of harassment and/or discrimination using college computing resources and facilities in accord with the institution's policy. It may be harassment if the behavior:
   a. is unwelcome;
   b. interferes with the user's ability, or the ability of others to work or study;
   c. creates an intimidating, hostile or offensive environment.

Alternatively, users may file a grievance through appropriate channels.

8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via college computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of he policies published by the external networks they use. The ability to connect to external systems through the college systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

Computer Software and Copyright Law

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

Computer Software Policy

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

Communicable Disease Policy

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

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

Nondiscrimination

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

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

Confidentiality

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

Education

The president 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 disease is strongly encouraged to report the disease to the coordinator.

Counseling

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

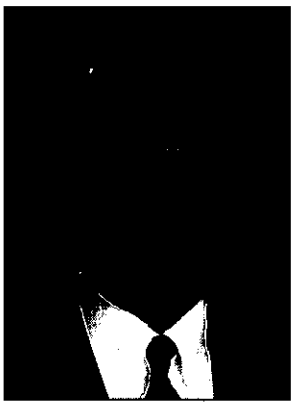
Firearms Policy

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

Sexual Offender Registration Act

A registered sex offender who is present at a college or District Office as a student, employee, volunteer or contract worker, is required to register at the college police department where the offender is present according to the Texas Code of Criminal Procedure.

DCCCD Board of Trustees



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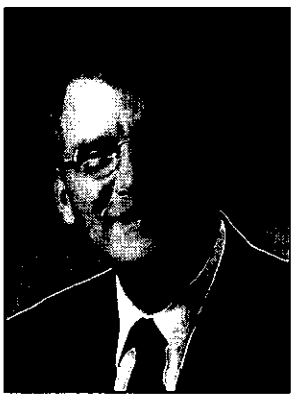

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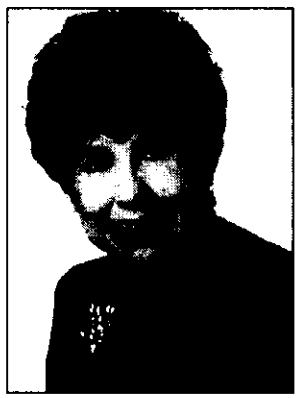

Martha Sanchez Metzger

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