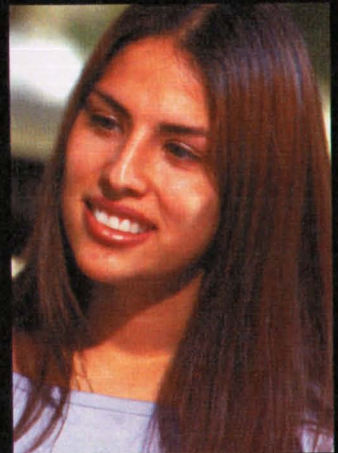


# 2001-2002 Eastfield College Catalog



LIVE  
LEARN

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# Beginning College

**It's as easy  
as 1-2-3**

## ***1. Apply***

*Complete an application for admission.* Applying early is a good idea because 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 and plan your course schedule. There are several convenient ways to get an application and apply:

- Go by a campus and fill out the application in person
- Get an application by mail. Just call toll-free metro 817-COLLEGE and we'll send you an application and any other information you would like on the colleges
- Apply online at our website at <http://www.eastfieldcollege.com>

## ***2. See an advisor***

See an advisor for academic assistance and for required or recommended assessment of your skills.

## ***3. Register***

After you apply and are accepted for admission to the college, then visit with your academic advisor, you will be able to register for the courses you choose using one of several methods:

- In-person registration during regular registration times, the week before the semester begins
- By telephone--telephone registration is easy and convenient
- Or, *coming soon*, registration online through our website at <http://www.eastfieldcollege.com>



# 2001-2002 Catalog



*We are glad you decided to take a look at what Eastfield College has to offer you. Our goal is to serve Dallas County with excellent learning opportunities that are accessible, affordable and accredited. We've been serving learners like you since 1970, teaching you what you need to know to be successful at work, at home, and at play. That's what we're all about.*

*You are invited to visit the Eastfield College campus, which is located at:*

3737 Motley Drive at I-30  
Mesquite, Texas 75150  
Telephone 972-860-7100

Eastfield 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 the Dallas County Community College District without regard to race, color, age, national origin, religion, sex or disability.

## ***Please Note:***

**This printed catalog is produced for your convenience. However the official catalog is available online at: [www.dcccd.edu/efc](http://www.dcccd.edu/efc) along with other important information about the college.**



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# 2001-2002 Academic Calendar

*Note: Students should register as early as possible. By registering early, you may take full advantage of academic advisement and may have more course options available. Mini-semesters, flexible-entry classes and other alternative schedules may be offered between or during regular semesters. Check with your college Admissions Office for registration times.*

## Summer Sessions, 2001

### First Summer Session

(Based on a 4-day class week plus 1st & 2nd Friday.)

May 28 (M)	Memorial Day holiday
June 4 (M)	Classes begin
June 7 (R)	4th class day
June 8 (F)	Class day (1st Friday class meeting)
June 15 (F)	Class day (2nd Friday class meeting)
June 16 (S)	TASP test administered
June 21 (R)	Last day to withdraw with grade of "W"
July 3 (T)	Final exams—Semester closes
July 4 (W)	Independence Day holiday
July 6 (F)	Grades due in Registrar's Office by 10 a.m.

### Second Summer Session

(Based on a 4-day class week—no Fridays)

July 11 (W)	Classes begin
July 14 (S)	4th class day
July 28 (S)	TASP test administered
August 2 (R)	Last day to withdraw with grade of "W"
August 14 (T)	Final exams—Semester closes
August 16 (R)	Grades due in Registrar's Office by 10 a.m.

## Fall Semester, 2001

August 20 (M)	Faculty reports
August 25 (S)	TASP test administered
August 27 (M)	Classes begin
September 3 (M)	Labor Day holiday
September 10 (M)	12th class day
November 10 (S)	TASP test administered
November 15 (R)	Last day to withdraw with grade of "W"
November 22 (R)	Thanksgiving holidays begin
November 26 (M)	Classes resume
December 10-13 (M-R)	Final exams
December 13 (R)	Semester closes
December 17 (M)	Grades due in Registrar's Office by 10 a.m.
December 21 (F)	College buildings and offices close for the holidays at the end of workday

## Winter Term, 2001-2002

Contact college Admissions Office for availability & schedules.

## Spring Semester, 2002

January 2 (W)	College buildings and offices open
January 7 (M)	Faculty reports
January 14 (M)	Classes begin
January 21 (M)	MLK Day holiday
January 28 (M)	12th class day
February 21 (R)	District Conference Day, faculty & administrators
February 22 (F)	Faculty professional development (TCCTA)
March 2 (S)	TASP test administered
March 11 (M)	Spring Break begins
March 14 (R)	District Conference Day, professional support staff
March 15 (F)	Spring holiday for all employees
March 18 (M)	Classes resume
March 29 (F)	Holiday begins
April 1 (M)	Classes resume
April 11 (R)	Last day to withdraw with grade of "W"
April 27 (S)	TASP test administered
May 6-9 (M-R)	Final exams
May 9 (R)	Semester closes
May 9 (R)	Graduation
May 13 (M)	Grades due in Registrar's Office by 10 a.m.

## May Term, 2002

Contact college Admissions Office for availability & schedules.

## Summer Sessions, 2002

### First Summer Session

(Based on a 4-day class week plus 1st Friday.)

May 27 (M)	Memorial Day holiday
June 3 (M)	Classes begin
June 6 (R)	4th class day
June 7 (F)	Class day (1st Friday class meeting)
June 15 (S)	TASP test administered
June 20 (R)	Last day to withdraw with grade of "W"
July 3 (W)	Final exams—Semester closes
July 4 (R)	Independence Day holiday
July 8 (M)	Grades due in Registrar's Office by 10 a.m.

### Second Summer Session

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

July 10 (W)	Classes begin
July 12 (F)	Class day (1st Friday class meeting)
July 13 (S)	4th class day
July 19 (F)	Class day (2nd Friday class meeting)
July 20 (S)	TASP test administered
August 1 (R)	Last day to withdraw with grade of "W"
August 8 (R)	Final exams—Semester closes
August 12 (M)	Grades due in Registrar's Office by 10 a.m.

# EASTFIELD COLLEGE

Eastfield College serves the eastern part of Dallas County, including East Dallas, Garland and Mesquite. Sometimes known as the "Educational Village" because of its unique architecture, it is located on 244 acres at the intersection of Interstate 30 and Motley Drive in Mesquite. Eastfield began operation in 1970 and has continually strived to assess the educational and cultural needs of students and the community in order to provide the finest in educational services.

Eastfield provides a full range of academic transfer programs balanced with technical/occupational programs that are designed to equip students for rewarding careers in Metroplex businesses and industries. In addition, thousands of people each semester find rewarding growth opportunities through the extensive continuing education course offerings.

## Mission Statement

The mission of Eastfield College is to provide educational opportunities through high-quality instruction, services and programs in an environment conducive to student success in academic, technical, occupational, and continuing education. Our purpose is to develop responsible citizenship, to value diversity and cultural enrichment, and to be accountable and adaptable in our changing world.

## The Campus

The Eastfield campus rises impressively from the plains of eastern Dallas County. Functional building clusters give students easy access to classrooms and labs and the overall aesthetic effect has earned Eastfield several architectural awards of excellence. The careful landscape planning includes terraced areas throughout the campus, a heated outdoor exercise pool, gymnasium, baseball field, jogging trail and tennis courts. In addition, the campus boasts an outstanding Performance Hall which serves the college and community for a variety of fine arts events.

## Accreditation

Eastfield 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.

## Institutional Memberships

- The American Association of Community Colleges
- The League for Innovation in the Community College

Eastfield is recognized and sanctioned by the Texas Higher Education Coordinating Board of the Texas College and University System and the Texas Education Agency and is an Affirmative Action Equal Opportunity Institution.

## EASTFIELD COLLEGE ADMINISTRATION

President .....	Rodger A. Pool .....	972-860-7001
Vice President of Business Services .....	Jim Jones .....	972-860-7603
Vice President of Instruction .....	Diane Martin .....	972-860-7196
Vice President of Student & Institutional Development .....	Felix A. Zamora .....	972-860-7610
Dean of Financial Affairs & Information Systems .....	Marvin Elke .....	972-860-7612
Dean of Instructional Support Services .....	Emma Cronin .....	972-860-7169
Dean of Resource & Community Development .....	DeJoyce McRoy-Morgan .....	972-860-7107
Dean of Student Support Services .....	Reva Rattan .....	972-860-7032
Dean of Workforce & Continuing Education .....	Lindle Grigsby .....	972-860-7198
Associate Dean of Admissions & Testing .....	Linda Richardson .....	972-860-7105
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Director of Career Services .....	Patsy Caropresi .....	972-860-7038
Director of College Police .....	Tyler Moore .....	972-860-8333
Director of Enrollment Management .....	Maria Arocha .....	972-860-7025
Director of Facilities Services .....	Arthur Sykes .....	972-860-7688
Director of Human Resources .....	Kate Kelley .....	972-860-7613
Director of Institutional Research .....	Constance Howells .....	972-860-8325
Director of Marketing & Communications .....	Sharon Cook .....	972-860-7629
Director of Student Advising Services .....	Mary H. Greeley-Miller .....	972-860-7106
Director of Student Programs & Resources & Health Services .....	Donnine Ballance .....	972-860-7190
ADA Compliance Officer .....	Jim Jones .....	972-860-7603

## INSTRUCTIONAL DIVISION DEANS

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Arts and Letters .....	Matilda Saenz .....	972-860-7132/7124
Business and Information Systems .....	Don Baynham .....	972-860-7119
Communication Arts and Applied Technologies .....	Gerald Kozlowski .....	972-860-7143
Science, Mathematics, and Physical Education .....	Mark Presley .....	972-860-7140
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## EASTFIELD COLLEGE FACULTY AND ADMINISTRATION

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- Morris, Michael** ..... English  
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- Mosby, Larry** ..... Computer Aided Design & Drafting  
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- Neil, Mary Lou** ..... English  
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Further study: Univ. of Dallas
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St. Edwards Univ., B.A.; St. Mary's Univ., M.P.A.
- Ojeda, Carlos** ..... Visiting Scholar  
Eastfield College, A.A.S.
- Palmer, Ursula** ..... Psychology  
Salve Regina College, B.A.; Univ. of Arizona, M.S.;  
East Texas State Univ., Ed.D.
- Penney, Jane A.** ..... Sociology  
East Texas State Univ., B.S., M.S.
- Phillips, Jim G.** ..... Counselor  
East Texas State Univ., B.A., M.A., Ed.D.;  
Further study: Univ. of North Texas
- Piffard, Ana M.** ..... Spanish  
Pan American Univ., B.A., M.A.; Further studies: Univ. of Texas  
at Arlington, Univ. of Texas at Dallas
- Pool, Rodger A.** ..... President  
New Mexico State Univ., B.S., M.A., Ed.D.
- Presley, Mark W.** ..... Dean, Science, Mathematics, and Physical Education  
Franklin & Marshall College, A.B.; Univ. of Montana, M.S.; West Virginia  
Univ., Ph.D.
- Preston, David E.** ..... Computer Information Systems  
East Texas State Univ., B.S., M.S.; Univ. of North Texas, Ed.D.
- Purdy, Earlyne** ..... Office Technology  
Univ. of North Texas, B.S.; East Texas State Univ., M.S.;  
Further study: Univ. of North Texas
- Rattan, Reva O.** ..... Associate Dean of Student Support Services  
Univ. of Texas Health Science Center at Dallas, B.S.
- Rawlins, John Clayton** ..... Electronics  
Southern Methodist Univ., B.S.E.E.; East Texas State Univ., M.S.Ed.
- Richardson, Douglas M.** ..... Management  
Univ. of North Texas, B.B.A., M.B.A.; Further study: East Texas State  
Univ. of North Texas
- Richardson, Linda** ..... Assoc. Dean, Admissions & Testing  
Univ. of North Texas, B.A.; Amber Univ., M.S.
- Robinson, Yvonne Metoyer** ..... Computer Information Systems  
Univ. of the District of Columbia, B.S.; Univ. of North Texas, M.B.E.;  
Texas A&M, Commerce, Ed.D.
- St. Clair, Anita J.** ..... Developmental Writing  
Abilene Christian Univ., B.S.E.; Univ. of North Texas, M.B.E.;  
Further study: Southern Methodist Univ., Univ. of North Texas,  
East Texas State Univ.
- Schmitt, Allan B.** ..... Developmental Mathematics  
Univ. of Texas at Austin, B.E.S., M.S.E.E., Ph.D.E.E.
- Scott, Sandra Saucedo** ..... Child Development  
Texas Woman's Univ., B.A., M.A.
- Sharp, Robert G.** ..... American History  
Whitworth College, B.A.; Purdue Univ., M.A.; Further study:  
Univ. of Denver, Univ. of New Mexico
- Sherrill, Theodore B., III** ..... Biology  
Lamar State Univ., B.S.; East Texas State Univ., M.S.; Further study:  
Southern Methodist Univ., Univ. of North Texas, East Texas State Univ.
- Shilling, Gerald** ..... Economics  
Univ. of Central Oklahoma, B.B.A.; Univ. of Dallas, M.B.A.
- Smith, Marylee Bea** ..... Business  
Univ. of North Texas, B.B.A., M.B.E.; Further study: East Texas  
State Univ., Univ. of North Texas
- Swindling, James A.** ..... Developmental Reading  
Daytona Beach Community College, A.A.; Florida State Univ., B.A., M.S.;  
Kellogg Institute, Appalachian State Univ., Developmental Education  
Specialist; Further study: Univ. of Nevada, East Texas State Univ.
- Sykes, Arthur** ..... Director of Facilities Services  
Bowling Green Univ., B.A.; Further study: Governors State Univ.,  
Kansas State Univ., California Coast Univ.
- Terrell, Gloria** ..... Social Work/Substance Abuse  
Jackson State Univ., M.A.; Alcorn State Univ., B.A.
- Thorne, John M.** ..... Computer Information Systems  
East Texas State Univ., B.B.A., M.B.A.; Further study: Univ. of Oklahoma
- Trout, Bobbie** ..... Dean, Academic Support  
Univ. of Texas at Austin, B.A.; Univ. of Texas at Dallas, M.A.
- Whelanant, Robert A., Jr.** ..... Humanities  
Univ. of South Florida, B.A., M.A.; Further study: East Texas State Univ.
- Wilson, S. Neal** ..... Program Director, Continuing Education  
Abilene Christian Univ., B.S.; East Texas State Univ., M.S.;  
Further study: Texas A&M-Commerce
- Wilson, Sonja** ..... Coordinator, Office Technology Program  
El Centro College, A.A.A.S.; Further study: Northwood University
- Windrow, Kathy** ..... Art and Art History  
Southern Methodist Univ., B.F.A., M.F.A., M.A.
- Winn, Jerry M.** ..... Developmental Mathematics  
Oklahoma Univ., B.S.E.E.; Southern Methodist Univ., M.S.
- Wisdom, Hardy** ..... Auto Body Technology  
Univ. of North Texas, B.A.
- Wyatt, Susan Skinner** ..... Child Development  
Texas Woman's Univ., B.S., M.S., Ph.D.
- Zamora, Felix A.** ..... Vice President of Student & Institutional Development  
School for International Training, B.I.S.; Southern Methodist  
Univ., M.P.A.; Post Graduate Work, Univ. of Texas at Arlington

## Guarantee for Job Competency

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

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


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

# DCCCD Guarantees

## Guarantee for Transfer Credit

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

*Special Conditions which apply to the guarantee are as follows:*

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in transfer guides dated 1991-92 or later;
  2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the catalog of the receiving institution; and
  3. The guarantee applies to courses included in a written transfer guide that includes the institution to which the student will transfer, as well as the baccalaureate major and degree sought. Transfer guides dated 1995-1996 or before can be guaranteed by filing a transfer guarantee form with a DCCCD guarantee advisor.
- 
- This guarantee is designed specifically for those DCCCD students who have made firm decisions about their major and the institution to which they plan to transfer. The DCCCD is working with a number of Texas institutions; such as the University of North Texas, Texas A&M at Commerce, the University of Texas at Arlington, the University of Texas at Dallas, Texas Woman's University, Texas Tech University, Dallas Baptist University, Baylor University, Southern Methodist University and others, in order to make such guarantees possible. In order to secure such a guarantee, students should begin the process in their college Counseling/Advisement Center by scheduling an appointment with the transfer guarantee advisor. Students who have completed a transfer guarantee may be eligible to receive the Associate of College/University Transfer Degree. Students interested in this opportunity should inquire at their college Counseling/Advisement Center.

# DCCCD General Information

## History

The Dallas County Community College District (DCCCD) enrolls about 50,000 credit and 27,000 continuing education students every semester, making it one of the largest higher education institutions in the State of Texas.

The DCCCD is comprised of 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 southeast 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 J. Priest Institute for Economic Development and the R. Jan LeCroy Center for Educational Telecommunications, both named for former DCCCD chancellors. The Bill J. Priest Institute for Economic Development 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.

## Purpose & Goals

The DCCCD Board of Trustees has approved and adopted the following statements regarding the DCCCD's mission, purpose, philosophy, goals and responsibilities:

### Mission and Purpose

*The purpose of the District is to prepare students for successful living and responsible citizenship in a rapidly changing local,*

*national and world community. The District does this by providing accessible, accredited, affordable, cost-effective, quality learning opportunities for development of intellectual skills, job skills, personal growth and/or transfer to a baccalaureate program. In fulfilling the purpose, the District furthers cultural, economic and workforce development in the communities served. In all its efforts, the District strives to meet the needs and exceed the expectations of those the District serves.*

*More specifically, the District's*

*purpose is 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 educational goals;*
- 7. Work force development programs to meet local and statewide needs;*
- 8. Adult literacy and other basic skills programs for adults; and*
- 9. The Texas Higher Education Coordinating Board or the District's Board, in the best interest of post-secondary education in Texas, may prescribe other purposes.*

## DCCCD Philosophy and Goals

*Since 1972, the District has been known as the Dallas County Community College District.*

*The name shows that the District has outgrown the term "junior college." The name also reflects the District's*

*philosophy. The colleges truly are community institutions, meeting the varied educational needs of the growing Dallas County region. The primary goal of the District and its colleges is to help students of all ages achieve effective*

**"...accessible,  
accredited,  
affordable,  
cost-effective,  
quality learning  
opportunities..."**





living and responsible citizenship in a fast-changing region, state, nation and world. Each college is therefore committed to providing a broad range of educational programs for the people it serves.

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

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

- Offers a student guarantee to the institutions and employers receiving its graduates;
- Measures its collective and individual behaviors against a code of ethics and a statement of organizational values;
- Makes decisions through a line organizational structure which receives input from those most affected by the decisions;
- Strives to provide its services with revenues of
- No more than 20% from student tuition;
- No more than 30% from local taxes; and
- A minimum of 50% from the State;
- Seeks to maintain the highest possible credit ratings;
- Views itself as a team player in the local community of educators, business people, elected officials and other community leaders; and
- Sees its role as a weaver of a seamless fabric of educational opportunity for the people of Dallas County;
- As a major employer, the DCCCD: follows open search procedures which solicit the best available candidates for positions and which will provide a balanced workforce that reflects the ethnic composition of the adult workforce in Dallas County;
- Involves those most directly affected by hiring decisions in the candidate review process; and
- Seeks to assure that competent performers do not lose real compensation through inflation.

In its organizational culture, the DCCCD:

- Places ultimate value on student success;
- Applies the principles of continuous quality improvement to achieve student success; and

- Uses technology not only to teach distant learners, but also to educate, train and retool both its students and its employees.

Additional programs are available for the high school student, dropouts and others with special needs. The colleges

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

### DCCCD Responsibilities

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

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

are therefore fostered at the District level and at each college.

### The DCCCD and Innovation

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

**The focus is on creating an educational program for the individual rather than squeezing or stretching the individual to fit an "educational mold."**



# Commonly Used Terms & Abbreviations

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

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

**Admission:** A person wishing to enroll must complete an application, be accepted and receive acknowledgement of acceptance from the Admissions Office before registering. An application can be acquired on-line at [www.dcccd.edu](http://www.dcccd.edu)

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

## Campus-Based Distance Learning

**Class:** A Campus-based Distance Learning Class has more than 50% of the instructional contact hours delivered at a distance, with occasional campus-based instructional requirements, i.e. testing and review sessions. Most student services are delivered on campus. Campus-based Distance Learning Classes are offered using one or more of the distance learning course delivery formats.

## Career & Technical Courses:

Courses that lead to a certificate or Associate in Applied Science Degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be 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.

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

**Common Course Numbers:** Beginning in 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 DCCCD colleges at the same time; (b) Enrollment by a high school student in one of the DCCCD colleges while still enrolled in high school; (c) Enrollment by a student in two courses in the same semester; (d) Enrollment in

both a DCCCD institution and another college at the same time; (e) Enrollment in both credit and continuing education courses at the same time.

**Core:** The 48 prescribed hours of a 61-hour degree plan 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"*).

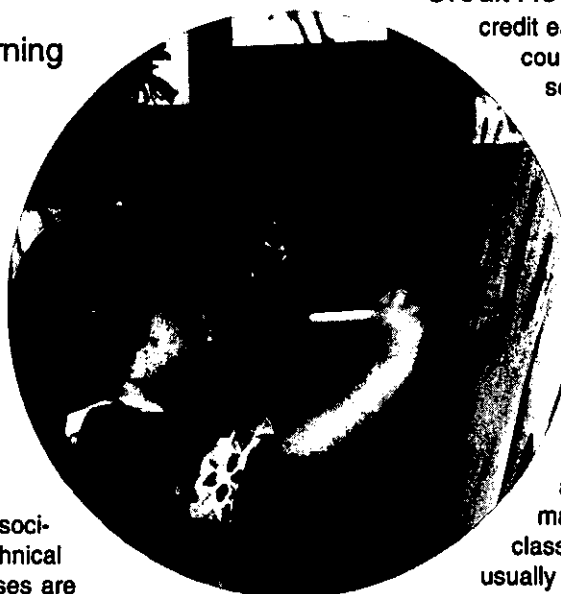
**Credit Hours/Semester Hours:** The unit of credit earned for course work. Each college course is worth a certain number of credit or semester hours. This number is determined by the type of class and the number of hours per week it meets. For example, a three-credit-hour class (English, history, etc.) 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 comprised of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland colleges, plus the Bill J. Priest Institute for Economic Development and the R. Jan LeCroy Center for Educational Telecommunications.

**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 campus-based 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 DCCCD colleges.

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

**Drop:** 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.*

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

**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.

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

**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.

**eConnect:** eConnect is a Web interface that allows you to access information contained in the DCCCD administrative database. eConnect consists of forms and supporting infrastructure to extract and deliver information from this database via the Internet to your desktop. eConnect currently offers Search For Classes at all seven of our campuses. eBusiness features such as on-line registration and on-line payment are already available at Richland College and will expand to the other six campuses in the summer of 2001.

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

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

**GPA:** Grade Point Average. Two different ways of computing a GPA are utilized. For further explanation, see *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 campus-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 campus-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.

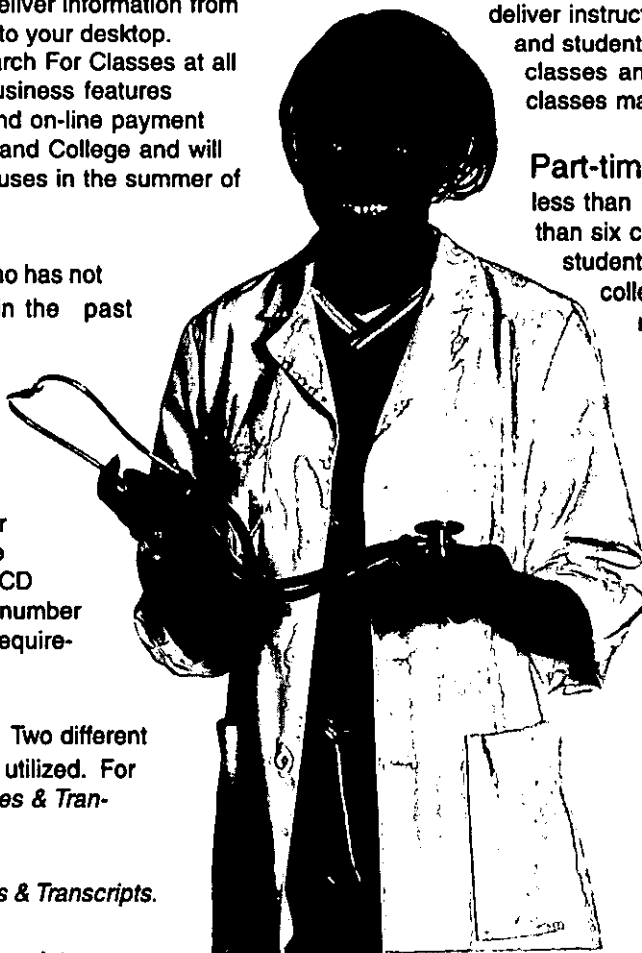
**Online Courses:** Online courses are delivered using only computers and computer peripherals. Students are required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions among faculty and students and more. DALLAS TeleCollege virtual classes and campus-based distance learning classes may use the online course delivery format.

**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 DCCCD colleges as long as the total number of hours meets the part-time requirement.

**Performance Grade:** A grade of "A," "B," "C," "D" or "F." This does not include the grades of "W," "I," "E" or "WX." See *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), an appropriate assessment score or instructor's permission.

**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. Distance Learning students register just as you would for any on-campus course.

**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. "Mini-semesters" are designed for highly-motivated students who can devote time to an intense, fast-paced program of study, which usually is held within a three-week period of time.

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

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

**TASP:** Texas Academic Skills Program; See *TASP & Alternative Assessment*.

**Technical/Occupational Courses:** See "Career & Technical Courses."

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

**Telecourse:** The telecourse allows the student 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 the telephone, fax and mail. Students are required to have access to a participating local cable system, KDTN public television or a VHS-format videocassette player. Only campus-based distance learning classes may use the telecourse delivery format.

**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 are required to have access to a participating local cable system, KDTN public television or a VHS-format videocassette player. Students are also required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions between faculty and students, and more. DALLAS TeleCollege virtual classes and campus-based distance learning classes may use the Telecourse Plus delivery format.

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

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

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



# Getting Started

## General Admissions Policy

*The DCCCD's open door admissions policy ensures that every person who can benefit from higher education has the opportunity to enroll. Students admitted to a DCCCD college are automatically admitted to all seven DCCCD colleges. Admitted students may take courses at any of the colleges under certain conditions.*

### How to Enroll

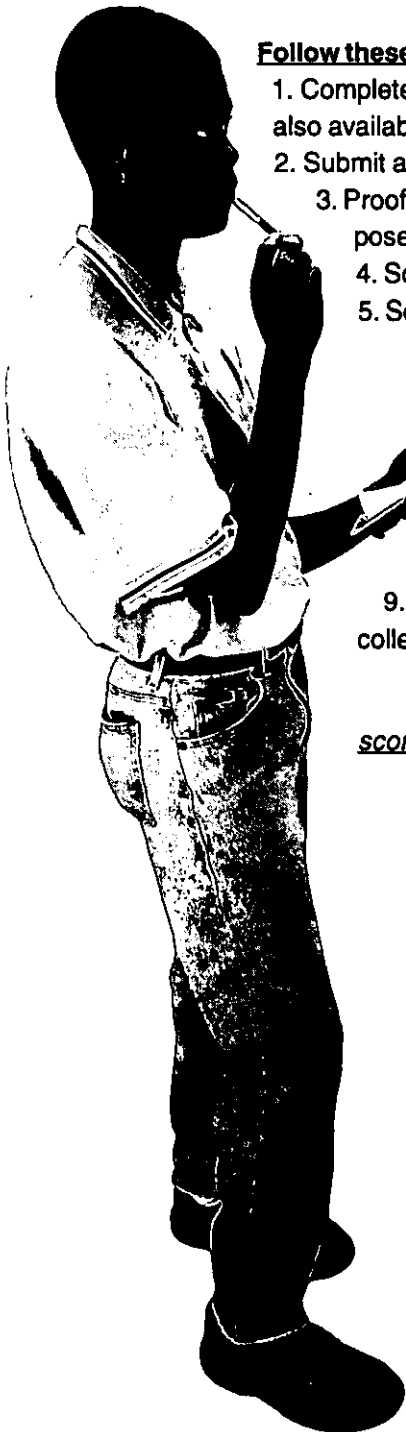
#### Follow these steps:

1. Complete an Application for Admission, located in the back of this catalog. Applications are also available from any DCCCD Admissions Office and on the Internet at [www.dcccd.edu](http://www.dcccd.edu).
2. Submit all of the following with your Application for Admission:
  3. Proof of Texas residency (for those who wish to be considered residents for tuition purposes),
  4. Scores from college entrance exams (SAT, ACT) taken in the last five years,
  5. Scores from the Texas Assessment of Academic Skills Program (TAAS) taken in the last three years,
  6. Scores from the Texas Academic Skills Program (TASP) OR scores from the Alternative assessment to the TASP,
  7. GED certificate (required for students who are under 18 and have taken the GED exam),
  8. Official transcripts from high school (required for students with no college experience),
  9. 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 TASP scores or take the alternative assessment.

### **HOT TIP!**

**Applying early is a good idea because your place in registration is determined by the date you apply. An early start ensures you have plenty of time to visit with an advisor and plan your course schedule.**



## Immunizations

The DCCCD does not require proof of immunizations for admission to most programs. However, all prospective students should have adequate immunization for diphtheria, 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.

## Student Identification

When you apply, you are asked to furnish a Social Security Number. This number doubles as your student identification number and insures 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. It is your responsibility to report any changes in your name or address to the 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 and fees. 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 and the DCCCD \* High school student enrolled in dual-credit programs \* Transfer student \* Former DCCCD student \* 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 \* TASP or alternative assessment results indicating you have the ability to benefit from the College's programs. \* 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 TASP or alternative assessment 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 DCCCD, and \* Agree to limitations on conditions of admission established by the college.

After you are admitted, but prior to registration, you must either present TASP scores or take the alternative assessment.

### Students Concurrently Enrolled in High School and the DCCCD

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 TASP or the alternative assessment with results indicating your ability to complete college-level work. You may take no more than two courses each semester.

\* 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 TASP or alternative assessment with results indicating your ability to do college-level work; \* Receive approval from college's 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.

\* 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 TASP or alternative assessment 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 DCCCD; \* 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.

\* 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 TASP or alternative assessment 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 DCCCD. \* 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.

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

## High School Students Enrolled in Dual Credit Programs

Dual Credit Programs are instructional partnerships between a public school district or private secondary school and the DCCCD. Concurrent 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. Eligibility requirements: \* To enroll in courses for an associate degree or level-two certificate (TASP eligible) program, you must present a passing score on TASP or the alternative assessment 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. If you are exempt from TASP, you are also exempt from local assessment for the purposes of dual course credit. This is also required of students in private and home schools. \* You must have passed all sections of TAAS to enroll in dual credit classes. \* 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 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 TASP or the Alternative assessment; or \* Prove your eligibility to be TASP exempt based upon TAAS, 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.

## Transfer Students

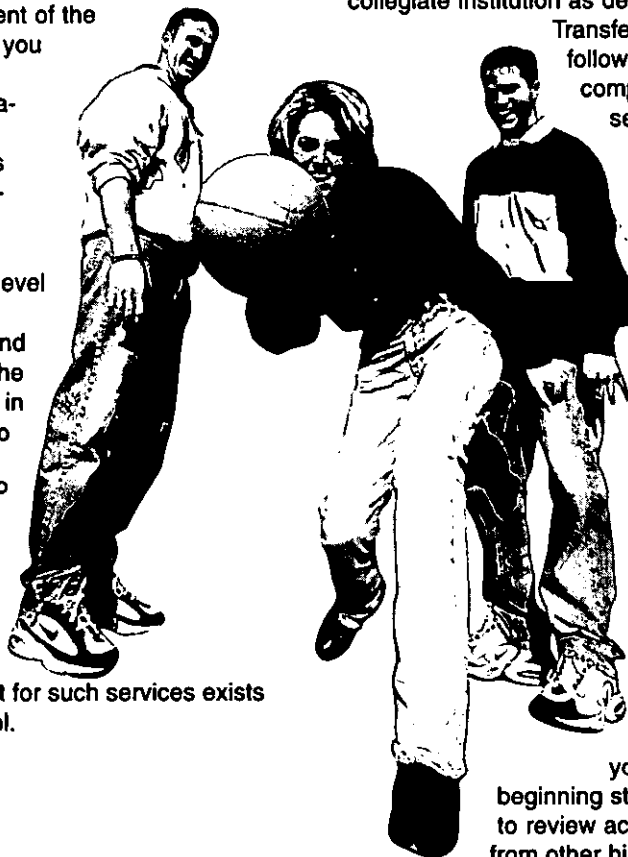
If you wish to transfer college credit to the DCCCD, you are eligible for admission to enrollment from an accredited collegiate institution as defined in the Acceptance of Credit in

Transfer section (next) if you meet the following conditions: \* You must present a complete transcript bearing impression of 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, documentation 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 college's admissions committee. Admission may be provisional, and credit hours and course work may be limited. \* You must meet all TASP requirements, as follows, after you are admitted: \* If you are transferring from another Texas public college or university, you must present TASP or alternative assessment scores if you are not TASP exempt and wish to enroll in any college-level coursework, and \* If you are transferring from a private and/or out-of-state college or university, you must present TASP or alternative assessment scores if you are not TASP exempt.



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

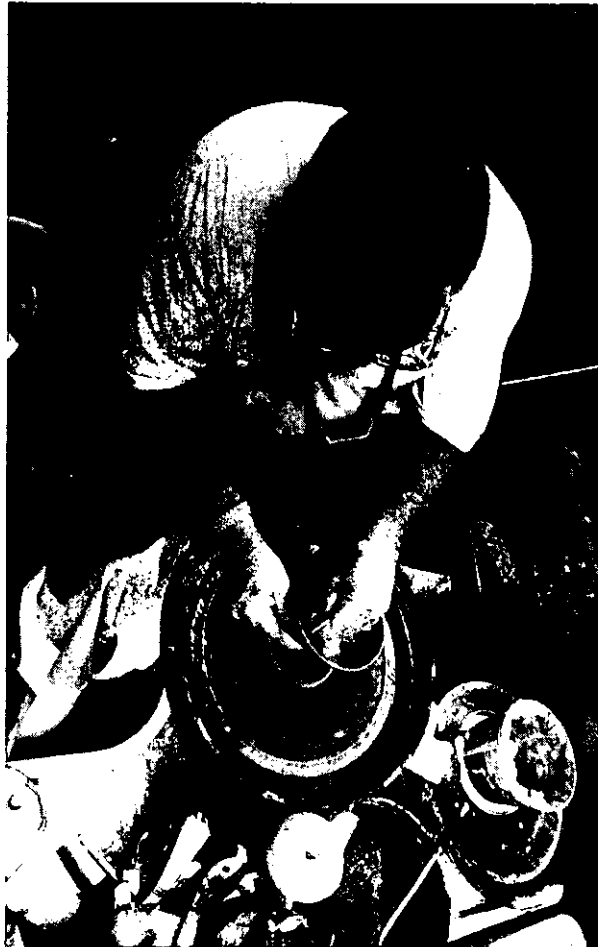
## Academic Forgiveness Policy

In keeping with SB1321 passed into legislation in 1993, any state resident may elect not to have the college utilize college credits on courses which are ten (10) years or older. 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, must notify the Registrar's Office when you submit your Application for Admission. The Academic Forgiveness Policy does not apply toward eligibility issues for federal financial aid.

## Former DCCCD Students

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



## 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 institution 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 TOEFL score of 197 or higher on the computerized version to meet the English proficiency requirement and be considered for academic credit. If you meet one of the following criteria, you will be excused from the TOEFL requirement: \* If you are a graduate of an accredited U.S. college or university; or \* If 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.) \* An institutional TOEFL score of 530 or higher on the paper/pencil version or TOEFL score of 197

or higher on the computerized version from the University of North Texas or the University of Texas at Arlington may be substituted for the TOEFL; or \* If 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.

Upon admission, all international students are required to complete DCCCD assessment for academic advisement and placement. If adequate English proficiency is not demonstrated through this assessment, placement in additional English language courses will be required. \* Show documented evidence of sufficient financial support for the academic year; \* Enroll in the DCCCD F-1 International Student Medical Benefits Plan or provide documentation of adequate health insurance



**Want to know more about the DCCCD? Visit our website at <http://www.dcccd.edu>**

coverage approved by the College admissions advisor. Insurance benefits must cover the duration of study at the institution. International students who do not maintain required insurance will be withdrawn from college. \* Provide written proof of negative tuberculin skin test or

chest X-ray, diphtheria/tetanus immunizations taken within the last ten (10) years, measles and rubella vaccines taken since January 1, 1968, and polio immunization if you are under nineteen (19) years of age; \* Submit official transcripts from each 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 Academic Skills Program (TASP).

Upon admission, students must present all original immigration documents including a valid visa (I-94 arrival/departure record) and unexpired passport to be copied and kept on file. F-1 students must receive and secure the Form I-20AB from each new school attended. F-1 students must enroll in a minimum of 12 credit hours and maintain full-time enrollment during each regular semester in order to maintain visa status. After admission, international students must present TASP scores or take the alternate assessment.

## Evaluation of Foreign Credentials

Coursework completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to the college must include the original plus a certified English translation. An official evaluation of foreign credentials must be completed before transfer credit will be considered. You, the student, are responsible for arranging for credential evaluation. A partial list of acceptable professional evaluation services is available in the District Office of Academic and Student Programs or the college's Registrar'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 director of Admissions and Registrar.



## Texas Academic Skills Program (TASP) and Alternative Assessments

After you are admitted, but prior to registration, you must either present TASP scores or take the Alternative assessment. See Exemptions from TASP Requirements in this section to determine if you are exempt or waived from TASP requirements. Assessment is not used to determine admission except for students wishing to enroll in "special admissions" programs. The Texas Academic Skills Program (TASP) is required by state law to ensure students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TASP includes a testing component designed to identify and provide information about your reading, writing, and math skills. The program is very complex, and you are expected to consult with the college TASP Coordinator in order to meet the TASP requirements. It your responsibility to be aware of all TASP regulations.

## When TASP Requirements Must Be Met

You must meet all TASP requirements prior to receiving a certificate (if TASP is required) or degree or before taking junior or senior level courses at a Texas public university.

## Meeting TASP Requirements

You may meet the TASP requirements in several ways: \* Pass all sections of TASP or QuickTASP; \* Pass all sections of the DCCCD Alternate Assessment on the initial attempt; \* In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of "C" or better, retake and fail the same section of TASP or QuickTASP, and then take and make a "B" or better in an approved, related college-level course; or \* In the exact following order, take and fail a section of the DCCCD Alternate Assessment, complete all required developmental coursework with a grade of "C" or better, retest with TASP or QuickTASP and fail the same subject area originally failed on the DCCCD Alternate Assessment, and then take and make a grade of "B" or better in an approved, related college-level course.

Students attempting to meet the requirements through the third or fourth methods must check with the College TASP Coordinator to learn of all required steps to be met. \* The "B or Better" courses that can be used to satisfy TASP requirements (after having successfully completing Developmental coursework) are: English 1301, English 1302, History 1301, History 1302, English 2321, English 2322, English 2323, English 2331, English 2332, English 2333, English 2326, English 2327, English 2328, Psychology 2301, Government 2301, Government 2302, Government 2305, Government 2306, Math 1332, Math 1333, Math 1314, Math 1316 or higher level of math courses.

If you are a deaf student enrolling Fall 1995 and thereafter, you are subject to all TASP regulations with the exception that you must take the Stanford Achievement Test rather than TASP, QuickTASP, or DCCCD alternate assessment.

## Low Assessment Scores

Students entering with academic deficiencies or low assessment scores may be admitted on probation and will be required to enroll in developmental or other programs designated by the College. If you fail a section of either the TASP, DCCCD Alternate Assessment or QuickTASP, you must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. (Concurrently enrolled high school students will not be mandated to take developmental courses while in high school.) You must continue to participate in mandated developmental coursework until: 1. You pass the failed section of TASP or QuickTASP test, (please note that the DCCCD Alternate Assessment cannot be used for retesting purposes), or 2. You have completed the developmental coursework required, at which time the College may release you from such coursework. The College is not required to release you from further developmental coursework.

## Exemptions from TASP Requirements

You must have TASP, DCCCD Alternate Assessment (an approved TASP alternate test), or QuickTASP tests scores on file prior to enrolling for college-level courses. If you meet the following conditions, you are exempt or waived from the TASP requirements: \* You have at least 3 hours of college credit prior to Fall 1989; \* You are blind/deaf and have at least 3 hours of college credit prior to Fall 1995 \* You enroll in certain certificate programs; \* You have a baccalaureate or higher degree; \* You have ACT/SAT or TAAS scores which meet state standards for an exemption; \* You enroll as a transient student from an out-of-state or private institution; \* You are not seeking a degree and are at least 55 years of age; \* You are not seeking a degree and are an international student; \* The Texas Higher Education Coordinating Board has certified you as being dyslexic or having a related disorder or as having a math disorder. If you seek this exemption, you must check with the college TASP Coordinator to ascertain what documentation must be submitted to the Texas Higher Education Coordinating Board as only that agency may grant such an exemption; \* You are an out-of-state student enrolled in official distance education courses. \* You transfer into the DCCCD from a private or out-of-state college or university with a transcript showing a grade of "A" or "B" in a course that the DCCCD believes is equivalent to a course on the "B or Better" list (See #5

in previous section, Meeting TASP Requirements.) \* You are a self-declared casual, enrichment or non-degree-seeking student. You must be tested on TASP, QuickTASP or the DCCCD Alternate Assessment, but you do not have to participate in remediation. You must sign a form, available in the Admissions Office, Registrar's Office or Advisement Office each semester you are enrolled. You will be restricted from enrolling in certain courses until TASP requirements for such courses have been met, and you will not be awarded a certificate or degree. \* All other students are subject to TASP requirements.

## When Tests Are Administered

The DCCCD Alternate Assessment and QuickTASP are offered at each DCCCD Assessment/Testing Center throughout the year at various times. Please contact your DCCCD college Assessment/Testing Center for specific information regarding DCCCD Alternate Assessment and QuickTASP test administration procedures. The TASP test is administered statewide at least six times a year. You must register on forms available in the college Assessment/Testing Center in order to take the TASP test. The on-time registration fee for TASP and QuickTASP is \$29. A TASP study guide is available for purchase.

**Want more information on TASP?  
Go to the Texas Higher Education  
Coordinating Board's website at  
<http://www.thecb.state.tx.us>  
or see your DCCCD advisor.**

## Transferring Assessment Scores

If you take the DCCCD Alternate Assessment and later transfer to another Texas public college or university, the receiving institution will honor your scores. If you transfer from another Texas public college or university to the DCCCD, the DCCCD will honor your state-approved alternate assessment scores.

## TASP Assistance

DCCCD TASP coordinators can assist you with information about TASP requirements: \* Brookhaven College: Brenda Dalton (972) 860-4677 \* Cedar Valley College: Carolyn Ward (972) 860-8204 \* Eastfield College: Jennie Banks (972) 860-7028 \* El Centro College: Charlie Morgan (214) 860-2077 \* Mountain View College: Kathy Taylor (214) 860-8557 \* North Lake College: Deena Reeve (972) 273-3127 \* Richland College: Teddy Krekula (972) 238-6115 \* District Office: Velma Hargis (214) 860-2406

Additional TASP information can be found at the Texas Higher Education Coordinating Board's website:  
[www.thecb.state.tx.us](http://www.thecb.state.tx.us)

*And remember...TASP rules are always subject to change.  
For the latest TASP information, see the "official" DCCCD catalog at  
<http://www.dcccd.edu>*

# Money Matters

## Tuition

Tuition is based on the number of credit hours for which you enroll and your place of legal residence. Tuition is subject to change without notice from the Board of Trustees or the Texas Legislature.

## Tuition Installment Pay Plan (TIPP)

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

## HOPE and Lifetime Learning Tax Credits

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

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

For additional information on the two tax credits, contact the local Internal Revenue Service office, your tax preparer, or visit: [www.dcccd.edu](http://www.dcccd.edu). You will receive a 1098-T by February 1, 2001, for qualified tuition and fees paid during the 2000 tax year and by February 1, 2002 for qualified tuition and fees paid during the 2001 tax year. When you receive your 1098-T, if any information appears incorrect, please call the DCCCD hot line at 972-860-7460 for assistance.

## Reciprocal Tuition Agreement

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

### Program

### Campus

Apparel Design	ECC
Dealership-Sponsored Technician	BHC
Aviation Technology	MVC
Air Cargo	MVC
Aircraft Dispatcher	MVC
Airline Management	MVC
Professional Pilot	MVC
Fixed Base Operations	MVC
Commercial Music	CVC

Take a  
3-credit-hour  
course for  
only **\$74**

*Dallas County residents can take a 3-credit-hour college credit class for only \$74! A DCCCD education is the best life-long investment you can make.*

Diagnostic Medical Sonography	ECC
Educational Personnel	ECC, RLC
Electrical Technology	NLC
Electronic Telecommunications	EFC
Electronics Computer Technology	EFC
Engineering Technology	RLC
Hotel/Motel Management	NLC
Interior Design	ECC
International Business and Trade	ECC, RLC
Invasive Cardiovascular Technology	ECC
Medical Staff Services	ECC
Medical Transcription	ECC
Mortgage Banking	NLC
Pattern Design	ECC
Plumbing and Pipefitting	NLC
Veterinary Technology	CVC
Video & Film Technology	NLC
Visual Communications	BHC



**Call toll-free Metro 817-COLLEGE and ask for your FREE "Money For College" booklet with tips on seeking financial aid.**

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

<i>Program</i>	<i>Campus</i>
Air Conditioning and Refrigeration Residential	CVC, EFC, NLC
Air Conditioning and Refrigeration Technology	EFC
Apparel Design	ECC
Auto Body Technology	EFC
Automotive Technology	BHC, CVC, EFC
Aviation Technology	MVC
Construction Management and Technology	NLC
Construction Technology	NLC
Diagnostic Medical Sonography	ECC
Food and Hospitality Service	ECC
Digital Imaging Technology	EFC
Educational Personnel	ECC, RLC
Electrical Technology	NLC
International Business and Trade	ECC, RLC
Invasive Cardiovascular Technology	ECC
Medical Staff Services	ECC
Medical Transcription	ECC
Mortgage Banking	NLC
Pattern Design	ECC
Radiologic Sciences	ECC
Social Work Associate Generalist	EFC
Substance Abuse Counseling	EFC
Travel and Tourism Management	RLC
Veterinary Technology	CVC
Video Film Technology	NLC
Welding Technology	MVC

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

### Tuition Rebate Program

The State has established a tuition rebate program for students who graduate with a baccalaureate degree from a Texas public university. If you graduate with a baccalaureate degree from a Texas public university, you may qualify to receive a total of \$1,000 from the baccalaureate-granting institution if you meet the following criteria:

- You must have enrolled in a Texas public institution of higher education in Fall 1997 or thereafter;
- You must have been a resident of Texas and entitled to pay in-state tuition at all times while pursuing the degree;
- You must have received a baccalaureate degree from a Texas public university; *and*
- You must have attempted no more than three hours in excess of the minimum number of semester hours required

to complete the degree under the catalog under which you graduated. Hours attempted include transfer credits, course credits earned exclusively by examination, courses that are dropped after the official census date, and for-credit developmental/remedial courses.

Texas public universities are required to provide students with appropriate forms and instructions regarding this program. Please note this rebate applies only to baccalaureate degrees. Therefore, according to state law, the DCCCD cannot offer such a rebate.

### Refund Policy

Tuition and fees provide only a fraction of the cost of offering educational opportunities in the DCCCD. When you enroll in a class, you reserve a place that cannot be made available to another student until you officially drop the class. Therefore, a refund is made only under the following conditions:

- Official withdrawal (See *Official Withdrawal* in this section.)

If extenuating circumstances exist, you may appeal to the College's Refund Petitions Committee for a greater refund.

- Submit a refund petition, accompanied by an explanation of any extenuating circumstances, to the College's Refund Petitions Committee.
- If the committee approves the petition, you will be notified and receive a refund of tuition and fees accordingly.
- Requests for refunds will not be accepted after the end of the semester or summer session for which the refund is sought. Cash refunds are not issued. Refund checks are mailed to you at the address on file in the Admissions/Registrar's Office. If you originally paid by credit card, the refund will be applied back to the same credit card.
- Refunds for withdrawal from flexible entry courses will be prorated based on the number of weeks the course spans.

### NOTE:

**Refund checks normally require a minimum of one month from the date of approval for processing.**

The Academic Calendar, located in this catalog and also in the College's Class Schedule, specifies the last day for withdrawal with refund for regular semester-length courses.

## Official Withdrawal

If you officially withdraw from all or a portion of your class load, your tuition and mandatory fees will be refunded according to the following schedule:

### *Fall and Spring Semesters (based on a 16-week semester)*

- Prior to the first class day of the semester: 100%\*
- During the first 15 class days of the semester: 70%\*
- During the 16th through 20th class days of the semester: 25%\*
- After the 20th class day of the semester: NONE

### *Summer Semesters (based on a 5-week semester)*

- Prior to the first class day of the semester: 100%\*
- During the first five class days of the semester: 70%\*
- During the sixth class day of the semester: 25%\*
- After the sixth class day of the semester: NONE

\* Your registration fee is non-refundable.

The first class day will be considered as the officially published date when the semester begins. The first class day means the first day *all* classes begin for the semester, not the first day *your* class is scheduled to meet. No refunds are issued after the last class day of each semester.

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

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



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

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

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

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

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

## 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 the 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 your check(s) are returned. Additionally, you may be blocked from further enrollment until all costs are paid.

## Fees

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

### Special Fees and Charges

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

**Registration Fee:** A \$5 non-refundable registration fee will be assessed each semester.

**Laboratory Fee:** \$4 to \$24 a semester.

**Class Fee:** This fee covers variable special costs of a course not otherwise defined as "laboratory fee." Rental costs of specialized equipment, cost of class-specific software and off-campus facilities (i.e. bowling lane rental costs) are examples of class fees.

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

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

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

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## Tuition and Student Support Fees—All Semesters

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

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.

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

### SPECIAL FEES AND CHARGES

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

### SEMESTER TUITION

Tuition for all semesters is as follows:

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

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

**Effective Date:** Spring Semester, 2000

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

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

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

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

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

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

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

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

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

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



# Financial Aid In The DCCCD

*On October 7, 1998, the President of the United States signed reauthorization of the Higher Education Act of 1965 into law. This legislation provides financial aid to eligible students.*

*Financial aid is available to help those students who, without such aid, would be unable to attend college. You, the student, your parents and/or spouse are primarily responsible for paying the cost of your education. However, financial aid can remove the barriers for you if you cannot afford the cost of college, or it can help you afford college if you can only afford to pay part of the cost.*

## Follow these steps:

1. Complete an Application for Admission, located in the back of this catalog. Applications are also available from any DCCCD Admissions Office and on the Internet at [www.dcccd.edu](http://www.dcccd.edu).
2. Complete the Free Application for Federal Student Assistance (FAFSA). This is the standard form used to provide an analysis of the financial need. It may be obtained from a high school counselor, from any DCCCD Financial Aid Office or on the Internet at [www.FAFSA.edu.gov](http://www.FAFSA.edu.gov).

For faster service, we recommend your completing the FAFSA online. The Department of Education offers this automated application service, which provides immediate assistance if you make any errors that could otherwise cause your application to be rejected.

**Allow 6 weeks for FAFSA processing. Mail 2 months before the semester's priority deadline!**

The online FAFSA is designed with clear instructions on completing the form as well as easy-to-use pop-up menus. If you complete a paper FAFSA, you must mail it to the address indicated on the application.

You should allow six weeks for processing. You should mail it at least *two months* before the priority deadline for the semester for which you are applying. See *Priority Processing Dates* in the next section.

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

The Department of Education matches data such as: the Selective Service, Immigration and Naturalization Service (INS) and the National Student Loan Data System. If the match with INS has not confirmed your noncitizen eligibility, the College must submit the copy of your document to INS so the

confirmation can be completed. Additionally, the social security number of each federal assistance applicant will be verified by the Federal Social Security Administration. If the number you list does not match the records of the Federal Social Security Administration, the application will be returned to you unprocessed.

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

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

## Priority Processing Dates

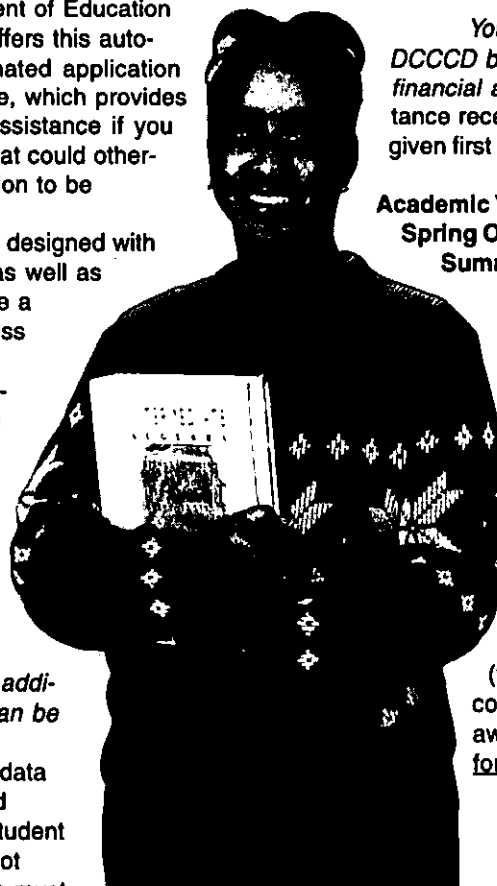
*You must apply for admission to the DCCCD before you can be considered for financial aid. Applications for financial assistance received by the following dates will be given first priority:*

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

*Applications received after these dates will be processed as time and availability of funds permit. If you apply late, you should be prepared to pay your own registration and book costs until your application can be completed. You should contact the Financial Aid Office at the College you plan to attend for additional deadlines and requirements.*

*You must reapply for financial assistance once each academic year (fall and spring). The award does not continue automatically beyond the period awarded. Registration Deadlines in order for financial aid to pay:*

**Fall 2001 - Register by  
September 2, 2001  
Spring 2002 - Register by  
January 20, 2002**



## Grants

### Federal Pell Grants

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

All students applying for financial assistance through the College must apply for a Federal Pell Grant. This is done through the FAFSA application. See *How to Apply* at the beginning of this section. Other types of financial aid may be awarded if you apply and qualify. Eligibility for a Federal Pell Grant is based on financial need and satisfactory academic progress. The application process takes approximately six to eight weeks. In response to the Federal Pell Grant application, the Department of Education will provide a Student Aid Report (SAR) to you. You should immediately review the SAR to make sure it is correct. The exact amount of the Federal Pell Grant award will depend upon the Estimated Family Contribution (EFC) on the SAR and the number of hours for which you enroll.

### Federal Supplemental Educational Opportunity Grant (SEOG)

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

### Texas Public Educational Grant (TPEG)

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

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

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

### Toward Excellence, Access & Success (TEXAS) Grant Program

The TEXAS Grant program is a state grant that provides financial assistance to needy students attending Texas public colleges. To qualify, you must make satisfactory academic progress toward your educational goal and have financial need. You must have graduated from a public or accredited private high school in Texas no earlier than Fall 1998, with the recommended or advanced high school curriculum or its equivalent. You must enroll in at least nine hours and must not have been convicted of a felony or a crime involving a controlled substance. The award amount will be based on the statewide average tuition and fees for Texas community colleges.



## Scholarships

### DCCCD Foundation Scholarships

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

### Miscellaneous Scholarships

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

## Loans

### Federal Stafford Loans

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

The interest rate is variable with a maximum of 9%. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays the interest during the time you are enrolled and during the grace

period of six months following enrollment. Repayment begins six months after you leave school or drop below half-time enrollment. Lenders will charge a loan origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan.

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

### Federal Unsubsidized Stafford Loans

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

## FEDERAL STAFFORD LOAN SAMPLE REPAYMENT SCHEDULE

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

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

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

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

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

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

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

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

## Emergency Short-Term Loans

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

## Employment

### Federal Work-Study Program (FWSP)

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

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

The College also provides part-time, on-campus employment opportunities for students who do not demonstrate financial need. The wage rate and the average hours worked per week are the same as those for the Federal Work-Study Program.

### Off-Campus Employment

The College Placement Office can help you find a job off campus. The wage rate varies with each job, and financial need is not a requirement of employment.

## Tuition Exemption Programs

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

- Veterans and Dependents (Hazlewood Act)
- Highest Ranking High School Graduate
- American (Other than US) Hemisphere Student
- Blind or Deaf Student
- Children of Disabled Fireman and Peace Officers
- Children of Prisoners of War or Persons Missing in Action
- Fire Fighters Enrolled in Fire Science Courses

- Foster Care Students
- Senior Citizens
- AFDC Students
- ROTC/National Guard Students
- Early High School Graduation

For information concerning tuition exemption programs and the criteria for eligibility, contact the Texas Higher Education Coordinating Board: (512) 427-6340.

## Vocational Rehabilitation

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

## American Indian/Native American Students

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

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

## Veteran's Benefits Programs

The Veterans Affairs Office at the college coordinates veterans' benefits programs. The Veterans Affairs Office function is to assist you with completing proper forms and coordinating the certification procedures for monthly benefits. Veterans Affairs staff may also counsel you concerning VA educational benefits, and if possible, assist you in enrolling, arrange tutoring services, administer the Veterans' Work-Study Program on campus and provide assistance with other areas related to your general welfare.



## Here's A Tip:

**Learn about all kinds of financial aid...**

**...Loans, scholarships and grants...**

**...Need-based & other types of financial aid.**

**And start your quest for aid as early as possible.**

## Standards of Progress For Veterans

Acceptable scholastic performance is the maintenance of a grade point average, based on GPA (1), of 2.0 or better. If you earn a cumulative grade point average of less than 2.0, you will be placed on probation. Once on probation, failure to obtain a 2.0 grade point average will result in suspension of benefits. Once suspended, you must obtain a 2.0 cumulative grade point average to re-establish eligibility. You must receive academic advisement concerning your suspension and receive permission to enroll for classes from a suspension academic advisor. See *Grades & Transcripts* for an explanation of how grades are interpreted, how grade points are determined and how a grade point average is calculated.

## Guidelines For Veterans

As a veteran student, you should be aware of regulations enforced by the Department of Veterans Affairs:

- You may be required to pay back portions of the benefits received if you drop a course or in some other way receive a non-punitive "W" grade.
- If you withdraw from all courses attempted during a semester, and if the VA considers you to be making unsatisfactory progress, you may lose future benefits.
- If you plan to enroll in developmental courses, you must first take an assessment test at the College and determine a need in basic skills before enrolling in these courses.
- You can be certified for a TV class(es) without taking any other courses.
- You must enroll in courses required by your educational degree plan. You will not receive payment of benefits for courses not required by this plan. Violation of these regulations can cause complications in receiving monthly educational benefits or loss of those benefits.

The above VA regulations are subject to change without notice. You should contact the Veterans Affairs Office in order to be aware of current regulations and procedures. Questions concerning amounts of educational assistance for which you may be eligible and other finance-related questions should be referred to the Department of Veterans Affairs, Regional Office at 1 (800) 827-1000.

## Hazlewood Act

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

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

## Standards of Progress for Financial Aid Students

### Academic Progress Requirements

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

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

## Grade Point Average (GPA) Requirement

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

Semester Requirements		Cumulative GPA (CGPA) Requirements
<i>Hours Attempted</i>	<i>Hours Required to Complete with a Passing Grade</i>	<i>All students must have a minimum of 2.0 CGPA</i>
12 or more	9	
6 to 11	6	
5 or less	All	

## Failure to Meet the Standards of Academic Progress

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

1. Following the first semester in which the above standards of academic progress are not met, you will be placed on probation for the next semester of funding.
2. You may be allowed to receive financial aid funds while on probation, but you must complete the subsequent term by meeting all of the minimum requirements at the close of that term.
3. If you fail to meet the Standards of Academic Progress during the semester of attendance while on probation, you will be placed on suspension and denied further funding for one semester. You will be responsible for paying for tuition, and any related institutional charges already applied to your account, including, but limited to, any financial aid checks already released to you.
4. During the suspension period, you must enroll at a DCCCD college for a minimum of six (6) credit hours during a fall or spring semester, pay the expenses related to that enrollment and complete all courses attempted with a GPA of 2.0 or better.
5. If you have been reinstated from any suspension status, you may continue only on a probationary status for at least one term, regardless of your CGPA at the time of reinstatement.
6. If you are placed on probation or suspension, you will be notified in writing of your status at the end of the semester.
7. If you fail to meet Satisfactory Progress results in a third suspension from Financial Aid, no additional aid will be awarded.

## Appeal Process

If you have been denied financial aid because of a failure to meet any of the criteria of the standards, you may petition the Director of Financial Aid to consider any mitigating circumstances. Your appeal must be in writing, and supporting documentation regarding special circumstances must be provided. If the Director denies a reinstatement of aid, you may appeal the Director's decision by following the same procedure of written appeal to the appropriate Vice President overseeing the Financial Aid Office.

## Maximum Time Allowed for Completion of Educational Objectives

If you receive financial aid, you will have a maximum of 90 attempted hours to complete your educational requirements of 90 credit hours.

## Additional Information

Financial Aid will not be provided for:

- Courses taken by audit;
- Credit hours earned by placement tests;
- Non-credit coursework;
- Any course registered for the Fall 2001 term after September 1, 2001 and any course registered for the Spring 2002 term after January 19, 2002 (i.e., flex entry, fast track, mini term courses);

• Transfer students attending for summer only.

Grades of "W," "WX," "E" or "I" will be counted toward hours attempted but will not be treated as completed coursework.

For the purpose of financial aid eligibility only, a course resulting in a grade of "F" will be counted toward hours attempted but will not be considered a completed course. When calculating the financial aid cumulative grade point average (CGPA), the value of the "F" will be equal to "0." Thus, it will negatively affect the financial aid CGPA.

Developmental remedial coursework may receive funding up to a maximum of 27 credit hours according to federal regulations.

Many support services are available at each DCCCD college to help you achieve academic success. The services include counseling, testing, tutoring, health services, placement, the Career Development Center and the Learning Resource Center. Information on such services is available at [www.dcccd.edu](http://www.dcccd.edu) and at each college.

## Financial Aid & Distance Learning

*Dallas TeleCollege makes DCCCD college courses available in a variety of distance learning formats. See Distance Learning elsewhere in this catalog. Creative financial aid options are available to students who choose distance education.*

*If you wish to receive federal aid for distance education classes, the classes must be associated with an Associate's Degree program. Other distance education classes are considered to be under the umbrella of continuing education; if you are eligible, state aid may be awarded for such classes.*

*In most cases, federal and state aid is awarded similarly for traditional on-campus and distance education classes. However, you should be careful to adhere to the rules and regulations that apply to distance education where financial aid is concerned. See <http://telecollege.dcccd.edu> for more information regarding distance education and financial aid.*

*A DALLAS TeleCollege Financial Aid Advisor is available to all DALLAS TeleCollege students at the Dallas TeleCollege homepage, <http://telecollege.dcccd.edu>. The site also contains a rich resource of web-based information regarding financial aid, including links to the online FAFSA (Free Application for Federal Student Aid) and other web-based resources. Contact the DALLAS TeleCollege Financial Aid Advisor if you are a student receiving financial aid and you are interested in DALLAS TeleCollege courses.*

If you withdraw from *all* of your fall classes before October 30, 2001, or spring classes before March 31, 2002, you will be required to repay a portion of your federal grants.

# College Registration

## Registration

### 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 Registrar's Office for additional information.

Follow these steps:

1. After receiving notification that your Application for Admission has been accepted, ask the College's 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 at [www.dcccd.edu](http://www.dcccd.edu).
3. Meet with an advisor to determine the courses you wish to take. Refer to *Recommended Academic Load* in this section.
4. Register for classes.

### It's easy to register for DCCCD classes:

- Apply for admission
- Find the courses you want in the class schedule
- Meet with your campus advisor
- Register for classes

### 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 taken TASP, you will also need your TASP scores. *You should have official copies of TASP, ACT, RSAT or SAT 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. The college reserves the right to insist that you enroll in the appropriate remediation if your assessment results indicate a need for improving skills in reading, writing and/or mathematics.

Details of assessment and advisement procedures are available through the college Counseling/Advisement Center, International Center or in the college's Class Schedule, published each semester.

If you did not have at least three college-level credit hours prior to Fall 1989, you must take the TASP (Texas Academic Skills Program) or an approved TASP alternative assessment prior to enrolling in any college-level course work. If you fail either the reading, writing or mathematics section of the TASP or alternative assessment, you will be required, as mandated by state law, to enroll and participate in a developmental program continuously until all appropriate developmental courses are successfully completed or until each failed section is passed. See *Texas Academic Skills Program (TASP)*.

### 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, such as DISCOVER, GIS and SIGI. These simple computer programs are designed to help you clarify goals, identify career and occupational interests and research information about senior institutions.

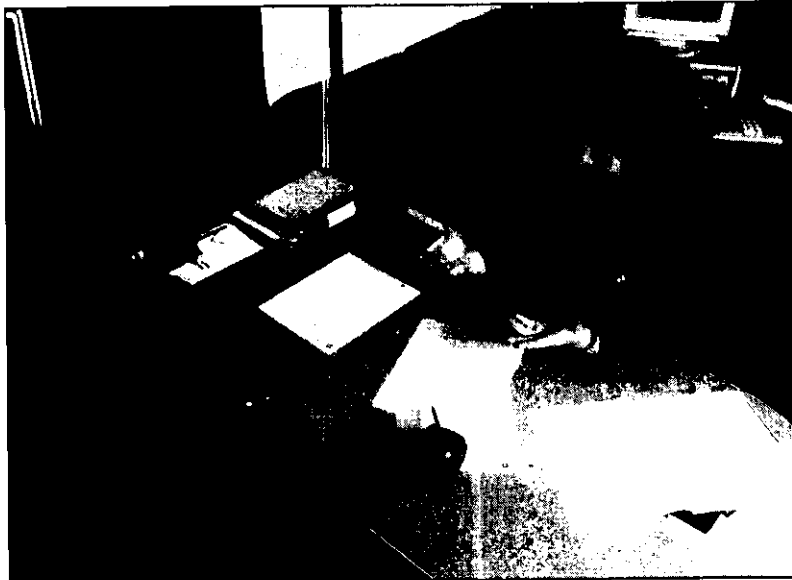
The college also plans events especially for transfer students. These activities include College Days (where officials from senior institutions visit on campus to talk directly with you), special transfer workshops and seminars and events designed to assist students in making career decisions. Many other 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), you should not work more than 20 hours per week. If you work more than 20 hours, you should reduce 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. A maximum number of hours can be taken during the summer. Contact your campus registrar 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 Registrar's Office during the time specified in the current Class Schedule. No change is complete until it has been appropriately processed through the registration system.

## 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 DCCCD's Student Programs and Resources (SPAR) staff plans activities to encourage your involvement in campus life.*

SPAR staff plans and presents a variety of programs and activities for students and the surrounding community. These programs include lectures, art gallery activities and performance events. Programs often are coordinated with the various instructional divisions to provide you with valuable educational experiences. Leadership conferences, retreats, diversity training and service learning programs offer you opportunities to develop skills that enrich your quality of life.

The DCCCD 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.

Depending on the college you attend, you may be 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
- The selection process of new College administration.

### Assessment/Testing Center

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

Assessment/Testing Centers provide these services:

- Academic testing (instructor's tests, make-up exams, self-paced exams and distance education testing)
- Assessment testing (approved alternate TASP testing that meets both TASP and placement requirements)
- Standardized exams (national and state exam programs such as: TASP, ACT, SAT, CLEP, GED, etc.)
- Psychometric Testing\* (assessment of personality, vocational interests, aptitude, etc.); you must be referred by a counselor or

## Involvement Contributes To Your Success

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's Assessment/Testing Center.

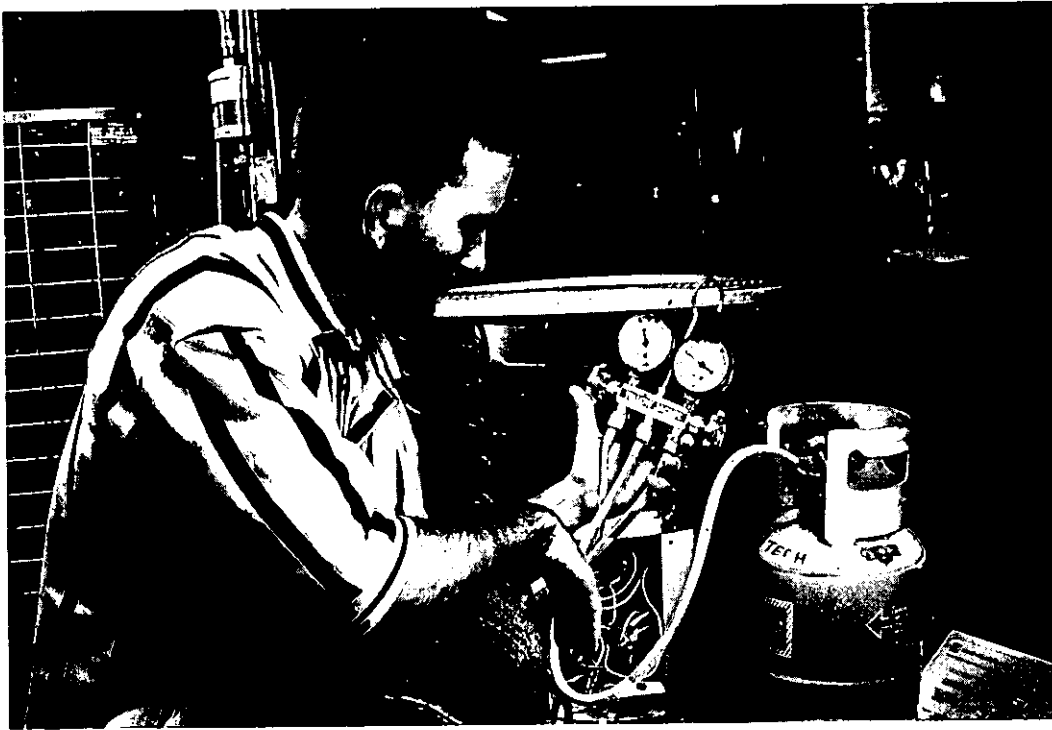
*The Student Code of Conduct provisions regarding disruptive behavior and/or academic dishonesty apply equally to Assessment/Testing Centers and classrooms. Irregularities will be referred to the proper authorities for disciplinary action. See the Student Code of Conduct.*

### Career Planning and Job Placement Services

The DCCCD provides career planning and job placement services free of charge to DCCCD students, alumni, former students and those in the

process of enrolling. Although services may vary among DCCCD colleges, most Career Planning and Job Placement Centers 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, some Career Planning and Job Placement Centers offer services such as career testing and computerized career guidance programs to assist you with choosing a college major and making career decisions.





## Health Services & 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, which include:

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

Job listing services are provided at each college, and all DCCCD colleges and the Bill J. Priest Institute for Economic Development participate in an Internet-based job listing service that contains full- and part-time opportunities in the Metroplex. All Career Planning and Job Placement Offices strictly adhere to EEO guidelines. Employers posting job openings with DCCCD Job Placement Services must be EEO employers. All services are free of charge to you.

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 it is required by law.

## Disability Services/Special Services Offices



The Disability Services/Special Services Offices offer a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Services are coordinated to fit your individual needs and may include sign language interpreting, note-taking, tutoring, mobility assistance, reading/audio taping and loan of specialized equipment such as audio tape recorders, talking calculators, raised-line drawing kits and large print materials. Academic and career advisement services, testing accommodations, registration assistance and extensive information and referral services are also available.

If you are a student with disabilities and/or special needs, and you wish to request accommodations, you are responsible for documenting your needs and initiating a request at the Disability Services/Special Services Offices, *preferably one month prior to registration*. Orientation and registration information will be provided.

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

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

We recommend that all prospective students have adequate immunization for diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis (See the *Texas Department of Health's Recommended Adult Immunization Schedule*.)

Optional student health insurance, with optional coverage for spouse and children, is available through an outside vendor. This limited coverage policy is administered by an insurance company for a relatively inexpensive fee.

## 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 DCCCD libraries orient students to the information environment. They introduce you to the tools you need to navigate an increasingly complex world of information resources. Each library provides orientation classes to teach you how to access information that will benefit you as you pursue your academic goals.



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

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

### Police Departments at the College

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.

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

### 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 College's educational goals and purpose;
- 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.

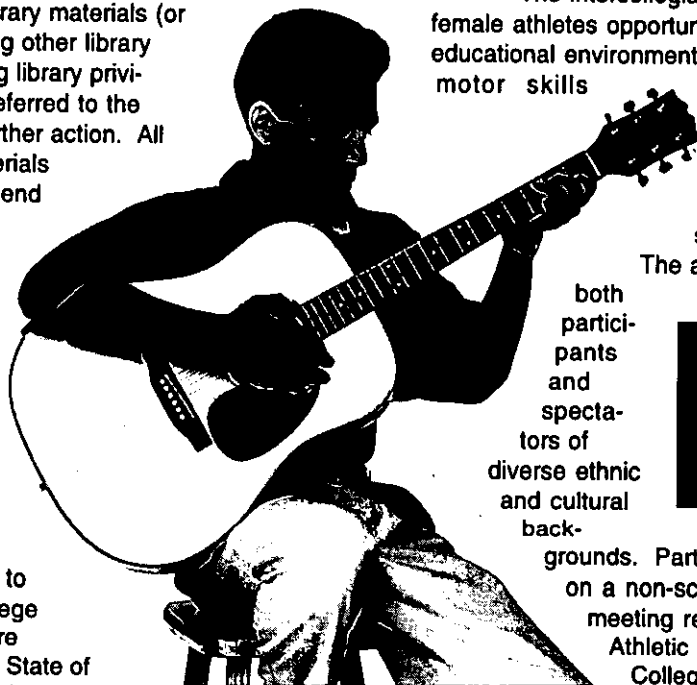
### Tutoring Services

The DCCCD provides 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 male and female 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.

**A DCCCD college has a club or organization just right for you...**

grounds. Participation on athletic teams is voluntary on a non-scholarship basis for women and men meeting requirements established by the Metro Athletic Conference and the National Junior College Athletic Association. Most teams are associated with the N.J.C.A.A. Conference champions compete at regional and national tournaments. In the last several years, DCCCD colleges have been the national champions in basketball, taken second place in the national baseball and volleyball tournament, placed fourth in golf and have been regional champions and participated in the district tournament in both men's and women's soccer. For more information regarding eligibility, rules, standards and sports offered, contact the college's Physical Education Office.

#### Intramural Sports

The Intramural Sports Program provides opportunities for men and women to participate in a variety of individual, dual and team sports in a supervised recreational setting. Students and employees can enrich their campus 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.

## DCCCD Policies

### Drug-Free Schools and Communities Act

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

### Equal Educational And Employment Opportunity Policy

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

### 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. DCCCD college web sites or Physical Education Offices can provide this information.

### Family Educational Rights and Privacy Act of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, the college may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) date and place of

birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended and (9) other similar information, including major field of study and degrees and awards received.

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. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student, except as specified by law.

### Standard of Conduct

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the Student Code of Conduct published in this catalog. If you are unable to complete the course (or courses) for which you have registered, it is your responsibility to withdraw formally from the course (or courses). Failure to do so will result in your receiving a performance grade, usually an "F."

### 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 DCCCD maintains and updates on an annual basis student persistence, graduation rates, transfer rates and other relevant statistics. To obtain copies of these reports, contact the District Office of Research. Campus crime statistics may be obtained from College police/security offices. (Published in compliance with the Student Right-to-Know and Campus Security Act; Public Law 101-542.)



# Academic Information

## Degree Requirements

The college confers the Associate in Arts Degree, Associate in Sciences Degree, the Associate in Sciences Degree with a major in Business, the Associate in Applied Sciences Degree, the Associate in College/University Transfer Degree, Associate in Arts Degree in Arts and certificates to students who have completed all requirements for graduation. You must earn at least 25% of the credit hours required for graduation through instruction (not credit-by-examination) by the college granting the degree. The degree must be awarded by a college 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 DCCCD college, you must indicate which college is to award the degree.

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. If you enroll in the DCCCD Fall 1989 or thereafter, you must successfully complete all sections of the TASP (Texas Academic Skills Program) before a degree can be awarded. See *TASP & Alternative Assessment*.

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.

### 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's Counseling/Advising Center. However, in keeping with Texas State law, students who complete the 48 hour credits of the DCCCD core curriculum are assured that the core will transfer to any Texas public college or university; in such instances, the DCCCD core will be substituted for the core requirements of the receiving

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

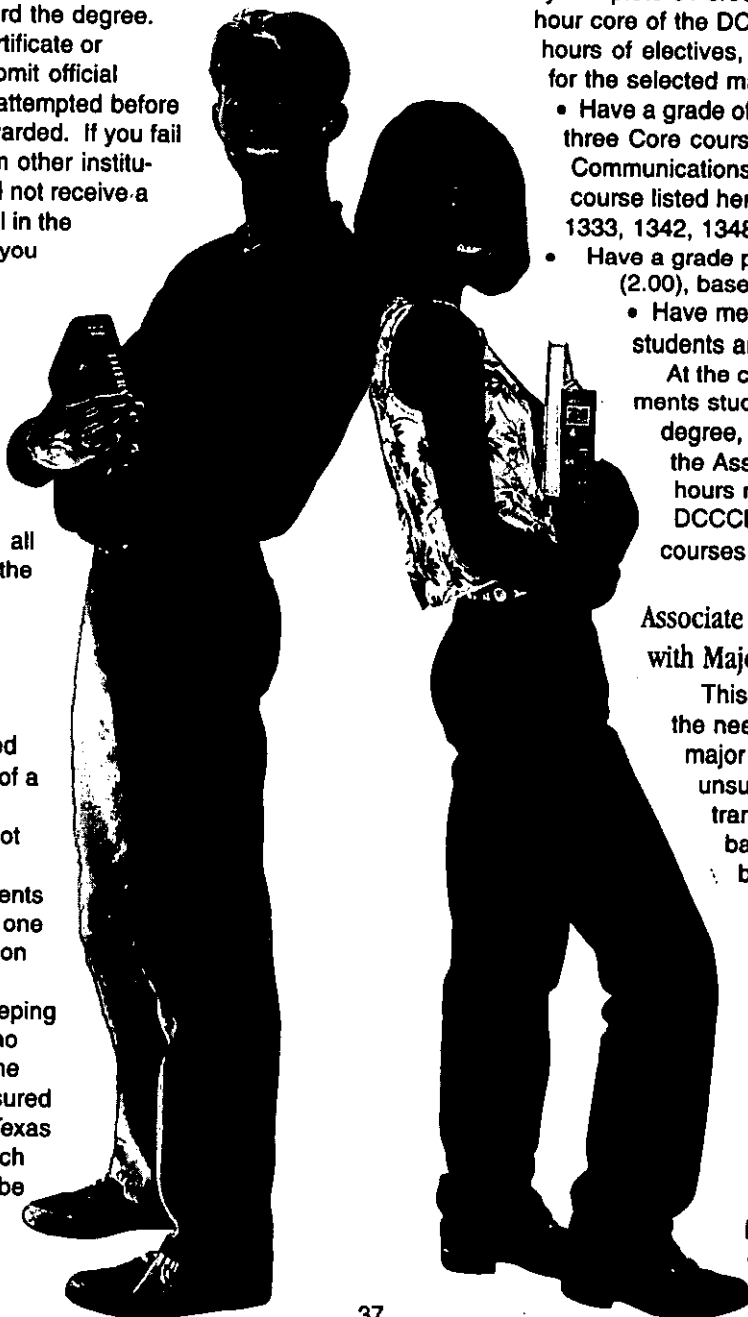
In order to receive either of these degrees, students should:

- Successfully complete 61 credit hours including the 48 credit hour core of the DCCCD plus an additional 13 hours of electives, comprised of courses designed for the selected major,
  - Have a grade of "C" or better in each of the three Core courses (English 1301, Speech Communications 1311 and one selected math course listed here: MATH 1314, 1324, 1332, 1333, 1342, 1348, 1414, 2412 or higher level.
  - Have a grade point average of at least "C" (2.00), based on GPA (2) and
  - Have met all TASP requirements (if students are not TASP exempt).

At the completion of these requirements students may select the title of their degree, either their Associate in Arts or the Associate in Sciences. These 61 hours may be completed at any DCCCD college and must include courses listed on the degree outline.

### Associate in Sciences Degree with Major in Business

This degree is designed to meet the needs of students who plan to major in business but who are unsure about where they wish to transfer in order to complete a baccalaureate degree in a business field. This plan includes the DCCCD core of 48 hours. Students who complete this core are assured that the core in its entirety will transfer to any Texas public college or university; in such instances, the DCCCD core will be substituted for the core requirements of the receiving institution. Therefore, in pursuing this degree, students are encouraged to complete the entire core within the DCCCD.





This plan also includes courses designed for business majors. Students planning to transfer must consult the transfer institution's catalog to ensure selected courses in this area will both transfer and apply toward their degree at the receiving institution. Once students have decided on the specific transfer institution and a specific major within business, they are strongly encouraged to utilize the transfer degree for those hours beyond the DCCCD core.

In order to receive this degree, students should successfully complete 61 credit hours including the 48-hour core of the DCCCD, the required business courses and any elective courses to bring the total to 61 credit hours. These 61 hours may be completed at any DCCCD college.

### Associate in College/University Transfer Degree

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

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

The remaining hours will be comprised of courses equivalent to those designated by the student's selected transfer institution as being applicable to the baccalaureate degree being sought. In no case will DCCCD course prerequisites be waived. Students who qualify for an Associate in Arts or 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.

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

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

### Associate in Applied Sciences Degree

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

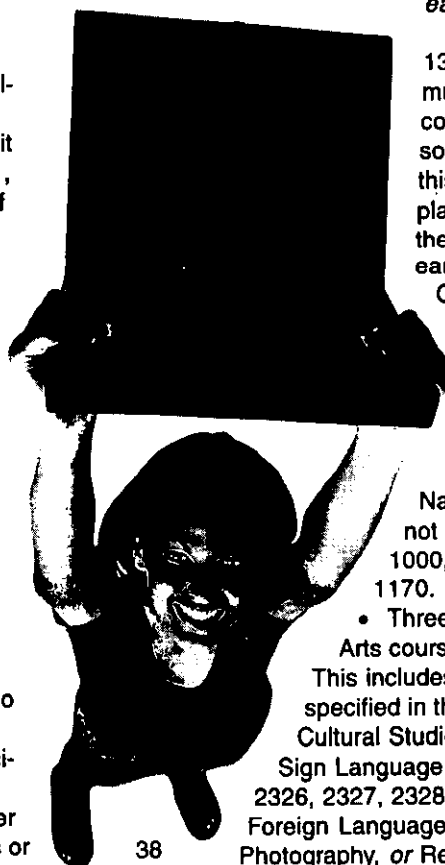
Students must have a minimum of 60 credit hours, a grade of "C" or better in each of the three core courses (English 1301 or English 1302 [whichever is required], Speech Communication 1311 and in the math course required in the specific degree plan), a grade point average of at least "C" (2.00), based on GPA (2), and a passing score on all sections of TASP (if students are not TASP exempt) to receive the Associate in Applied Sciences Degree. These 60 hours must include the following general education requirements:

- English 1301 or English 1302 (whichever is required) (3 credit hours): *A core course requirement; a grade of "C" or better must be earned.*
- Speech Communication 1311 (3 credit hours): *A core course requirement; a grade of "C" or better must be earned.*

If the degree plan requires Math 1314 or higher, a grade of "C" or better must be earned. (Please note that courses which have as their prefix something other than Math will not meet this requirement.) Should the degree plan not include Math 1314 or higher, then a grade of "C" or higher must be earned in the required Science (Biology, Chemistry, Geology, Physics) course.

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

- Three credit hours from a Humanities/Fine Arts course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Arts, Cultural Studies 2370, Dance, Drama, American Sign Language Program, English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2370 OR 2371, Foreign Language, Humanities, Music, Philosophy, Photography, or Religion.





- Three credit hours from a Social/Behavioral Science course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Anthropology, Economics, Geography, Government, History, Human Development numbered greater than 1000, Psychology or Sociology.
- Three credit hours from a Science/Natural Science course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Biology, Chemistry, Ecology, Geology or Physics.

Specific degree plans for each technical/occupational/workforce development program can be found in this catalog.

For some programs, more than 60 credit hours are required.

All pre-scribed requirements for the specific technical/occupational program in

**Students are highly encouraged to complete the DCCCD core curriculum of 48 credit hours.**

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* for a more detailed explanation. The GPA for an Associate in Applied Sciences degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation or the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 9176 and Drama 1170.

## Certificate Program Requirements

Certificate Programs are part of the DCCCD's 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 TASP requirements. When you seek a TASP 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 TASP-waived status will end and you must meet the TASP testing and/or remediation requirements that apply to students not enrolled in a TASP-waived certificate program.

The specific requirements for each certificate program are outlined within each technical specialization. See the *Career and Technical Programs* section of this catalog.

## Transfer Students

### Core Curriculum

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

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

Receiving institutions have the right to determine if they will accept grades of "D" as meeting the core requirements. If you wish to transfer, you are encouraged to make a grade of no less than "C" in any core course. In addition, you should take



care in selecting math and science courses as some universities have specific math and/or science courses that will apply to the choice of major fields of study.

There are a number of ways you may demonstrate you already possess the competencies taught in core courses. Among these are successfully completing an instructor-made exam or successfully completing the appropriate CLEP or DANTES exam. Contact the college's Testing Center for a current list of such tests.

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

### COMMUNICATIONS – 9 credit hours

- English 1301: *A grade of "C" or better must be earned.*
- English 1302
- Speech 1311\* *or*
- any Foreign Language Course 1311 or higher

\*Students must select Speech 1311 if seeking an AA or AS degree. *You must earn a grade of "C" or better if you select Speech 1311.*

### MATHEMATICS – 3 credit hours

*(Select one course)*

- Math 1314, 1324, 1332, 1333, 1342, 1348, 1414, 2412 or higher level. *A grade of "C" or better must be earned in the selected college-level math course.*

### LAB SCIENCES – 8 credit hours

*(Select two courses)*

- Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426.

Students *may not* use the following combinations to meet this requirement:

- Biology 1406 and 1408;
- Chemistry 1405 and 1411;
- Physics 1401 and 1405;
- Physics 1401 and 2425; *or*
- Physics 1405 and 2425).

### SOCIAL/BEHAVIORAL SCIENCES –

15 credit hours

- History 1301, 1302
- Government 2301, 2302

*Select one course from the following:*

- Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319

### HUMANITIES/VISUAL AND PERFORMING ARTS

9 credit hours

*Select one course from each of the three groupings:*

Category I:

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

Category II

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

Category III

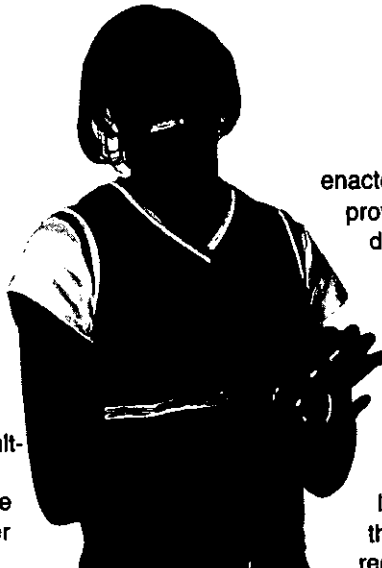
- Cultural Studies 2370
- History 2321, 2322, 2380, 2381
- Philosophy 1301, 2306, 2307, 2316, 2317
- Religion 1304

OTHER– 4 credit hours

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

### Academic Transfer Programs

The DCCCD 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 your courses' transferability by being active and responsible in the advisement process. By consulting the four-year institution regularly and taking advantage of the resources available at each of the DCCCD colleges, you may ensure that the transfer process is a positive experience.



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

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

The receiving institution must then inform the student, the sending institution and the state commissioner of higher education of the resolution. If need be, the commissioner, or designate, may be called upon to resolve the dispute.

### Earning an Associate Degree Prior to Transferring

During the time you attend college in the DCCCD, 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 require you to complete many of the core courses that will also be required by most senior institutions. The flexibility of these degree programs also allows you to complete many of the introductory courses specifically related to your major field of study. For those students seeking a four-year degree in business, the DCCCD offers the Associate in Sciences with a specialization in business. Additional information regarding this degree can be found in this catalog, from a counselor or advisor or online: [www.dcccd.edu](http://www.dcccd.edu).

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 at a specific university. Additional information about this degree can be found in this catalog or online: [www.dcccd.edu](http://www.dcccd.edu).

### Guarantee for Transfer Credit

See the Live & Learn section for more information on this important program.

### Transfer Dispute Resolution

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

If you transfer to a DCCCD college, you can expect that approved academic courses earned at any Texas public institution will be accepted in transfer. To dispute a transfer decision made by the College, you should contact the District Office of Articulation and Transfer Services to appeal the denial of transfer credit for any approved academic course. Call (214) 860-2453 or 2185.

If an academic course is not accepted in

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

**Guarantee for Transfer Credit  
See the Introductory "Live & Learn"  
section of this catalog for  
more information.**

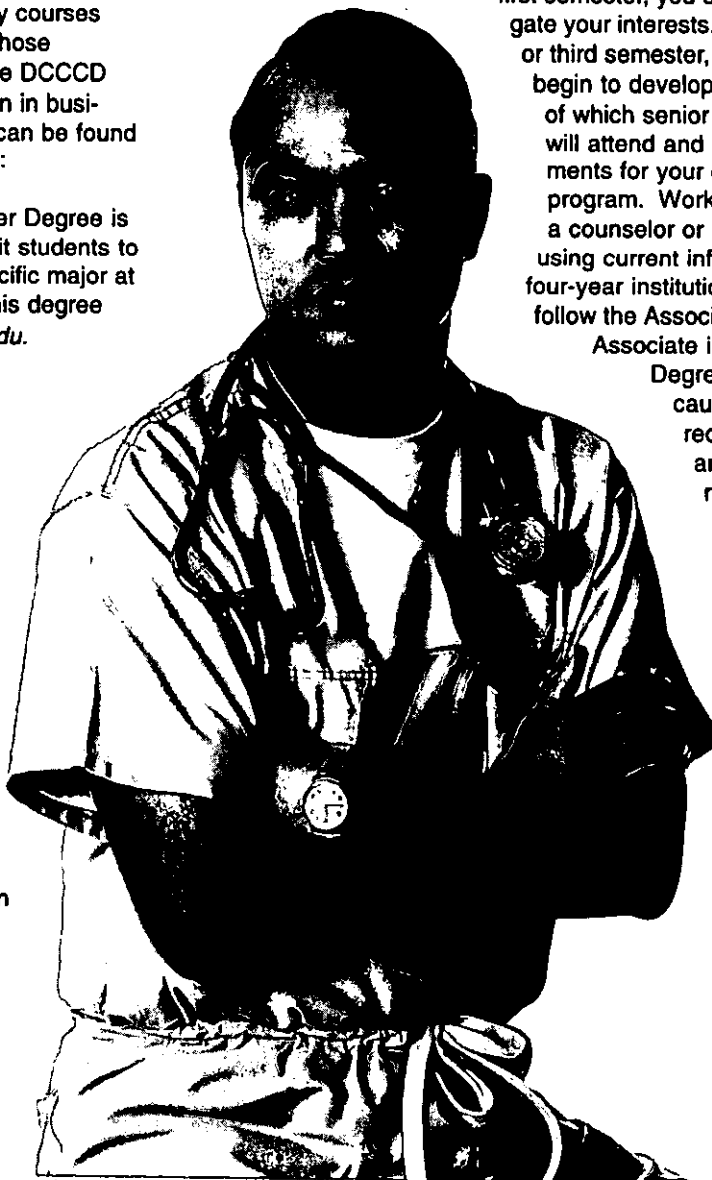
### Choosing a Major and Developing an Educational Plan

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 what your major will be.

Several freshman-level core courses are available that will apply toward most majors. 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 many of the required courses are often required at four-year institutions. The counseling personnel at each of the DCCCD colleges 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 DCCCD:

Accounting  
Advertising  
Agriculture  
American Studies  
Anthropology  
Architecture  
Art  
Biological Science  
Botany  
Business Administration  
Chemistry  
Computer Science  
Dance  
Dental Hygiene  
\*Dentistry  
Dietetics  
Drama  
Economics  
Engineering  
English  
Entomology  
Finance  
Fine Arts  
Foreign Languages  
Forestry  
Geography  
Geology  
Health Sciences  
History  
Industrial Arts  
Interior Design  
Journalism  
\*Law  
Legal Science  
Liberal Arts  
Life Sciences  
Management

Marine Biology  
Marketing  
Mathematics  
Medical Technology  
\*Medicine  
Meteorology  
Microbiology  
Music  
Music Education  
Nursing  
Occupational Ther.  
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 Commun.  
Speech Pathology  
Teacher Preparation  
Telecommunications  
Theatre  
\*Veterinary Medicine  
Wildlife Management  
Zoology

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

### College Resources for Transfer Students

Each of the DCCCD colleges offers many resources designed specifically for those students planning to transfer to a four-year institution. 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 senior institution. 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.

Many resources are available online for future transfer students. On the DCCCD Transfer Information and Services web page, [www.dcccd.edu](http://www.dcccd.edu), you will find:

- Tips on how to transfer successfully.
- Answers to "most commonly asked" transfer questions.
- Transfer guides for specific majors at approximately 30 Texas universities.
- Course-by-course equivalencies for DCCCD courses at Texas universities.

## Transfer guides are for your benefit. See your campus advisor.

- Details on the DCCCD Transfer Guarantee Program and the Associate of College University Transfer Degree
- Educational Resources for Students and Counselors/Advisors.

### Transfer Guides

Transfer guides offer a listing of courses, by DCCCD 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  
Economics  
Electrical Engineering  
English  
Exercise and Sports Studies  
Fashion Design  
Fashion Merchandising  
Finance

Foreign Languages  
Geography  
Geology  
History Sociology  
Hotel & 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

Speech  
Speech Pathology/  
Audiology  
Teacher Preparation  
Theatre  
Undecided

Although officials at the various senior institutions have reviewed the information in these guides, the content is subject to change. It is your responsibility to verify the accuracy of this information with the institution of your choice. Counselors and academic advisors can also assist you in preparing for majors other than those listed above.



## Course-by-Course Equivalency Guides

Equivalency guides offer a listing of how every course offered in the DCCCD transfers to 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.



catalog you will find course descriptions for every course offered in the DCCCD. 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

If you plan to transfer to a four-year college or university, you have a choice to make regarding your requirements for graduation. You may choose the catalog year under which you wish to graduate. This choice is subject to restrictions that are

outlined in the four-year school's catalog. You should consult with your advisor or the catalog of your choice to learn about any such limitations.

If you plan to transfer, you should keep a copy of the DCCCD catalog, the four-year institution's catalog and the transfer guide valid at the time you enrolled in the DCCCD and at the time you selected a major. You should also keep syllabi for each of your DCCCD courses.

## Other Things to Consider

During the time you are enrolled in the DCCCD, 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

## Common Course Numbering System

To help meet your transfer needs, the DCCCD has joined 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.

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

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 when you can meet with representatives from all areas of the institution.

## Hot Tip:

**It is your responsibility as a student to know any specific requirement of the college or university to which you wish to transfer. This responsibility includes knowing course requirements, number of credit hours accepted and grade point average requirements.**

*There is a limit on the number of hours taken by any one student in which the state of Texas will reimburse universities. By law, some Texas public universities may charge a higher rate of tuition to students who exceed the limit. 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 DCCCD 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 eight-week sessions and divided into proficiency levels of one through six. It is located at the Universities Center at Dallas (UCD) in downtown Dallas.

### Career & 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. We establish these programs 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 DCCCD offers external learning experiences programs. These are competency-based learning experiences provided at a work site that enhance lecture and laboratory instruction. See *External Learning Experiences for Career and Technical Programs* in this catalog for more information.

Certificate and associate degree Career and Technical Programs are offered at the colleges; these programs are designed for you to complete within one or two years. The Bill J. Priest Institute for Economic Development offers certificate programs; these are designed for you to complete 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 Science Degree.

## Certificate Programs

Some of the DCCCD's Career and Technical Programs offer certificates to graduates. 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 the calculation of the GPA for determining eligibility for these awards.

Some certificate programs do not require you to meet TASP requirements. When you seek a TASP 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. If you attempt other coursework, your TASP-waived status will end, and you must meet the TASP testing and/or remediation requirements that apply to students not enrolled in a TASP-waived certificate program.

The specific requirements for each certificate program are outlined within each technical specialization in this catalog.

### 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 en-

rolled. 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 DCCCD acceptance of specific national exams *prior* to taking them. Scores for national testing programs, such as CLEP, AP, and DANTES, will be valid for 10 years.

You must pay an examination fee for each course examination. This fee must be paid prior to taking the examination and is not refundable. Final acceptance of credit by examination for specific degree purposes is determined by the degree-granting institution. 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 at a DCCCD 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 national exam are granted "CR" for credit rather than a grade.

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

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

TEST	DCCCD COURSES
Intro. Accounting	ACCT 2301, 2302
Principles of Accounting	ACCT 2301, 2302
Intro. Management	BMGT 1370
Principles of Management	BMGT 1370
General Biology	BIOL 1406, 1407
Intro. Business Law	BUSI 2301
General Chemistry	CHEM 1411, 1412
Intro. Macroeconomics	ECON 2301
Intro. Microeconomics	ECON 2302
Principles/Macroeconomics	ECON 2301
Principles/Microeconomics	ECON 2302
English Literature	ENGL 2322, 2323
American Literature	ENGL 2327, 2328
College French 1-2	FREN 1411, 1412
College Level French Language	FREN 1411, 1412
College German 1-2	GERM 1411, 1412
College Level German Language	GERM 1411, 1412
College Level German Language	GERM 1411, 1412 and 2311, 2312
American Government	GOVT 2302
American History 1	HIST 1301
History of U.S. I	HIST 1301
History of U.S. II	HIST 1302
Western Civilization 1	HIST 2311
Western Civilization 2	HIST 2312
Principles of Marketing	MRKG 1311
College Algebra (1979)	MATH 1314
College Algebra (1993)	MATH 1314
Trigonometry	MATH 1316
Calculus w/Elementary Functions	MATH 2513
Calculus w/Elementary Functions (1995)	MATH 2513
Intro. Psychology	PSYC 2301
Human Growth & Development	PSYC 2314
Intro. Sociology	SOCI 1301
College Spanish 1, 2	SPAN 1411, 1412
College Spanish 1, 2, 3, & 4	SPAN 1411, 1412, 2311, 2312
College Level Spanish Language	SPAN 1411, 1412
College Level Spanish Language	SPAN 1411, 1412 and 2311, 2312

*DANTES (Additional DANTES tests may be approved)*

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

### *Advanced Placement Examination*

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

If you take these tests, 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.

### *Continuing Education Programs*

Within the DCCCD, 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. See *Business & Industry Services*.

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 a DCCCD college and request a current Continuing Education Schedule or find it online at [www.dcccd.edu](http://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 you may earn credit for college-equivalent education acquired through earlier education, work or other life experiences. Such credit is only applicable to an Associate in Applied Sciences Degree or certificate. You must document your prior learning in a portfolio. If you are currently enrolled in the DCCCD, you may petition for credit by developing a portfolio that describes and documents pertinent learning comparable to that available in a specified college course. A faculty member in the appropriate program area will evaluate the portfolio and determine commensurate credit. In order to petition for experiential learning you must:

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

The number of equivalent credits awarded may not exceed 25% of the total number of credits required for your specific degree or certificate. The number of equivalent credits awarded may not exceed the total number of credits required for your 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

The DCCCD offers many levels of Developmental Writing, Developmental Reading, Developmental Math and English as a Second Language courses to enable underprepared students to complete the prerequisites for college-level work and to satisfy TASP remediation requirements. If you have low assessment test scores, you will be advised to enroll in developmental courses. Even if you are not required to take a developmental course, if you wish to review and improve your basic skills, you may also elect to take one or more of these courses. If you fail a portion of the state-mandated TASP, you will be required to participate continuously in developmental coursework until you retake and pass the failed section. Failure to attend and participate in the required developmental coursework will result in administrative withdrawal from all college-level classes.

## Evening & 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 college's own full-time staff, from outstanding Dallas-area educators and from other professional specialists. To enroll in evening and weekend courses, contact the director of Admissions.

## External Learning Experiences for Career and Technical Programs

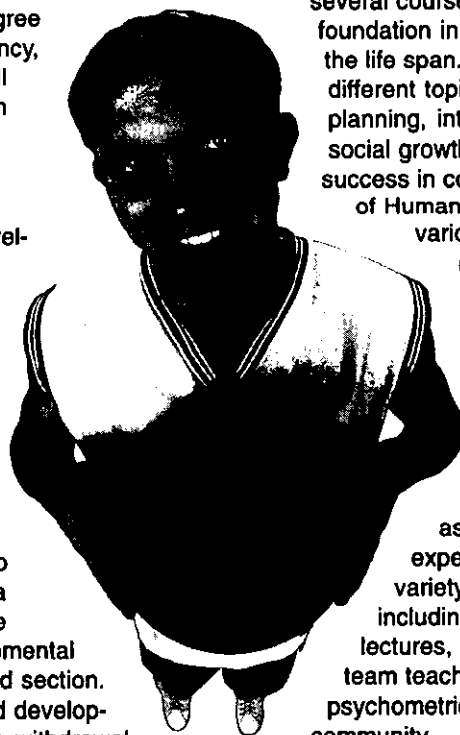
An external learning experience for Career and Technical Programs is a competency-based learning experience, paid or unpaid, that enhances lecture and laboratory instruction and is provided at a work site appropriate to the program. An external learning experience allows you to have practical, hands-on 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.

## Human Development Courses

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

Human Development courses transfer to many 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 DCCCD's commitment to enhancing student appreciation and understanding of diverse cultures is its international studies and study abroad programs. These programs are available in a variety of countries during fall and spring semesters and in the summer. Semester-length programs are currently available in England, France, Mexico, Spain, Italy and Ireland. In most programs, no prior knowledge of a foreign language is required. Many of the colleges also offer study-abroad opportunities during the summer sessions. DCCCD 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 at 214-860-2410 or contact the study abroad advisor at any of the DCCCD colleges. There are also other non-semester length courses offered during the year. Please check with the campus vice president for additional information on these courses.

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

## Non-Credit Student (Audit)

A person who meets the DCCCD's 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 fee in a credit course is the same for a non-credit student as for a credit student.

## Reserve Officers Training Corps

The DCCCD 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

DCCCD, 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.

**Study Abroad Programs give you  
a chance to earn college credit  
while experiencing other  
lands, other cultures.**

## Servicemen's Opportunity College

In cooperation with other community colleges in the United States, DCCCD 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

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

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

*Therefore, I am...  
I think...  
That is, I am going  
to finish my degree.*

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

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

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



#### After high school graduation:

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

For more information about Tech Prep career preparation programs, contact the counselor or career and technology teacher at your high school or call the District Tech Prep office at (214) 860-2324.

#### 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). Community colleges use WECM to respond rapidly to the needs of business and industry. Instead of each institution creating courses and programs from scratch, the WECM offers a means for colleges to continually design and update high-quality workforce courses by collaborating with 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.

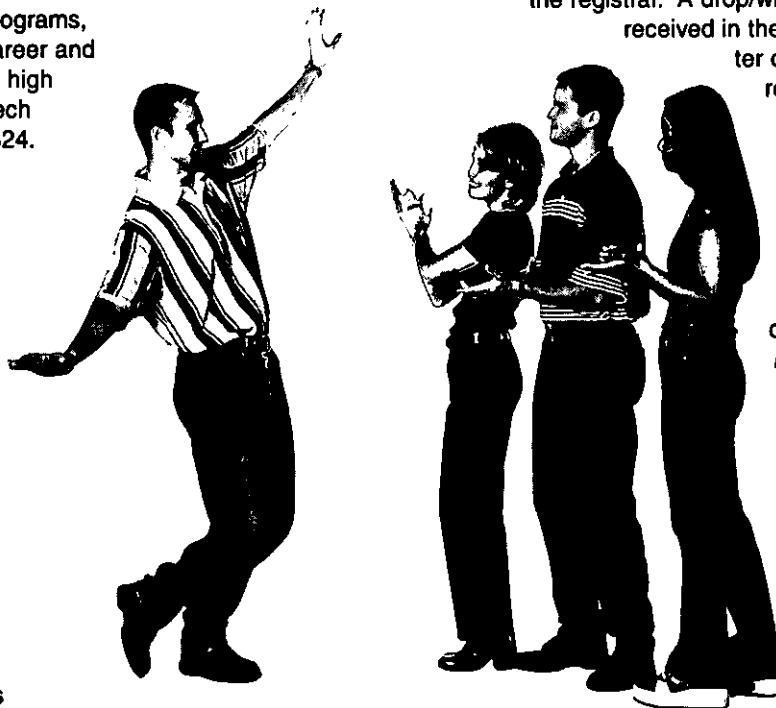
Instructors are responsible for describing attendance policies and procedures to you. If you are unable to complete a course (or courses) in which you are enrolled, it is your responsibility to withdraw from the course by the appropriate date. If you do not withdraw, you will receive a performance grade, usually a grade of "F."

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

#### Dropping a Course or Withdrawing from College

To drop a class or withdraw from the college, 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 mail by writing to the registrar. A drop/withdrawal request by mail must be received in the Registrar's Office by the semester deadline. No drop or withdrawal requests are accepted by telephone. If you drop a class or withdraw from the college before the semester 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 withdraw from a mandated remediation course as a result of TASP requirements must also withdraw from all college-level courses.*



#### 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	Average	2 points
D	Poor	1 point
I	Incomplete	Not computed
WX	Progress;	Not computed; re-enrollment required
W	Withdrawn	Not computed
CR	Credit	Not computed

\*Used only with developmental studies courses.

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, a student who takes a three-hour course and earns an "A" accumulates 12 grade points for that course. 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, a student who takes the following courses and earns the following grades has a grade point average of 2.93:

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

$$\frac{35}{12} = 2.93$$

Your transcript and grade reports will indicate two different GPAs. GPA(1) is based upon all DCCCD courses 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 DCCCD courses 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. Federal financial aid eligibility is based upon ALL course work that is attempted.

For repeated courses, only the latest grade earned is included in cumulative grade point averages even if the latest grade is lower than a preceding grade. However, transcripts do indicate all work attempted and completed in the 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. Requests for grade changes will not be considered later than two years following the last day of the semester for which the grade was assigned.

An incomplete grade of "I" may be given when an unforeseen emergency prevents 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.

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 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 com-

puted. 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 TASP 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.

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/Notification of Grades

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

### **HOT TIP:**

**Inform the Admissions Office of any changes in your name or address. This will ensure that your student records are accurate and that grade reports and other important documents**

### DCCCD Transcript of Credit

The DCCCD 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 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 DCCCD 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 a DCCCD college, you should contact the Registrar's Office to request a transcript evaluation.

## 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.

### 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 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.

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 a DCCCD 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

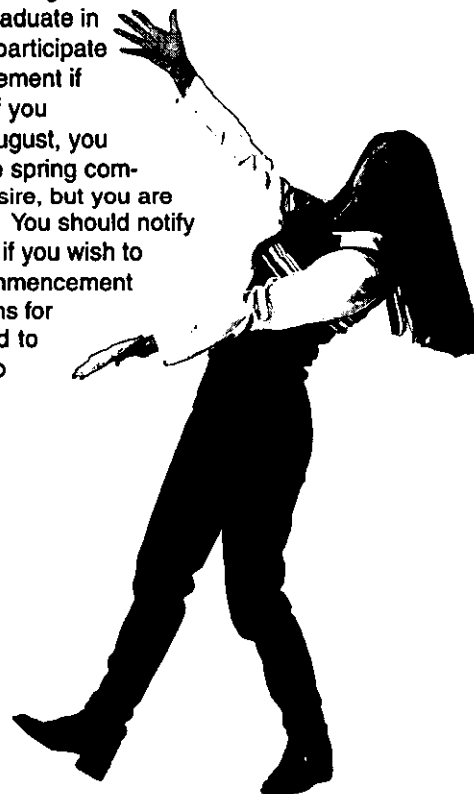
If you are seeking an associate degree, you should request a degree plan from the Registrar's Office no later than at the end of your freshman year and preferably sooner. Official transcripts of all previous college work must be on file at the time you request a degree plan. The application for the granting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



## **Waiving of Scholastic Deficiency for Graduation Purposes**

Any student in an academic transfer program may transfer to an Associate in Applied Science 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 American Community Colleges are made each fall at each of the DCCCD colleges. 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.

# ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCES DEGREES

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

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

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

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

CREDIT HOURS TO BE COMPLETED		CREDIT HOURS TO BE COMPLETED	
COMMUNICATION	9	SOCIAL/BEHAVIORAL SCIENCES	15
<i>Select each of the following:</i>		History 1301, 1302	
English 1301		Government 2301, 2302	
(A grade of "C" or better must be earned)		<i>Select one course from the following:</i>	
English 1302		Anthropology 2346, 2351;	
Speech 1311		Economics 1303, 2301, 2302, 2311;	
(A grade of "C" or better must be earned)		Psychology 2301, 2314, 2316;	
		Sociology 1301, 1306, 2319	
MATHEMATICS	3	HUMANITIES/VISUAL AND PERFORMING ARTS	9
(A grade of "C" or better must be earned)		<i>Select one course from each of the three groupings:</i>	
<i>Select one course:</i>		I. Arts 1301, 1303, 1304; Dance 2303;	
Math 1314		Drama 1310, 2366; Humanities 1301;	
Math 1324		Music 1306, 1308, 1309	
Math 1332		II. English 2321, 2322, 2323, 2326,	
Math 1333		2327, 2328, 2331, 2332, 2333	
Math 2342		III. Cultural Studies 2370; History 2321,	
Math 1348		2322, 2380, 2381; Philosophy 1301,	
Math 1414		2306, 2307, 2316, 2317;	
Math 2412		Religion 1304	
Or higher level			
LAB SCIENCES	8	INSTITUTIONAL OPTIONS	4
<i>Select two courses:</i>		Physical Education 1164	
Biology 1406, 1407, 1408, 1409;		Computer Science 1300 or higher	
Chemistry 1405, 1407, 1411, 1412;		level COSC course	
Geology 1401, 1403, 1404, 1445;			
Physics 1401, 1402, 1405, 1407,		ELECTIVE CREDITS	13
1411, 1412, 1415, 1417,		<i>These courses may be selected from those designed for a major field of study.</i>	
2425, 2426			
NOTE: This requirement <i>cannot</i> be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.			
		TOTAL CREDIT HOURS	61

## ASSOCIATE IN SCIENCES DEGREE IN BUSINESS

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

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

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

### CREDIT HOURS TO BE COMPLETED

### CREDIT HOURS TO BE COMPLETED

COMMUNICATION 9

*Select each of the following:*

English 1301

(A grade of "C" or better must be earned)

English 1302

Speech 1311

(A grade of "C" or better must be earned)

MATHEMATICS 3

Math 1324

(A grade of "C" or better must be earned)

LAB SCIENCES 8

*Select two courses:*

Biology 1406, 1407, 1408, 1409;

Chemistry 1405, 1407, 1411, 1412;

Geology 1401, 1403, 1404, 1445;

Physics 1401, 1402, 1405, 1407,

1411, 1412, 1415, 1417,

2425, 2426

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.

SOCIAL/BEHAVIORAL SCIENCES 15

*Take all courses below:*

History 1301, 1302

Government 2301, 2302

Economics 2301

HUMANITIES/VISUAL AND  
PERFORMING ARTS 9

*Select one course 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

INSTITUTIONAL OPTIONS 4

*Take both courses below:*

Physical Education 1164

Computer Science 1300 or higher  
level COSC course

REQUIRED BUSINESS COURSES 12

*Must take all courses below:*

Accounting 2301 or 2401

AND 2302 or 2402

Economics 2302

Math 1325

ELECTIVE CREDIT 1

TOTAL CREDIT HOURS 61

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



## ASSOCIATE IN ARTS DEGREE IN ART

*This degree plan is designed to meet the needs of students who plan to major or minor in ART. Students planning to continue their ART study as a transfer student should check on specific requirements at the transfer institution. This is a general plan and may/may not satisfy the requirements of a specific transfer university. Students should work closely with an advisor.*

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

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

CREDIT HOURS TO BE COMPLETED		CREDIT HOURS TO BE COMPLETED	
<b>COMMUNICATION</b>	<b>9</b>	<b>HUMANITIES/VISUAL AND PERFORMING ARTS</b>	<b>9</b>
<i>Select <u>each</u> of the following:</i> English 1301 (A grade of "C" or better must be earned) English 1302 Speech 1311 (A grade of "C" or better must be earned)		<i>Select <u>one</u> course from each of the three groupings:</i> I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317: Religion 1304	
<b>MATHEMATICS</b>	<b>3</b>	<b>INSTITUTIONAL OPTIONS</b>	<b>4</b>
(A grade of "C" or better must be earned) <i>Select <u>one</u> course:</i> Math 1314; Math 1324; Math 1332; Math 1333; Math 1342; Math 1348 Math 1414; Math 2412; Or higher level		Physical Education 1164 <u>and</u> Computer Science 1300 or higher level COSC course	
<b>LAB SCIENCES</b>	<b>8</b>	<b>ART</b>	<b>13</b>
<i>Select <u>two</u> courses:</i> Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement <i>cannot</i> be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.		Degree is awarded at 61 hours although students are encouraged to take at least 5 arts classes. Additional art classes also may be taken for the purpose of developing skills and ideas and a strong portfolio of work. Select three courses from the following: ARTS 1316 ARTS 1317 ARTS 1311 ARTS 1312 Select two courses from the following: ARTS 2316, ARTS 2326, ARTS 2346, ARTS 2313, ARTS 2341, ARTS 2333, ARTS 2356, ARTS 1303 or 1304, ARTS 2323 and 2324, or ARTS 1316, ARTS 1317, ARTS 1311, 1312	
<b>SOCIAL/BEHAVIORAL SCIENCES</b>	<b>15</b>		
History 1301, 1302 Government 2301, 2302 <i>Select <u>one</u> course from the following:</i> Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319			
<b>TOTAL CREDIT HOURS</b>		<b>61</b>	

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

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

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

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

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

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

- Students who plan to transfer to a four-year institution should consult an advisor of that institution to ensure that selected courses will both transfer and apply toward the intended major.
- Veterans and Financial Aid recipients should consult an advisor *before* enrolling in distance learning.
- Students completing the requirements may select to receive the Associate in Arts or Associate in Sciences degree title

## *DCCCD Distance Learning Course Options - Associate in Arts/Associate in Sciences*

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

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

**NOTE:** Students who complete this plan are awarded the Associate Degree

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 2001-2002 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		•	•			•	
Air Conditioning & Refrigeration Technology AAS			•				
Associate Degree Nursing AAS	•			•			
Perioperative Nursing Int. Enhanced Skills Cert.				•			
LVN Option AAS				•			
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	•						
Industrial Equipment AAS				•			
Service Technician AAS	•	•	•				
Chassis Service Technician Certificate	•	•	•				
Electronics and Climate Control Certificate	•	•	•				
Engine Repair and Performance Certificate	•	•	•				
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						•	
Business Administration AAS	•	•	•	•	•	•	•
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 Associate	•		•				
Administrator Enhanced Skills Certificate	•		•				
Infant and Toddler Specialist Enhanced Skills Cert.	•		•				
Special Child Caregiver Enhanced Skills Cert.	•		•				
Administrative Certificate	•		•				
Early Childhood Training Certificate	•		•				
Infant-Toddler Certificate	•		•				
School-Age Caregiver Certificate	•		•				
Commercial Music		•					
Arranger/Composer/Copyist AAS		•					
Music Retailing AAS		•					
Music Retailing Certificate		•					
Performing Musician AAS		•					
Recording Technology AAS		•					
Recording Technology Accelerated Certificate		•					
Recording Technology Balanced Certificate		•					
Computer-Aided Design & Drafting AAS			•		•		
Computer-Aided Design/Drafting Enh. Skills Cert.			•		•		
Computer-Aided Design Operator Certificate			•		•		
Computer-Aided Design Advanced Operator Cert.			•		•		
Integrated Circuit Design AAS			•				
Integrated Circuit Design Certificate			•				
Computer Information Technology	•	•	•	•	•	•	•
Cisco Networking Asst. Skills Achievement Award				•			
Cisco Networking Intern Skills Achievement Award				•			
CNE-5 Certificate							•
C Programming Skills Achievement Award	•						
Computer Networking AAS	•	•			•	•	
Midrange Specialist AAS				•			
Midrange Assistant Certificate				•			
Midrange Tech Support Certificate				•			
Network Administrator and Support AAS			•				•
Networking Specialist Enhanced Skills Certificate							•
Networking Associate Certificate				•	•	•	•
Networking Professional Certificate				•	•	•	•
Networking Support Certificate	•	•			•	•	
NT/WIN2000 Networking Certificate			•				•
Personal Computer Support AAS	•	•	•	•	•	•	•
Personal Computer Specialist Certificate	•	•	•	•	•	•	•
Personal Computer Technician Certificate	•	•	•	•	•	•	•
Personal Computer User Certificate	•	•	•	•	•	•	•
Personal Computer Technology Skills Ach. Award	•						
continued on next page							

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Software Programmer/Developer AAS	●	●	●	●	●	●	●
Software Programmer/Developer Assistant Cert.	●	●	●	●	●	●	●
Unix AAS	●					●	●
Unix Administrator Certificate	●					●	●
Unix Skills Achievement Award	●						
Visual Basic Programming Skills Ach. Award	●						
Construction Management and Technology AAS						●	
Construction Technology AAS						●	
Construction Technology Certificate						●	
Criminal Justice AAS		●	●	●	●		
Human Services Enhanced Skills Certificate			●	●	●		
Law Enforcement Enhanced Skills Certificate		●	●	●	●		
Criminal Justice Certificate (45 hours)		●	●	●	●		
Criminal Justice Certificate (30 hours)		●	●	●	●		
Diagnostic Medical Sonography AAS				●			
Diagnostic Medical Sonography Certificate				●			
Digital Imaging Technology AAS			●				
Digital Photography Certificate			●				
Electronic Pre-Press Certificate			●				
Echocardiology Technology AAS				●			
Echocardiology Technology Certificate				●			
Educational Personnel AAS				●			●
Bilingual/ESL AAS				●			●
Educational Assistant Certificate				●			●
Electrical Technology AAS						●	
Electrical Construction AAS						●	
Electrical Construction Certificate						●	
Electrical Technology Certificate						●	
Electronic Commerce AAS	●		●		●	●	●
Electronic Telecommunications AAS			●				
Telephony Supervisor Enhanced Skills Certificate			●				
Convergence Technology AAS						●	
Convergence Technology Certificate						●	
Technical Platform Certificate (20 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			●				

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

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT**  
**2001-2002 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

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

[illegible]

# ACCOUNTING

*Offered at all seven campuses*

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

Degree Plan Code: AAS.ACCT

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

	CREDIT HOURS
<b>SEMESTER I</b>	
+ACCT 2301 Principles of Accounting I <b>OR</b> .....	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 <sup>1</sup> Business/Technical .....	3-4
	15-17
<b>SEMESTER II</b>	
ACCT 2302 Principles of Accounting II <b>OR</b> .....	3
ACCT 2402 Principles of Accounting II .....	(4)
ACNT 1313 Computerized Accounting Applications .....	3
ENGL 1301 Composition I .....	3
SPCH 1311 Introduction to Speech Communication .....	3
Elective <sup>1</sup> Business/Technical .....	3-4
	15-17
<b>SEMESTER III</b>	
ECON 2301 Principles of Economics I .....	3
+++MATH 1324 Mathematics for Business and Economics I .....	3
Elective <sup>1</sup> Business/Technical .....	3-4
Elective <sup>2</sup> Accounting Specialty .....	3
Elective <sup>3</sup> Social/Behavioral Science .....	3
	15-16
<b>SEMESTER IV</b>	
ECON 2302 Principles of Economics II .....	3
ENGL 1302 Composition II .....	3
Elective <sup>1</sup> Business/Technical .....	3-4
Elective <sup>2</sup> Accounting Specialty .....	3
Elective <sup>4</sup> 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<sup>1</sup> (Business/Technical) list in this program.

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

+++Any MATH course numbered 1300 or above may be substituted.

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

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

Elective<sup>2</sup>-- The Accounting Specialty elective must be selected from the following accounting courses:

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

Elective<sup>3</sup>-- The Social/Behavioral Science elective must be selected from the following fields/courses:

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

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

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

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

TECH PREP ENHANCED SKILLS  
CERTIFICATE

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

ACCOUNTING TECHNICIAN

*Offered at all seven campuses*

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

Degree Plan Code: ES.ACCT.TECH

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

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

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

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

## ACCOUNTING ASSISTANT

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Code: CERT.ACCT.ASSIST

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

	CREDIT HOURS
<b>SEMESTER I</b>	
+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 <sup>1</sup> Business/Technical .....	<u>3-4</u>
	15-17
<b>SEMESTER II</b>	
ACCT 2302 Principles of Accounting II OR.....	3
ACCT 2402 Principles of Accounting II.....	(4)
ACNT 1313 Computerized Accounting Applications .....	3
ENGL 1301 Composition I.....	3
SPCH 1311 Introduction to Speech Communication.....	3
Elective <sup>1</sup> Business/Technical .....	<u>3-4</u>
	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<sup>1</sup> (Business/Technical) list in this program.

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

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

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

## ACCOUNTING CLERK

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Code: CERT.ACCT.CLERK

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

	CREDIT HOURS
<b>SEMESTER I</b>	
+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 <sup>1</sup> Business/Technical.....	<u>3-4</u>
	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<sup>1</sup> (Business/Technical) list in this program.

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

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

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



# AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL

*Cedar Valley, Eastfield, and North Lake only*

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

Degree Plan Code: AAS.HVAC.RESIDENT

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
<b>SEMESTER I</b>	
HART 1401 Electricity Principles .....	4
HART 1403 A/C Control Principles .....	4
HART 1407 Refrigeration Principles .....	4
ENGL 1301 Composition I .....	3
	15
<b>SEMESTER II</b>	
HART 1441 Residential Air Conditioning .....	4
HART 1445 Gas and Electric Heating .....	4
HART 1449 Heat Pumps .....	4
+Elective Math Elective .....	3
	15
<b>SEMESTER III</b>	
HART 2436 Troubleshooting OR .....	4
HART 1380 Cooperative Education - Heating, Air Conditioning and Refrigeration Technologies/Technician OR	
HART 1368 Practicum (or field experience)- Heating, Air Conditioning and Refrigeration Technologies/Technician..... (3)	
HART 2438 Air Conditioning Installation/Service .4	
HART 2445 Air Conditioning Systems Design .....	4
++Elective Science Elective .....	4
	15-16

## SEMESTER IV

PSYC 2302 Applied Psychology .....	3
SPCH 1311 Introduction to Speech Communication .....	3
+++Elective Humanities/Fine Arts .....	3
++++Elective .....	3
++++Elective .....	3
	15

Minimum Hours Required ..... 60-61

+Elective - 3 credit hours:

MATH course (1300 level or above)

++Elective - 4 credit hours:

Astronomy (Must be PHYS 1311 plus PHYS 1111 OR PHYS 1411 OR PHYS 1312 plus PHYS 1112 OR PHYS 1412), Biology, Chemistry, Geology, Physics, Physical Science.

+++Elective - Humanities/Fine Arts-3 credit hours:

ARTS 1301 Art Appreciation .....	3
DANC 2303 Dance Appreciation .....	3
DRAM 1310 Introduction to the Theatre .....	3
HUMA 1301 Introduction to the Humanities .....	3
MUSI 1306 Music Appreciation .....	3
PHIL 1301 Introduction to Philosophy .....	3
Foreign Language or American Sign Language Literature (Select from English 2321, 2322, 2323, 2326, 2331, 2332, 2333, 2327, or 2328)	

++++Elective: Any credit course offered in the DCCCD will count toward graduation with the EXCEPTION of the following courses:

Courses numbered 0099 and below, College Learning Skills 0100, Developmental Communications 0120, Human Development 0100, Human Development 0110.

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

(continued on next page)

## TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Associate in Applied Sciences Degree in Air Conditioning Refrigeration-Residential and provides the student advanced skills required by the industry to specialize in Profit Center Management.

### PROFIT CENTER MANAGER

*Eastfield, and North Lake only*

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

Degree Plan Code: ES.HVAC.P/C.MANAGER

	CREDIT HOURS
<b>SEMESTER I</b>	
HART 2436 Troubleshooting OR	4
HART 1380 Cooperative Education – Heating, Air Conditioning and Refrigeration Technologies/Technician OR	
HART 2380 Cooperative Education - Heating, Air Conditioning and Refrigeration Technologies/Technician OR	
HART 1368 Practicum (or field experience)- Heating, Air Conditioning and Refrigeration Technologies/Technician OR	
HART 2368 Practicum (or field experience)- Heating, Air Conditioning and Refrigeration Technologies/Technician	(3)
ACNT 1303 Introduction to Accounting I	3
BUSI 1301 Introduction to Business	3
ITSC 1401 Introduction to Computers	4
	13-14

Minimum Required Hours ..... 13-14

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

## AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL TECHNICIAN I

*Cedar Valley, Eastfield and North Lake only*

(Certificate)

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

Degree Plan Code: C1.HVAC.RES.TECH.1

	CREDIT HOURS
<b>SEMESTER I</b>	
HART 1401 Electricity Principles	4
HART 1403 A/C Control Principles	4
HART 1407 Refrigeration Principles	4
	12
<b>SEMESTER II</b>	
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/Technician OR	
HART 1368 Practicum (or field experience)- Heating, Air Conditioning and Refrigeration Technologies/Technician	(3)
	11-12
Minimum Hours Required	23-24

# AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL TECHNICIAN III

*Cedar Valley, Eastfield and North Lake only*

(Certificate)

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

Degree Plan Code: CERT.HVAC.TECH.III

	CREDIT HOURS
<b>SEMESTER I</b>	
HART 1401 Electricity Principles .....	4
HART 1403 A/C Control Principles .....	4
HART 1407 Refrigeration Principles .....	4
<b>Select two from the following:</b> .....	6
ENGL 1301 Composition I .....	(3)
SPCH 1311 Introduction to Speech Communication .....	(3)
+Elective Math Elective .....	(3)
	18
<b>SEMESTER II</b>	
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/Technician OR .....	(3)
HART 1368 Practicum (or field experience)- Heating, Air Conditioning and Refrigeration Technologies/Technician.....	(3)
++Elective .....	3
	14-15

## SEMESTER III

HART 2436	Troubleshooting OR .....	4
HART 1380	Cooperative Education – Heating, Air Conditioning and Refrigeration Technologies/Technician .....	
HART 2380	Cooperative Education – Heating, Air Conditioning and Refrigeration Technologies/Technician OR .....	
HART 1368	Practicum (or field experience)- Heating, Air Conditioning and Refrigeration Technologies/Technician OR .....	
HART 2368	Practicum (or field experience)- Heating, Air Conditioning and Refrigeration Technologies/Technician .....	(3)
HART 2438	Air Conditioning Installation/Service .....	4
HART 2445	Air Conditioning Systems Design.....	4
		11-12

Minimum Hours Required ..... 43-45

+Elective - 3 credit hours chosen from MATH (1300 level or above courses)

++Elective- Any credit course offered in the DCCCD will count toward graduation with the EXCEPTION of the following courses:  
(Courses numbered 0099 and below, ART 1170, College Learning Skills 0100, Developmental Communications 0120, Human Development 0100, Human Development 0110, Library Science 1370, Music 9175, Drama 1121.)

# AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

*Eastfield only*

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.HVAC.AIR.COND

This program furnishes both the theory and practice required to qualify a person for employment in the various areas of the air conditioning and refrigeration industry. Special emphasis is placed on commercial and industrial air conditioning and refrigeration during the second year. Hands-on experience stresses operation and trouble-shooting of medium and low temperature refrigeration and chilled water air conditioning systems.

	CREDIT HOURS
<b>SEMESTER I</b>	
HART 1401 Electricity Principles .....	4
HART 1403 A/C Control Principles .....	4
HART 1407 Refrigeration Principles .....	4
ENGL 1301 Composition I .....	3
	15
<b>SEMESTER II</b>	
HART 1441 Residential Air Conditioning .....	4
HART 1445 Gas and Electric Equipment .....	4
HART 1449 Heat Pumps .....	4
+Elective MATH Elective .....	3
	15
<b>SEMESTER III</b>	
HART 1442 Commercial Refrigeration .....	4
HART 1507 Refrigeration Principles .....	5
HART 2434 Advanced A/C Controls .....	4
++Elective Humanities/Fine Arts .....	3
	16
<b>SEMESTER IV</b>	
HART 2368 Practicum (or field experience) -Heating, Air Conditioning and Refrigeration Technologies /Technician OR	
HART 2380 Cooperative Education – Heating, Air Conditioning and Refrigeration Technologies/Technician .....	3
HART 1451 Energy Management .....	4
HART 2441 Commercial Air Conditioning .....	4
PSYC 2302 Applied Psychology OR	
PSYC 2301 Introduction to Psychology .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	17
Minimum Hours Required .....	63

+MATH Elective must be selected from the following:

MATH	1314	College Algebra OR .....	3
MATH	1414	College Algebra .....	4
MATH	1332	College Mathematics I .....	3
MATH	2342	Introductory Statistics .....	3
TECM	1341	Technical Algebra .....	3
If TECM 1341 is taken then a Natural Lab Science course must also be taken .....			4

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

ARTS	1301	Art Appreciation .....	3
DRAM	1310	Introduction to Theater .....	3
ENGL	2322	British Literature .....	3
ENGL	2323	British Literature .....	3
ENGL	2327	American Literature .....	3
ENGL	2328	American Literature .....	3
ENGL	2332	World Literature .....	3
ENGL	2333	World Literature .....	3
ENGL	2342	Forms of Literature .....	3
ENGL	2343	Forms of Literature .....	3
Foreign Language or American Sign Language .....			3
HUMA	1301	Introduction to Humanities .....	3
MUSI	1306	Music Appreciation .....	3
PHIL	1301	Introduction to Philosophy .....	3

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

# AUTO BODY TECHNOLOGY

*Eastfield only*

(Associate in Applied Sciences Degree, Tech Prep)

Degree Plan Code: AAS.AUTO.BODY

This program introduces the student to all facets of auto body repair and painting. Emphasis is placed upon the development of the necessary skills and knowledge required to function successfully in this industry. The program of study includes technical aspects of metal behavior combined with correct repair and refinishing procedures.

## CREDIT HOURS

### SEMESTER I

ABDR 1519	Basic Metal Repair .....	5
ABDR 1431	Basic Refinishing .....	4
WLDG 1391	Special Topics in Welder/ Welding Technologist.....	3
+Elective	MATH Elective.....	3-4
		15-16

### SEMESTER II

ABDR 1555	Minor Metal Repair .....	5
ABDR 1558	Intermediate Refinishing .....	5
ENGL 1301	Composition I.....	3
SPCH 1311	Introduction to Speech Communication .....	3
		16

### SEMESTER III

ABDR 2537	Structural Analysis and Damage Repair V.....	5
ABDR 2541	Major Collision Repair and Panel Replacement .....	5
++Elective	Natural Science.....	3-4
PSYC 2301	Introduction to Psychology .....	3
		16-17

### SEMESTER IV

ABDR 2353	Color Analysis and Paint Matching ....	3
ABDR 2357	Collision Repair Shop Management .	3
ABDR 2355	Collision Repair Estimating .....	3
ABDR 2380	Cooperative Education- Auto/Automotive Body Repairer .....	3
ABDR 2402	Auto Body Mechanical and Electrical Service .....	4
HUMA 1301	Introduction to the Humanities .....	3
		19

Minimum Hours Required .....66-68

+Math Elective - must be selected from the following:

MATH 1332	College Mathematics I.....	3
MATH 2342	Introductory Statistics.....	3
MATH 1414	College Algebra.....	4
MATH 1314	College Algebra.....	3
TECM 1341	Technical Algebra .....	3
	If TECM 1341 is taken then a Natural Lab Science course must also be taken .....	4

++Natural Science Elective - must be selected from any approved DCCCD  
Natural Science Elective

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.

# AUTO BODY TECHNOLOGY

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.AUTO.BODY

This program is designed to train a student in all facets of auto body repair and painting. Emphasis is placed upon those skills needed by the student to become a successful auto body repair person. This program offers the student a certificate in auto body technology upon successful completion of the program.

	CREDIT HOURS
<b>SEMESTER I</b>	
ABDR 1519 Basic Metal Repair .....	5
ABDR 1431 Basic Refinishing .....	4
WLDG 1391 Special Topics in Welder/ Welding Technologist.....	3
	12
<b>SEMESTER II</b>	
ABDR 1555 Minor Metal Repair .....	5
ABDR 1558 Intermediate Refinishing .....	5
SPCH 1311 Introduction to Speech Communication .....	3
	13
<b>SEMESTER III</b>	
ABDR 2537 Structural Analysis and Damage Repair V.....	5
ABDR 2541 Major Collision Repair and Panel Replacement .....	5
+Elective MATH Elective.....	3-4
	13-14
<b>SEMESTER IV</b>	
ABDR 2353 Color Analysis and Paint Matching ....	3
ABDR 2357 Collision Repair Shop Management .	3
ABDR 2355 Collision Repair Estimating .....	3
ABDR 2380 Cooperative Education- Auto/Automotive Body Repairer .....	3
	12
Minimum Hours Required .....	50-51

Math Elective - must be selected from the following:

MATH 1332	College Mathematics I .....	3
MATH 2342	Introductory Statistics.....	3
MATH 1414	College Algebra.....	4
MATH 1314	College Algebra.....	3
TECM 1341	Technical Algebra .....	3
If TECM 1341 is taken then a Natural Lab Science course must also be taken .....		4

## AUTO BODY TECHNOLOGY-- AUTO BODY METAL TECHNICIAN

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.AUTO.BODY.METAL

Preparation for positions in the auto collision industry in the area of metal and structural repair. Courses include metal repair, frame repair, and major panel replacement. Students receive training using lab modules, live projects, and cooperative work experience.

	CREDIT HOURS
<b>SEMESTER I</b>	
ABDR 1519 Basic Metal Repair.....	5
ABDR 1555 Minor Metal Repair.....	5
WLDG 1391 Special Topics in Welder/ Welding Technologist.....	3
SPCH 1311 Introduction to Speech Communication.....	3
	<u>16</u>

<b>SEMESTER II</b>	
ABDR 2537 Structural Analysis and Damage Repair V.....	5
ABDR 2541 Major Collision Repair and Panel Replacement .....	5
ABDR 2380 Cooperative Education- Auto/Automotive Body Repairer .....	3
	<u>13</u>

Minimum Hours Required ..... 29

## AUTO BODY TECHNOLOGY-- AUTO BODY PAINTER

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.AUTO.BODY.PAINT

Instruction leading to positions in the auto collision industry in the area of paint refinishing. Courses include surface preparation, overall refinishing, and paint mixing and tinting. Students receive training using lab modules, live projects, and cooperative work experience.

	CREDIT HOURS
<b>SEMESTER I</b>	
ABDR 1519 Basic Metal Repair.....	5
ABDR 1431 Basic Refinishing.....	4
WLDG 1391 Special Topics in Welder/ Welding Technologist.....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>15</u>

<b>SEMESTER II</b>	
ABDR 1558 Intermediate Refinishing.....	5
ABDR 2353 Color Analysis and Paint Matching ...	3
ABDR 2380 Cooperative Education- Auto/Automotive Body Repairer .....	3
	<u>11</u>

Minimum Hours Required ..... 26

# AUTO BODY TECHNOLOGY-- AUTO BODY SHOP MANAGEMENT

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.AUTO.BODY.SHOP

Instruction leading to positions in management of auto collision facilities. Management positions include shop supervisors and managers, insurance estimators, supply sales, and factory product representatives. Classes are designed to provide a broad exposure to industry procedures and practices.

		CREDIT HOURS
<b>SEMESTER I</b>		
ABDR 1519	Basic Metal Repair.....	5
ABDR 2541	Major Collision Repair and Panel Replacement .....	5
ABDR 2537	Structural Analysis and Damage Repair V.....	5
		15
<b>SEMESTER II</b>		
ABDR 1431	Basic Refinishing .....	4
ABDR 2357	Collision Repair Shop Management	3
ABDR 2355	Collision Repair Estimating .....	3
POFT 1321	Business Math.....	3
		13
Minimum Hours Required .....		28



# AUTOMOTIVE TECHNOLOGY -- SERVICE TECHNICIAN

*Cedar Valley and Eastfield only*

(Associate in Applied Sciences 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
<b>SEMESTER I</b>	
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
+MATH Any 1000 level Math OR .....	3-4
TECM 1341 Technical Algebra AND .....	(3)
++Elective Natural Science .....	(4)
	15-19
<b>SEMESTER II</b>	
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1316 Suspension and Steering.....	3
AUMT 2373 Automotive Electronics .....	3
ENGL 1301 Composition I.....	3
	12
<b>SEMESTER III</b>	
AUMT 1345 Automotive Heating and Air Conditioning.....	3
SPCH 1311 Introduction to Speech Communication .....	3
	6
<b>SEMESTER IV</b>	
AUMT 2317 Engine Performance Analysis I .....	3
AUMT 2334 Engine Performance Analysis II .....	3
AUMT 2375 Powertrain Diagnostics.....	3
AUMT 2380 Cooperative Education – Auto/ Automotive Mechanic/Technician .....	3
+++Elective Humanities/Fine Arts .....	3
	15

## SEMESTER V

AUMT 2313	Manual Drive Train and Axles .....	3
AUMT 2325	Automatic Transmission and Transaxle .....	3
AUMT 2374	Automatic Transmission and Transaxle II .....	3
AUMT 2381	Cooperative Education – Auto/ Automotive Mechanic/Technician .....	3
+++Elective	Social/Behavioral Sciences .....	3
		15

Minimum Hours Required ..... 63-67

+MATH Option - Any college level (1000 level or above) Math meets the requirement for Math and Natural Science. Any student enrolling in TECM 1341 Technical Algebra must take one Natural Science course selected from the DCCCD approved course list.

++Elective - Any student enrolling in TECM 1341 Technical Algebra must take one Natural Science course selected from the DCCCD approved course list.

+++Elective - Must be selected from the DCCCD Humanities/Fine Arts approved course list.

+++Elective - Must be selected from the DCCCD Social/Behavioral Sciences approved course list.

**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.

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

## AUTOMOTIVE TECHNOLOGY-- CHASSIS SERVICE TECHNICIAN

*Brookhaven, Cedar Valley and Eastfield only*

(Certificate)

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

Degree Plan Code: C1.AUMT.CHASSIS

	CREDIT HOURS
<b>SEMESTER I</b>	
AUMT 1305 Introduction to Automotive Technology .....	3
AUMT 1307 Automotive Electrical Systems .....	3
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1316 Suspension and Steering .....	3
	<u>12</u>
<b>SEMESTER II</b>	
AUMT 1380 Cooperative Education – Auto/ Automotive Mechanic/Technician.....	3
AUMT 2373 Automotive Electronics .....	3
+MATH Any 1000 level Math OR .....	3-4
TECM 1341 Technical Algebra .....	<u>(3)</u>
	9-10

Minimum Hours Required ..... 21-22

+MATH Option - Any college level (1000 level or above) Math meets the requirement for Math and Natural Science. For students who plan to pursue an Automotive degree: any student enrolling in TECM 1341 Technical Algebra must take one Natural Science course selected from the DCCCD approved course list.

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.

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

## AUTOMOTIVE TECHNOLOGY-- ELECTRONICS AND CLIMATE CONTROLS TECHNICIAN

*Brookhaven, Cedar Valley and Eastfield only*

(Certificate)

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

Degree Plan Code: C1.AUMT.ELEC.CLIM

	CREDIT HOURS
<b>SEMESTER I</b>	
AUMT 1305 Introduction to Automotive Technology.....	3
AUMT 1307 Automotive Electrical Systems .....	3
+MATH Any 1000 level Math OR .....	3-4
TECM 1341 Technical Algebra .....	<u>(3)</u>
	9-10
<b>SEMESTER II</b>	
AUMT 1345 Automotive Heating and Air Conditioning .....	3
AUMT 1381 Cooperative Education – Auto/ Automotive Mechanic/Technician.....	3
AUMT 2373 Automotive Electronics .....	<u>3</u>
	9

Minimum Hours Required ..... 18-19

+MATH Option - Any college level (1000 level or above) Math meets the requirement for Math and Natural Science. For students who plan to pursue an Automotive degree: any student enrolling in TECM 1341 Technical Algebra must take one Natural Science course selected from the DCCCD approved course list.

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.

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

## AUTOMOTIVE TECHNOLOGY -- ENGINE REPAIR AND PERFORMANCE TECHNICIAN

*Brookhaven, Cedar Valley and Eastfield only*

(Certificate)

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

Degree Plan Code: C1.AUMT.ENGINE.PERF

	CREDIT HOURS
<b>SEMESTER I</b>	
AUMT 1305 Introduction to Automotive Technology .....	3
AUMT 1306 Automotive Engine Removal and Installation.....	3
AUMT 1307 Automotive Electrical Systems .....	3
AUMT 1319 Automotive Engine Repair .....	3
	12
<b>SEMESTER II</b>	
AUMT 2317 Engine Performance Analysis I .....	3
AUMT 2334 Engine Performance Analysis II .....	3
AUMT 2375 Powertrain Diagnostics.....	3
AUMT 2381 Cooperative Education – Auto/ Automotive Mechanic/Technician....	3
ENGL 1301 Composition I .....	3
	15
Minimum Hours Required .....	27

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.

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

## AUTOMOTIVE TECHNOLOGY -- TRANSMISSION SERVICE TECHNICIAN

*Brookhaven, Cedar Valley and Eastfield only*

(Certificate)

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

Degree Plan Code: C1.AUMT.TRANSMISSION

	CREDIT HOURS
<b>SEMESTER I</b>	
AUMT 1305 Introduction to Automotive Technology.....	3
AUMT 1307 Automotive Electrical Systems .....	3
AUMT 2313 Manual Drive Train and Axles .....	3
ENGL 1301 Composition I .....	3
	12
<b>SEMESTER II</b>	
AUMT 2325 Automatic Transmission and Transaxle .....	3
AUMT 2374 Automatic Transmission and Transaxle II .....	3
AUMT 2380 Cooperative Education – Auto/ Automotive Mechanic/Technician....	3
	9
Minimum Hours Required .....	21

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.

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

# AUTOMOTIVE TECHNOLOGY-- INDUSTRIAL EQUIPMENT

*Eastfield only*

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.AT.INDUSTRIAL

	CREDIT HOURS
<b>SEMESTER I</b>	
AUMT 1305 Introduction to Automotive Technology .....	3
AUMT 1306 Automotive Engine Removal and Installation .....	3
AUMT 1307 Automotive Electrical Systems .....	3
AUMT 1319 Automotive Engine Repair .....	3
+MATH Any 1000 level Math <b>OR</b> .....	3-4
TECM 1341 Technical Algebra <b>AND</b> .....	(3)
++Elective Natural Science .....	(4)
	15-19
<b>SEMESTER II</b>	
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1316 Suspension and Steering .....	3
AUMT 1345 Automotive Heating and Air Conditioning .....	3
AUMT 2437 Automotive Electronics .....	4
ENGL 1301 Composition I .....	3
	16
<b>SEMESTER III</b>	
AUMT 2317 Engine Performance Analysis I .....	3
AUMT 2334 Engine Performance Analysis II .....	3
AUMT 2375 Powertrain Diagnostics .....	3
AUMT 2380 Cooperative Education – Auto/ Automotive Mechanic/Technician .....	3
SPCH 1311 Introduction to Speech Communication .....	3
+++Elective Humanities/Fine Arts .....	3
	18
<b>SEMESTER IV</b>	
AUMT 2376 Basic Hydraulics .....	3
AUMT 2340 Automotive Alternative Fuels .....	3
AUMT 2377 Electric Vehicle Motors and Controls .....	3
AUMT 2381 Cooperative Education – Auto/ Automotive Mechanic/Technician .....	3
++++Elective Social Science/Behavioral Sciences .....	3
	15
Minimum Hours Required .....	64-68

+MATH Option - Any college level (1000 level or above) Math meets the requirement for Math and Natural Science. Any student enrolling in TECM 1341 Technical Algebra must take one Natural Science course selected from the DCCCD approved course list.

++Elective - Any student enrolling in TECM 1341 Technical Algebra must take one Natural Science course selected from the DCCCD approved course list.

+++Elective - Must be selected from the DCCCD Humanities/Fine Arts approved course list.

++++Elective - Must be selected from the DCCCD Social/Behavioral Sciences approved course list.

**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 -- CONSTRUCTION EQUIPMENT

*Eastfield only*

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.AT.DHE.CONST.EQU

Excavators, cranes, bulldozers, bob-cats, tractors, the monstrous yellow machines that busily construct our highways, shopping centers and homes are advanced instruments that require well-trained, highly skilled technicians to repair and maintain them. At Eastfield College, the Diesel and Heavy Equipment program provides an opportunity to train on the latest industry-standard equipment in the Heavy Equipment option.

After successful completion of Heavy Equipment course work, you may enter the field as an entry-level technician in the repair and maintenance of heavy construction equipment. Positions may be found in the following areas: equipment dealerships, construction contractors, mining, oil industries and other construction related industries.

	CREDIT HOURS
<b>SEMESTER I</b>	
AUMT 1305 Introduction to Automotive Technology .....	3
AUMT 1307 Automotive Electrical Systems .....	3
DEMR 1229 Preventative Maintenance .....	2
DEMR 1410 Diesel Engine Testing and Repair I ...	4
SPCH 1311 Introduction to Speech Communication .....	3
	15
<b>SEMESTER II</b>	
AUMT 1310 Automotive Brake Systems .....	3
AUMT 2313 Manual Drive Train and Axles .....	3
DEMR 1411 Diesel Engine Testing and Repair II ..	4
ENGL 1301 Composition I .....	3
	13
<b>SEMESTER III</b>	
AUMT 1345 Automotive Heating and Air Conditioning .....	3
DEMR 1416 Basic Hydraulics .....	4
+MATH Any 1000 Level MATH OR .....	3-4
TECM 1341 Technical Algebra AND .....	(3)
++Elective Natural Science .....	(4)
	10-14

## SEMESTER IV

DEMR 2334 Advanced Diesel Tune-up and Troubleshooting .....	3
DEMR 2335 Advanced Hydraulics .....	3
DEMR 2432 Electronic Controls .....	4
+++Elective Humanities/Fine Arts .....	3
	13

## SEMESTER V

DEMR 2348 Failure Analysis .....	3
HEMR 1501 Tracks and Undercarriages .....	5
DEMR 2542 Automatic Power Shift and Hydrostatic Transmissions I .....	5
++++Elective Social/Behavioral Science .....	3
	16

Minimum Hours Required ..... 67-71

+MATH Option - Any college level (1000 level or above) Math meets the requirement for Math and Natural Science. Any student enrolling in TECM 1341 Technical Algebra must take one Natural Science course selected from the DCCCD approved course list.

++Elective - Any student enrolling in TECM 1341 Technical Algebra must take one Natural Science course selected from the DCCCD approved course list.

+++Elective - Must be selected from the DCCCD Humanities/Fine Arts approved course list.

++++Elective - Must be selected from the DCCCD Social/Behavioral Sciences approved course list.

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

# AUTOMOTIVE TECHNOLOGY/DIESEL AND HEAVY EQUIPMENT—HEAVY TRUCK

*Eastfield only*

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.AT.DHE.HEAVY.TRU

The Heavy Truck Specialization curriculum is designed to train future technicians in maintaining and repairing heavy trucks. Upon completion of the course work, you may enter the field as an entry-level diesel heavy truck technician, or as a technician's helper.

The Heavy Truck specialization offers the training you will need, and helps develop your potential to reach a supervisory position with truck dealerships, freight companies, contractors, oil and mining industries, and other related fields.

	CREDIT HOURS
<b>SEMESTER I</b>	
AUMT 1305 Introduction to Automotive Technology .....	3
AUMT 1307 Automotive Electrical Systems .....	3
DEMR 1229 Preventative Maintenance .....	2
DEMR 1410 Diesel Engine Testing and Repair I ...	4
SPCH 1311 Introduction to Speech Communication .....	3
	15
<b>SEMESTER II</b>	
AUMT 1310 Automotive Brake Systems .....	3
AUMT 2313 Manual Drive Train and Axles .....	3
DEMR 1411 Diesel Engine Testing and Repair II ...	4
ENGL 1301 Composition I .....	3
	13
<b>SEMESTER III</b>	
AUMT 1345 Automotive Heating and Air Conditioning .....	3
DEMR 1416 Basic Hydraulics .....	4
+MATH Any 1000 Level MATH OR .....	3-4
TECM 1341 Technical Algebra AND .....	(3)
++Elective Natural Science .....	(4)
	10-14
<b>SEMESTER IV</b>	
DEMR 2334 Advanced Diesel Tune-up and Troubleshooting .....	3
DEMR 2331 Advanced Brake Systems .....	3
DEMR 2432 Electronic Controls .....	4
+++Elective Humanities/Fine Arts .....	3
	13

<b>SEMESTER V</b>	
DEMR 2348 Failure Analysis .....	3
DEMR 1327 Tractor Trailer Service and Repair .....	3
DEMR 1447 Power Train II .....	4
+++Elective Social/Behavioral Science .....	3
	13

Minimum Hours Required ..... 64-68

+MATH Option - Any college level (1000 level or above) Math meets the requirement for Math and Natural Science. Any student enrolling in TECM 1341 Technical Algebra must take one Natural Science course selected from the DCCCD approved course list.

++Elective - Any student enrolling in TECM 1341 Technical Algebra must take one Natural Science course selected from the DCCCD approved course list.

+++Elective - Must be selected from the DCCCD Humanities/Fine Arts approved course list.

++++Elective - Must be selected from the DCCCD Social/Behavioral Sciences approved course list.

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

# **AUTOMOTIVE TECHNOLOGY/DIESEL AND HEAVY EQUIPMENT—CONSTRUCTION EQUIPMENT TECHNICIAN**

*Eastfield only*

(Certificate)

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

Degree Plan Code: C1.AT.DHE.CONST.EQU

This certificate prepares the student as an entry-level maintenance technician. Maintenance procedures and basic systems operations are studied.

	CREDIT HOURS
<b>SEMESTER I</b>	
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
<b>SEMESTER II</b>	
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1316 Suspension and Steering .....	3
AUMT 1345 Automotive Heating and Air Conditioning .....	3
DEMR 1411 Diesel Engine Testing and Repair II ..	4
DEMR 1416 Basic Hydraulics .....	4
	17
<b>SEMESTER III</b>	
DEMR 2335 Advanced Hydraulics .....	3
DEMR 2542 Automatic Power Shift and Hydrostatic Transmissions I .....	5
HEMR 1501 Tracks and Undercarriages .....	5
	13

Minimum Hours Required ..... 42

# **AUTOMOTIVE TECHNOLOGY/DIESEL AND HEAVY EQUIPMENT—DIESEL ENGINE FUEL SYSTEMS TECHNICIAN**

*Eastfield only*

(Certificate)

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

Degree Plan Code: C1.AT.DHE.FUEL.SYST

This certificate prepares the student as an entry-level maintenance technician. Maintenance procedures and basic systems operations are studied.

	CREDIT HOURS
<b>SEMESTER I</b>	
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
<b>SEMESTER II</b>	
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1316 Suspension and Steering .....	3
AUMT 1345 Automotive Heating and Air Conditioning .....	3
AUMT 2317 Engine Performance Analysis I .....	3
DEMR 1411 Diesel Engine Testing and Repair II ..	4
	16
<b>SEMESTER III</b>	
AUMT 2334 Engine Performance Analysis II .....	3
DEMR 2348 Failure Analysis .....	3
DEMR 2334 Advanced Diesel Tune-Up and Troubleshooting .....	3
DEMR 2432 Electronic Controls .....	4
	13

Minimum Hours Required ..... 41

# **AUTOMOTIVE TECHNOLOGY/DIESEL AND HEAVY EQUIPMENT—HEAVY TRUCK TECHNICIAN**

*Eastfield only*

(Certificate)

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

Degree Plan Code: C1.AT.DHE.HEAVY.TRU

This certificate prepares the student as an entry-level maintenance technician. Maintenance procedures and basic systems operations are studied.

	<b>CREDIT HOURS</b>
<b>SEMESTER I</b>	
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
	<b>12</b>
<b>SEMESTER II</b>	
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1316 Suspension and Steering.....	3
AUMT 1345 Automotive Heating and Air Conditioning .....	3
DEMR 1411 Diesel Engine Testing and Repair II ..	4
DEMR 1317 Basic Brake Systems .....	3
	<b>16</b>
<b>SEMESTER III</b>	
DEMR 1421 Power Train I.....	4
DEMR 2331 Advanced Brake Systems .....	3
DEMR 1327 Tractor Trailer Service and Repair ....	3
	<b>10</b>
Minimum Hours Required .....	<b>38</b>

# **AUTOMOTIVE TECHNOLOGY/DIESEL AND HEAVY EQUIPMENT- PREVENTIVE MAINTENANCE TECHNICIAN**

*Eastfield only*

(Certificate)

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

Degree Plan Code: C1.AT.DHE.MAIN.TEC

This certificate prepares the student as an entry-level maintenance technician. Maintenance procedures and basic systems operations are studied.

	<b>CREDIT HOURS</b>
<b>SEMESTER I</b>	
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
	<b>12</b>
<b>SEMESTER II</b>	
AUMT 1310 Automotive Brake Systems .....	3
AUMT 1316 Suspension and Steering.....	3
AUMT 1345 Automotive Heating and Air Conditioning .....	3
DEMR 1411 Diesel Engine Testing and Repair II....	4
DEMR 1317 Basic Brake Systems.....	3
	<b>16</b>
<b>SEMESTER III</b>	
DEMR 1421 Power Train I.....	4
DEMR 1327 Tractor Trailer Service and Repair.....	3
DEMR 2331 Advanced Brake Systems.....	3
	<b>10</b>
Minimum Hours Required .....	<b>38</b>



# BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.BUSI.ADMIN

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

	CREDIT HOURS
<b>SEMESTER I</b>	
BMGT 1303 Principles of Management .....	3
BUSI 1301 Introduction to Business .....	3
ENGL 1301 Composition I .....	3
Mathematics* .....	3-4
+Elective .....	3
	15-16
<b>SEMESTER II</b>	
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
<b>SEMESTER III</b>	
ACCT 2302 Principles of Accounting II OR .....	3
ACCT 2402 Principles of Accounting II .....	(4)
BUSI 2301 Business Law .....	3
ECON 2301 Principles of Economics I .....	3
PSYC 2302 Applied Psychology .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	15-16
<b>SEMESTER IV</b>	
HRPO 2301 Human Resources Management .....	3
HRPO 2307 Organizational Behavior .....	3
ECON 2302 Principles of Economics II .....	3
POFT 1302 Business Communications I .....	3
BMGT 2382 Cooperative Education-Business Administration and Management, General .....	3
++Elective Humanities/Fine Arts .....	3
	18
Minimum Hours Required .....	64-67

+Electives-may be selected from the following:

BMGT 1191	Special Topics in Business Administration and Management, General .....	1
BMGT 1301	Supervision .....	3
BMGT 1302	Principles of Retailing .....	3
BMGT 1333	Principles of Salesmanship .....	3
BMGT 1349	Advertising and Sales Promotion .....	3
BMGT 1382	Cooperative Education-Business Administration and Management, General .....	3
BMGT 1383	Cooperative Education-Business Administration and Management, General .....	3
BMGT 1391	Special Topics in Business Administration and Management, General .....	3
BMGT 2331	Total Quality Management .....	3
BMGT 2383	Cooperative Education-Business Administration and Management, General .....	3
BUSG 1315	Small Business Operations .....	3
BUSG 1341	Small Business Financing .....	3
BUSG 2309	Small Business Management .....	3
IBUS 1305	Introduction to International Business and Trade ..	3
IBUS 1354	International Marketing Management .....	3
IBUS 2335	International Business Law .....	3
IBUS 2339	International Banking and Finance .....	3
IBUS 2341	International Comparative Management .....	3
POFT 1325	Business Math and Machine Applications .....	3
POFT 1329	Keyboarding and Document Formatting .....	3

++Elective-may be selected from the following:

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

\*Mathematics must be selected from the following:

MATH 1314	College Algebra OR .....	3
MATH 1414	College Algebra .....	4
MATH 1324	Mathematics for Business and Economics I .....	3
MATH 2342	Introductory Statistics .....	3

\*\*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.

# CHILD DEVELOPMENT

Brookhaven and Eastfield only

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

Degree Plan Code: AAS.CHILD.DEVE

The Child Development Program offers students an in-depth study of young children from birth to twelve years of age in conjunction with the Parent/Child Study Center that provides students day-to-day involvement with young children. The program is designed to enable students to provide an optimal learning and caring environment for children.

	CREDIT HOURS
<b>SEMESTER I</b>	
CDEC 1411 Introduction to Early Childhood Education OR.....	4
TECA 1311 Introduction to Early Childhood Education AND.....	(3)
CDEC 1174 Directed Participation in Child Development/Early Childhood+++..	(1)
CDEC 1454 Child Growth and Development OR ..	4
TECA 1354 Child Growth and Development AND .....	(3)
CDEC 1175 Applied Learning in Child Development/Early Childhood+++	(1)
ENGL 1301 Composition I .....	3
SOCI 1301 Introduction to Sociology .....	3
+Elective .....	3-4
	17-18
<b>SEMESTER II</b>	
CDEC 1413 Curriculum Resources for Early Childhood Programs.....	4
CDEC 1318 Nutrition, Health and Safety OR .....	3
TECA 1318 Nutrition, Health and Safety .....	(3)
CDEC 1319 Child Guidance .....	3
MATH 1332 College Mathematics I .....	3
+Elective .....	3-4
	16-17
<b>SEMESTER III</b>	
CDEC 1174 Directed Participation in Child Development/ Early Childhood+++ OR .....	1
CDEC 2475 Student Teaching in Child Development/ Early Childhood I .....	(4)
GOVT 2301 American Government .....	3
SPCH 1311 Introduction to Speech Communication.....	3
ITSC 1401 Introduction to Computers .....	4
+Elective .....	3
	14-17

## SEMESTER IV

CDEC 1175 Applied Learning in Child Development/Early Childhood+++ OR .....	1
CDEC 2476 Student Teaching in Child Development/Early Childhood II ....	(4)
CDEC 2375 Abuse within the Family.....	3
CDEC 1303 Family and the Community OR .....	3
TECA 1303 The Family and the Community.....	(3)
CDEC 1280 Cooperative Education-Early Childhood Provider/Assistant OR ....	2
CDEC 2380 Cooperative Education - Early Childhood Provider/Assistant.....	(3)
PSYC 2301 Introduction to Psychology OR .....	3
PSYC 2302 Applied Psychology .....	(3)
++Elective Humanities/Fine Arts .....	3-4
	15-20

Minimum Hours Required ..... 62-72

+Electives - must be selected from the following:

CDEC 1179 Assessment of Prior Learning in Child Development/Early Childhood.....	1
CDEC 1315 Multicultural/ Multilingual Education.....	3
CDEC 1317 Child Development Associate Training I .....	3
CDEC 1323 Observation and Assessment .....	3
CDEC 1339 Early Childhood Development: 0-3 Years .....	3
CDEC 1335 Early Childhood Development: 3-5 Years .....	3
CDEC 1330 Growth and Development: 6-14 Years .....	3
CDEC 1356 Emergent Literacy For Early Childhood .....	3
CDEC 1359 Children with Special Needs .....	3
CDEC 1395 Special Topics in Early Childhood Provider/ Assistant .....	3
CDEC 1396 Special Topics in Administration of Programs for Children .....	3
CDEC 1421 The Infant and Toddler .....	4
CDEC 1434 School-Age Activities and Group Dynamics.....	4
CDEC 1440 Instructional Techniques for Children with Special Needs .....	4
CDEC 2322 Child Development Associate Training II .....	3
CDEC 2324 Child Development Associate Training III .....	3
CDEC 2326 Administration of Programs for Children I .....	3
CDEC 2328 Administration of Programs for Children II .....	3
CDEC 2336 Administration of Programs for Children III .....	3
CDEC 2380 Cooperative Education-Early Childhood Provider/Assistant .....	3
CDEC 2441 The School Age Child.....	4
CDEC 2481 Cooperative Education -Early Childhood Provider/Assistant .....	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.

(continued on next page)

++Electives - must be selected from the following:

ARTS	1301	Art Appreciation .....	3
HUMA	1301	Introduction to the Humanities.....	3
MUSI	1306	Music Appreciation.....	3
SPAN	1411	Beginning Spanish (#).....	3

#American Sign Language may not be substituted for this course

+++CDEC 1174 Directed Participation in Childhood Development/Early Childhood and CDEC 1175 Applied Learning in Child Development/Early Childhood are taken as one-hour courses concurrently with CDEC courses. CDEC 1174 and CDEC 1175 must be repeated for credit for a total of eight (8) hours.

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

Students planning on transferring to a four-year institution to complete a Bachelor's degree need to consult the Child Development Program Chair before taking any Child Development classes.

## TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Associate in Applied Sciences Degree in Child Development and provide the student advanced skills required by the industry to specialize as a Child Development Director in one of the following three categories:

### ADMINISTRATOR

*Brookhaven and Eastfield only*

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

Degree Plan Code: ES.CHILD.ADMINISTRATOR

	CREDIT HOURS
<b>SEMESTER I</b>	
CDEC 2326 Administration of Programs for Children I .....	3
CDEC 2328 Administration of Programs for Children II .....	3
	<u>6</u>
Minimum Hours Required .....	6

## SPECIAL CHILD CAREGIVER

*Brookhaven and Eastfield only*

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

Degree Plan Code: ES.CHILD.SPECIAL

	CREDIT HOURS
<b>SEMESTER I</b>	
CDEC 1359 Children with Special Needs .....	3
CDEC 1440 Instructional Techniques for Children with Special Needs .....	4
	<u>7</u>
Minimum Hours Required .....	7

## INFANT AND TODDLER SPECIALIST

*Brookhaven and Eastfield only*

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

Degree Plan Code: ES.CHILD.INFANT

	CREDIT HOURS
<b>SEMESTER I</b>	
CDEC 1339 Early Childhood Development: 0-3 Years .....	3
CDEC 1421 The Infant and Toddler .....	4
	<u>7</u>
Minimum Hours Required .....	7

# CHILD DEVELOPMENT -- ADMINISTRATIVE

*Brookhaven and Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.CHILD.ADMINIST

This certificate program will provide an opportunity for the student to study administrative procedures for child care facilities.

	CREDIT HOURS
<b>SEMESTER I</b>	
CDEC 1411 Introduction to Early Childhood Education OR.....	4
TECA 1311 Introduction to Early Childhood Education AND .....	(3)
CDEC 1174 Directed Participation in Child Development/Early Childhood .....	(1)
CDEC 1454 Child Growth and Development OR ..	4
TECA 1354 Child Growth and Development AND .....	(3)
CDEC 1175 Applied Learning in Child Development/Early Childhood .....	(1)
CDEC 2326 Administration of Programs for Children I .....	3
ENGL 1301 Composition I .....	3
+Elective .....	3
	17

<b>SEMESTER II</b>	
CDEC 1318 Nutrition, Health and Safety OR .....	3
TECA 1318 Nutrition, Health and Safety .....	(3)
CDEC 1319 Child Guidance .....	3
CDEC 2328 Administration of Programs for Children II .....	3
CDEC 2336 Administration of Programs for Children III .....	3
SPCH 1311 Introduction to Speech Communication .....	3
ITSC 1401 Introduction to Computers OR .....	4
MATH 1332 College Mathematics I OR .....	(3)
MATH 1324 Mathematics for Business and Economics I OR .....	(3)
++TECM 1303 Technical Mathematics .....	3
	18-19

Minimum Hours Required ..... 35-36

+Elective - may be selected from the following:

CDEC 1174	Directed Participation in Child Development/ Early Childhood .....	1
CDEC 1175	Applied Learning in Child Development/ Early Childhood .....	1
CDEC 1303	Family and the Community .....	3
CDEC 1315	Multicultural/ Multilingual Education .....	3
CDEC 1317	Child Development Associate Training I .....	3
CDEC 1396	Special Topics in Administration of Programs for Children .....	3
CDEC 2322	Child Development Associate Training II .....	3
CDEC 2324	Child Development Associate Training III .....	3
CDEC 2375	Abuse within the Family .....	3
CDEC 2380	Cooperative Education - Early Childhood Provider/Assistant .....	3

++If TECM 1303 Technical Mathematics is taken then a Natural Lab Science course must also be taken

# CHILD DEVELOPMENT--EARLY CHILDHOOD TRAINING

Brookhaven and Eastfield only

(Certificate)

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

Degree Plan Code: CERT.CHILD.EARLY

This certificate program provides general courses in early childhood for those wanting to increase their skills and knowledge for working with children.

## CREDIT HOURS

### SEMESTER I

CDEC 1411	Introduction to Early Childhood Education OR.....	4
TECA 1311	Introduction to Early Childhood Education AND.....	(3)
CDEC 1174	Directed Participation in Child Development/Early Childhood .....	(1)
CDEC 1454	Child Growth and Development OR ..	4
CDEC 1339	Early Childhood Development: 0-3 Years AND.....	(3)
CDEC 1335	Early Childhood Development 3-5 Years OR.....	(3)
TECA 1354	Child Growth and Development AND .....	(3)
CDEC 1175	Applied Learning in Child Development/Early Childhood.....	(1)
CDEC 1318	Nutrition, Health, and Safety OR .....	3
TECA 1318	Nutrition, Health, and Safety .....	(3)
CDEC 1319	Child Guidance .....	3
PSYC 2301	Introduction to Psychology OR .....	3
SOCI 1301	Introduction to Sociology.....	(3)
+Elective	.....	3-4
		20-23

### SEMESTER II

CDEC 1413	Curriculum Resources for Early Childhood Programs .....	4
CDEC 1280	Cooperative Education-Early Childhood Provider/Assistant OR ...	2
CDEC 2380	Cooperative Education-Early Childhood Provider/Assistant OR ..	(3)
CDEC 2481	Cooperative Education-Early Childhood Provider/Assistant .....	(4)
ENGL 1301	Composition I.....	3
+Elective	.....	6-8
		15-19

Minimum Hours Required ..... 35-42

+Elective-must be selected from the following:

CDEC	1174	Directed Participation in Child Development/ Early Childhood .....	1
CDEC	1175	Applied Learning in Child Development/ Early Childhood .....	1
CDEC	1303	Family and the Community OR.....	3
CDEC	1315	Multicultural/ Multilingual Education .....	3
CDEC	1317	Child Development Associate Training I .....	3
CDEC	1323	Observation and Assessment .....	3
CDEC	1356	Emergent Literacy For Early Childhood.....	3
CDEC	1359	Children with Special Needs .....	3
CDEC	1395	Special Topics in Early Childhood Provider/ Assistant .....	3
CDEC	1421	The Infant and Toddler .....	4
CDEC	1434	School Age Activities and Group Dynamics .....	4
CDEC	1440	Instructional Techniques for Children with Special Needs .....	4
CDEC	2322	Child Development Associate Training II .....	3
CDEC	2324	Child Development Associate Training III .....	3
CDEC	2326	Administration of Programs for Children I .....	3
CDEC	2328	Administration of Programs for Children II .....	3
CDEC	2336	Administration of Programs for Children III .....	3
CDEC	2375	Abuse within the Family .....	3
CDEC	2441	The School Age Child .....	4
SLNG	1404	American Sign Language (ASL): Beginning I.....	4

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

# CHILD DEVELOPMENT -- INFANT-TODDLER

*Brookhaven and Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.CHILD.INFANT

This certificate program provides for an in-depth study of infant-toddler growth and development, programs, and services.

	CREDIT HOURS
<b>SEMESTER I</b>	
CDEC 1411 Introduction to Early Childhood Education <b>OR</b> .....	4
TECA 1311 Introduction to Early Childhood Education <b>AND</b> .....	(3)
CDEC 1174 Directed Participation in Child Development/Early Childhood .....	(1)
CDEC 1339 Early Childhood Development: 0-3 Years .....	3
CDEC 1319 Child Guidance .....	3
ENGL 1301 Composition I .....	3
+Elective .....	3
	<b>16</b>
<b>SEMESTER II</b>	
CDEC 1318 Nutrition, Health, and Safety <b>OR</b> .....	3
TECA 1318 Nutrition, Health, and Safety .....	(3)
CDEC 1421 The Infant and Toddler .....	4
CDEC 1303 Family and the Community <b>OR</b> .....	3
TECA 1303 The Family and the Community ....	(3)
CDEC 2375 Abuse within the Family .....	3
SPCH 1311 Introduction to Speech Communication .....	3
+Elective .....	3
	<b>19</b>
Minimum Hours Required .....	<b>35</b>

+Elective-may be selected from the following:

CDEC	1174	Directed Participation in Child Development/ Early Childhood .....	1
CDEC	1175	Applied Learning in Child Development/ Early Childhood .....	1
CDEC	1315	Multicultural/Multilingual Education .....	3
CDEC	1317	Child Development Associate Training I .....	3
CDEC	1323	Observation and Assessment .....	3
CDEC	1359	Children with Special Needs .....	3
CDEC	1395	Special Topics in Early Childhood Provider/Assistant .....	3
CDEC	2322	Child Development Associate Training II .....	3
CDEC	2324	Child Development Associate Training III.....	3
CDEC	2380	Cooperative Education-Early Childhood Provider/Assistant .....	3
SOCI	2301	Marriage, Family and Close Relationships .....	3

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

# CHILD DEVELOPMENT -- SCHOOL AGE CAREGIVER

*Brookhaven and Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.CHILD.SCHOOL

This certificate program provides for an in-depth study of school-age growth and development, programs, and services. It is designed to enable students to provide an optimal learning environment for children in before- and after-school, recreational and summer programs.

## CREDIT HOURS

### SEMESTER I

CDEC 1330	Growth and Development: 6-14 Years .....	3
CDEC 1319	Child Guidance .....	3
CDEC 1303	Family and the Community <b>OR</b> .....	3
TECA 1303	The Family and the Community <b>OR</b> .....	(3)
CDEC 2375	Abuse within the Family .....	(3)
CDEC 1318	Nutrition, Health and Safety <b>OR</b> .....	3
TECA 1318	Nutrition, Health and Safety .....	(3)
ENGL 1301	Composition I .....	3
+Elective	.....	<u>3-4</u>
		18-19

### SEMESTER II

CDEC 2441	The School Age Child .....	4
CDEC 1434	School Age Activities and Group Dynamics .....	4
CDEC 2380	Cooperative Education-Early Childhood Provider Assistant .....	3
ITSC 1401	Introduction to Computers .....	4
+Elective	.....	<u>3-4</u>
		18-19

Minimum Hours Required .....36-38

+Elective-may be selected from the following:

CDEC	1174	Directed Participation in Child Development/ Early Childhood .....	1
CDEC	1175	Applied Learning in Child Development/ Early Childhood .....	1
CDEC	1303	Family and the Community <b>OR</b> .....	3
TECA	1303	The Family and the Community .....	3
CDEC	1315	Multicultural/ Multilingual Education .....	3
CDEC	1323	Observation and Assessment .....	3
CDEC	1440	Instructional Techniques for Children with Special Needs .....	4
CDEC	2326	Administration of Programs for Children I .....	3
CDEC	2328	Administration of Programs for Children II .....	3
CDEC	2336	Administration of Programs for Children III .....	3
CDEC	2375	Abuse within the Family .....	3

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

# COMPUTER AIDED DESIGN AND DRAFTING

*Eastfield and Mountain View only*

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

Degree Plan Code: AAS.CADD

This program prepares the student for employment in a wide range of industries as a CAD operator, printed circuit board designer or technician. Information in related fields is provided to enable the student to work effectively with engineers, technologists, architects and professional staff. Enrollment in CADD cooperative work experience courses (co-op) provides students with on-the-job experience while in the program.

	CREDIT HOURS
<b>SEMESTER I</b>	
DFTG 1373 CAD/Graphic Processes OR	3
GRPH 1322 Electronic Publishing I	(3)
DFTG 1409 Basic Computer-Aided Drafting	4
ENGL 1301 Composition I	3
MATH 1314 College Algebra OR	3
MATH 1414 College Algebra	(4)
+++Elective	3
	16-17
<b>SEMESTER II</b>	
DFTG 1271 CADD Operations	2
DFTG 1372 Manufacturing Fundamentals OR	3
INMT 1343 CAD-CAM	(3)
DFTG 1405 Technical Drafting	4
+Elective DFTG Course	3
SPCH 1311 Introduction to Speech Communication	3
	15
<b>SEMESTER III</b>	
+Elective DFTG Course	3
+Elective DFTG Course	3
PSYC 2302 Applied Psychology	3
+++Elective Technical Elective OR	3
DFTG 2380 Cooperative Education – Drafting	(3)
++Elective Humanities/Fine Arts	3
	15
<b>SEMESTER IV</b>	
DFTG 1394 Special Topics in Electrical/Electronics Drafting OR	3
DFTG 2402 Machine Drafting OR	(4)
DFTG 1454 Architectural Drafting–Commercial	(4)
+Elective DFTG Course OR	3
DFTG 2381 Cooperative Education – Drafting	(3)
++++Elective Natural Sciences/Mathematics	4
GOVT 2302 American Government OR	3
HIST 1302 History of the United States	(3)
+++Elective Technical Elective	3
	20

Minimum Hours Required ..... 66-67

+ DFTG Courses – must be selected from the following:

DFTG 1215	Architectural Blueprint Reading	2
DFTG 1224	Blueprint Reading and Sketching	2
DFTG 1329	Electro-Mechanical Drafting	3
DFTG 1333	Mechanical Drafting	3
DFTG 1344	Pipe Drafting	3
DFTG 1348	Topographical Drafting	3
DFTG 1358	Electrical/Electronics - Drafting	3
DFTG 1392	Special Topics in Architectural Drafting	3
DFTG 1394	Special Topics in Electrical/Electronics Drafting	3
DFTG 1395	Special Topics in Mechanical Drafting	3
DFTG 1417	Architectural Drafting - Residential	4
DFTG 1421	Architectural Illustration	4
DFTG 1452	Intermediate Computer-Aided Drafting	4
DFTG 1454	Architectural Drafting - Commercial	4
DFTG 1491	Special Topics in Drafting	4
DFTG 2304	Printed Circuit Board Design	3
DFTG 2310	Structural Drafting	3
DFTG 2312	Technical Illustration	3
DFTG 2336	Computer-Aided Drafting Programming	3
DFTG 2440	Solid Modeling/Design	4
DFTG 2350	Geometric Dimensioning and Tolerancing	3
DFTG 2356	Advanced Printed Circuit Board Design	3
DFTG 2374	Integrated Circuit Design	3
DFTG 2375	Advanced Integrated Circuit Design	3
DFTG 2402	Machine Drafting	4
DFTG 2432	Advanced Computer-Aided Drafting	4

++ Elective – must be selected from the DCCCD approved course list.

+++ Electives – must be selected from the following. Other technical courses approved by the Computer Aided Design and Drafting Department:

CETT 1403	DC Circuits	4
CETT 1425	Digital Fundamentals	4
ITNW 1321	Introduction to Networking	3
ITSC 1401	Introduction to Computers	4
ITSC 2435	Application Problem Solving	4
ITSC 1407	UNIX Operating System I	4
ITSE 1422	Introduction to C Programming	4
ITSC 1425	Personal Computer Hardware	4
POFT 2203	Speed and Accuracy Building	2
SMFT 1343	Semiconductor Manufacturing Technology I	3
SRVY 1315	Surveying Calculations I	3
SRVY 1419	Introduction to Geographic Information Systems	4
SRVY 2305	Geographic Information Systems Applications	3
SRVY 1491	Special Topics in Surveying	4

++++Elective - must be selected from these disciplines: Biology, Chemistry, Geology, Physics and Mathematics.

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

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

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# TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Associate in Applied Sciences Degree in Computer Aided Design and Drafting and provides the student advanced skills required by the industry to specialize in Computer-Aided Design and Drafting.

## COMPUTER AIDED DESIGN AND DRAFTING

*Eastfield and Mountain View only*

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

Degree Plan Code: ES.CADD

### CREDIT HOURS

#### SEMESTER I

DFTG 2336	Computer-Aided Drafting Programming OR.....	3
DFTG 1491	Special Topics in Drafting OR .....	(4)
DFTG 2380	Cooperative Education - Drafting ..	(3)
ITSC 1425	Personal Computer Hardware .....	4
ITSE 1407	Introduction to C++ Programming .....	4
ITNW 1321	Introduction to Networking .....	3
		14-15

Minimum Hours Required ..... 14-15

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

# COMPUTER-AIDED DESIGN AND DRAFTING - - COMPUTER-AIDED DESIGN ADVANCED OPERATOR

*Eastfield and Mountain View only*

(Certificate)

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

Degree Plan Code: CERT.CADD.ADV.OPERAT

This certificate program prepares a student to become certified as an advanced CADD operator and enter the work force. Jobs performed would include making 2D and 3D CADD drawings using AutoCAD software. In addition, the student would be capable of customizing the AutoCAD program and have additional skills in solid modeling and specific areas of CADD.

	CREDIT HOURS
<b>SEMESTER I</b>	
DFTG 1405 Technical Drafting .....	4
DFTG 1409 Basic Computer Aided Drafting .....	4
DFTG 1271 CADD Operations .....	2
ITSC 1401 Introduction to Computers .....	4
	14
<b>SEMESTER II</b>	
DFTG 1452 Intermediate Computer-Aided Drafting .....	4
MATH 1414 College Algebra <b>OR</b> .....	4
MATH 1314 College Algebra .....	(3)
ENGL 1301 Composition I .....	3
DFTG 2312 Technical Illustration .....	3
+Elective DFTG Course.....	3-4
	17
Minimum Hours Required .....	31

+DFTG Courses - must be selected from the following courses or other courses approved by the Computer-Aided Design and Drafting department:

DFTG 1215	Architectural Blueprint Reading .....	2
DFTG 1224	Blueprint Reading and Sketching - Mechanical.....	2
DFTG 1329	Electro-Mechanical Drafting.....	3
DFTG 1333	Mechanical Drafting.....	3
DFTG 1344	Pipe Drafting.....	3
DFTG 1348	Topographical Drafting .....	3
DFTG 1358	Electrical/Electronics Drafting.....	3
DFTG 1392	Special Topics In Architectural Drafting.....	3
DFTG 1394	Special Topics in Electrical/Electronics Drafting.....	3
DFTG 1395	Special Topics in Mechanical Drafting.....	3
DFTG 1417	Architectural Drafting - Residential .....	4
DFTG 1421	Architectural Illustration .....	4
DFTG 1454	Architectural Drafting - Commercial.....	4
DFTG 1491	Special Topics in Drafting.....	4
DFTG 2304	Printed Circuit Board Design .....	3
DFTG 2310	Structural Drafting .....	3
DFTG 2336	Computer-Aided Drafting Programming .....	3
DFTG 2440	Solid Modeling /Design .....	4
DFTG 2350	Geometric Dimensioning and Tolerancing.....	3
DFTG 2356	Advanced Printed Circuit Board Design .....	3
DFTG 2374	Integrated Circuit Design .....	3
DFTG 2375	Advanced Integrated Circuit Design .....	3
DFTG 2402	Machine Drafting .....	4
DFTG 2432	Advanced Computer-Aided Drafting.....	4

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

# COMPUTER-AIDED DESIGN AND DRAFTING - - COMPUTER-AIDED DESIGN OPERATOR

*Eastfield and Mountain View only*

(Certificate)

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

Degree Plan Code: CERT.CADD.OPERATOR

This certificate program prepares a student to become certified as an entry-level CADD operator and enter the work force. Jobs performed would entail 2D and 3D CADD drawings using AutoCAD software.

	CREDIT HOURS
<b>SEMESTER I</b>	
DFTG 1405 Technical Drafting .....	4
DFTG 1409 Basic Computer-Aided Drafting .....	4
	<u>8</u>
<b>SEMESTER II</b>	
DFTG 2312 Technical Illustration .....	3
+ Elective DFTG Course .....	3-4
+ Elective DFTG Course .....	3-4
	<u>9-11</u>

Minimum Hours Required ..... 17-19

+ DFTG Courses - must be selected from the following courses or other technical courses approved by the Computer-Aided Design and Drafting department:

DFTG	1329	Electro-Mechanical Drafting .....	3
DFTG	1333	Mechanical Drafting .....	3
DFTG	1344	Pipe Drafting .....	3
DFTG	1348	Topographical Drafting .....	3
DFTG	1358	Electrical/Electronics Drafting .....	3
DFTG	1392	Special Topics in Architectural Drafting .....	3
DFTG	1394	Special Topics in Electrical/Electronics Drafting .....	3
DFTG	1395	Special Topics in Mechanical Drafting .....	3
DFTG	1417	Architectural Drafting - Residential .....	4
DFTG	1421	Architectural Illustration .....	4
DFTG	1452	Intermediate Computer-Aided Drafting .....	4
DFTG	1454	Architectural Drafting - Commercial .....	4
DFTG	1491	Special Topics in Drafting .....	4
DFTG	2304	Printed Circuit Board Design .....	3
DFTG	2310	Structural Drafting .....	3
DFTG	2336	Computer-Aided Drafting Programming .....	3
DFTG	2440	Solid Modeling/Design .....	4
DFTG	2350	Geometric Dimensioning and Tolerancing .....	3
DFTG	2356	Advanced Printed Circuit Board Design .....	3
DFTG	2374	Integrated Circuit Design .....	3
DFTG	2375	Advanced Integrated Circuit Design .....	3
DFTG	2402	Machine Drafting .....	4
DFTG	2432	Advanced Computer-Aided Drafting .....	4

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

# COMPUTER-AIDED DESIGN AND DRAFTING - - INTEGRATED CIRCUIT DESIGN

*Eastfield only*

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.CAD.INTEGRA.CIR

The Integrated Circuit Design program trains the student to prepare layout drawings and designs of integrated circuits from schematics using computer-aided design equipment. The program aids the student in developing the skills necessary to convert logic diagrams to cell drawings in accordance with design rules. Students will perform design rule checks and prepare databases for pattern generation. Emphasis is placed on working closely with all members of the semiconductor manufacturing design team.

	CREDIT HOURS
<b>SEMESTER I</b>	
SMFT 1343 Semiconductor Manufacturing Technology I .....	3
DFTG 1409 Basic Computer-Aided Drafting .....	4
ENGL 1301 Composition I .....	3
CETT 1403 DC Circuits.....	4
DFTG 1358 Electrical/Electronics Drafting.....	3
	<u>17</u>
<b>SEMESTER II</b>	
MATH 1314 College Algebra <b>OR</b> .....	3
MATH 1414 College Algebra .....	(4)
DFTG 2304 Printed Circuit Board Design .....	3
ITSC 2435 Application Problem Solving .....	4
DFTG 2374 Integrated Circuit Design .....	3
+Elective Social/Behavioral Science.....	3
	<u>16-17</u>
<b>SEMESTER III</b>	
DFTG 2375 Advanced Integrated Circuit Design ..	3
ITSW 1406 UNIX Operating System I .....	4
CETT 1425 Digital Fundamentals .....	4
SPCH 1311 Introduction to Speech Communication.....	3
+++Elective Technical Elective.....	3
	<u>17</u>
<b>SEMESTER IV</b>	
ITSE 1422 Introduction to C Programming.....	4
DFTG 1394 Special Topics in Electrical/Electronics Drafting.....	3
++Elective Humanities/Fine Arts.....	3
+++Elective Technical Elective.....	3
++++Elective Natural Science.....	4
	<u>17</u>
Minimum Hours Required .....	67-68

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

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

+++Elective – Technical elective must be selected from CISC, DFTG, CETT, SMFT, GRPH, or other technical courses approved by the Computer-Aided Design and Drafting program.

++++Elective must be selected from these disciplines: Biology, Chemistry, Geology, Physics, and Mathematics.

**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-AIDED DESIGN AND DRAFTING - - INTEGRATED CIRCUIT DESIGN

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.CADD.INTERGRATE

This certificate program provides courses work to assist the student to prepare for entry-level positions in Integrated Circuit Design. Emphasis is placed on working closely with all members of the semiconductor design team.

		CREDIT HOURS
<b>SEMESTER I</b>		
DFTG 1409	Basic Computer-Aided Drafting .....	4
DFTG 1358	Electrical/Electronics Drafting.....	3
CETT 1403	DC Circuits.....	4
DFTG 2374	Integrated Circuit Design.....	3
		14
<b>SEMESTER II</b>		
SMFT 1343	Semiconductor Manufacturing Technology I .....	3
CETT 1425	Digital Fundamentals .....	4
DFTG 2375	Advanced Integrated Circuit Design ..	3
ITSC 2435	Application Problem Solving .....	4
		14
Minimum Hours Required .....		28

COMPUTER INFORMATION  
TECHNOLOGY -- PERSONAL  
COMPUTER USER

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Code: C1.CIT.PC.USER

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

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

COMPUTER INFORMATION  
TECHNOLOGY -- PERSONAL  
COMPUTER TECHNICIAN

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Code: C1.CIT.PC.TECH

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

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

# COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SPECIALIST

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Code: C2.CIT.PC.SPEC

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

## CREDIT HOURS

### SEMESTER I

ITSC 1401	Introduction to Computers .....	4
ITNW 1321	Introduction to Networking .....	3
ITSC 1405	Introduction to PC Operating Systems .....	4
SPCH 1311	Introduction to Speech Communication .....	3
		14

### SEMESTER II

ITSC 2435	Application Problem Solving .....	4
ITSW 1401	Introduction to Word Processing OR	4
ITSW 2431	Advanced Word Processing .....	(4)
ITSW 1404	Introduction to Spreadsheets OR .....	4
ITSW 2434	Advanced Spreadsheets .....	(4)
ENGL 1301	Composition I .....	3
		15

### SEMESTER III

ITSW 1407	Introduction to Database OR .....	4
ITSW 2437	Advanced Database .....	(4)
ITSC 1425	Personal Computer Hardware .....	4
ITSW 1410	Presentation Media Software OR .....	4
ITSC 1413	Internet/Web Page Development ...	(4)
Elective	Any ITXX Course .....	3-4
		15-16

Minimum Hours Required .....44-45

# COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SUPPORT

*Offered at all seven campuses*

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.CIT.PC.SUPPORT

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ITSC 1401 Introduction to Computers .....	4
ITSC 2435 Application Problem Solving .....	4
ITSC 1405 Introduction to PC Operating Systems .....	4
ENGL 1301 Composition I .....	3
	15
<b>SEMESTER II</b>	
ITNW 1321 Introduction to Networking .....	3
ITSW 1401 Introduction to Word Processing OR	4
ITSW 2431 Advanced Word Processing .....	(4)
ITSW 1404 Introduction to Spreadsheets OR .....	4
ITSW 2434 Advanced Spreadsheets .....	(4)
MATH 2342 Introductory Statistics OR .....	3
MATH 1314 College Algebra OR .....	(3)
MATH 1414 College Algebra .....	(4)
SPCH 1311 Introduction to Speech Communication .....	3
	17-18
<b>SEMESTER III</b>	
ITSW 1407 Introduction to Database OR .....	4
ITSW 2437 Advanced Database .....	(4)
ITSC 1425 Personal Computer Hardware .....	4
ITSW 1410 Presentation Media Software OR .....	4
ITSC 1421 PC Operating Systems - Windows .	(4)
+Elective Social/Behavioral Science .....	3
	15

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

Minimum Hours Required ..... 61-63

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

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

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



# COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.CIT.SPD.ASSIST

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

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

\*First in a two-course programming language series

## List A - Introductory Programming Courses

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

\*\*Second in a two-course programming language series

## List B - Advanced Programming Language Courses

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

## List C - Operating System Courses

ITSC 1405	Introduction to PC Operating Systems .....	4
ITSC 1417	PC Operating Systems - DOS .....	4
ITSC 1421	PC Operating Systems - Windows .....	4
ITSC 1407	UNIX Operating System I .....	4
ITSC 1411	AS/400 Operating System I .....	4

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# COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER

*Offered at all seven campuses*

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.CIT.PROG.DEVE

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

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

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

## SEMESTER IV

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

Minimum Hours Required ..... 63-67

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

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

\*First in a two-course programming language series

### List A - Introductory Programming Courses

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

\*\*Second in a two-course programming language series

### List B - Advanced Programming Language Courses

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

Continued on next page

**List C - Operating System Courses**

ITSC	1405	Introduction to PC Operating Systems.....	4
ITSC	1417	PC Operating Systems - DOS.....	4
ITSC	1421	PC Operating Systems - Windows.....	4
ITSC	1407	UNIX Operating System I.....	4
ITSW	1411	AS/400 Operating System I.....	4

**List D - Application Development Courses**

ITSW	1404	Introduction to Spreadsheets.....	4
ITSC	1407	UNIX Operating System I.....	4
ITSC	1413	Internet/Web Page Development.....	4
ITNW	1437	Introduction to the Internet.....	4
ITSE	2413	Web Authoring.....	4
ITSW	2437	Advanced Database.....	4
ITSE	2445	Data Structures.....	4

**This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].**

# COMPUTER INFORMATION TECHNOLOGY -- NT/WIN2000 NETWORKING

Eastfield and Richland only

(Certificate)

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

Degree Plan Code: C2.CIT.NT/WIN.NWK.01

This certificate option will provide education and training for individuals interested in developing their knowledge and skills as networking professionals with an emphasis on preparation for those wishing to take the MCP, MCSE, and/or MCDBA certification examinations.

NOTE: Students must select and complete one specialty track to be considered as having met the requirements for this award.

	CREDIT HOURS
<b>SEMESTER I</b>	
ITSC 1401 Introduction to Computers .....	4
ITSC 2435 Application Problem Solving .....	4
ITSC 1405 Introduction to PC Operating Systems .....	4
ITNW 1321 Introduction to Networking OR .....	3
ITNW 1433 Microsoft networking Essentials .....	(4)
MATH 1324 Mathematics for Business and and Economics I OR .....	3
MATH 2342 Introductory Statistics OR .....	(3)
MATH 1314 College Algebra OR .....	(3)
MATH 1414 College Algebra .....	(4)
	18-20
<b>SEMESTER II</b>	
ITNW 2401 Administering Microsoft Windows NT AND .....	4
ITNW 2451 Microsoft Windows NT Core Technologies AND .....	4
ITNW 1452 Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0 .....	4
OR	
ITMC 1441 Implementing Microsoft Windows 2000 Professional and Server (MS 2152) AND .....	(4)
ITMC 1442 Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) AND .....	(4)
ITMC 1443 Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154) .....	(4)
AND	
ENGL 1301 Composition I .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	18

## SEMESTER III

ITNW 2456 Supporting Microsoft Windows NT Server 4.0-Enterprise Technologies OR .....	4
<sup>1</sup> Elective .....	(4)
ITNW 2458 Microsoft Exchange Server 5.5 Series-Design and Implementation ...	4
<sup>2</sup> Elective .....	(4)
<sup>3</sup> Elective .....	4
	12

Minimum Hours Required ..... 48-50

<sup>1</sup>Elective - Select one course from the following:

ITMC 2431 Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561)* .....	4
ITMC 2432 Designing a Microsoft Windows 2000 Networking Services Infrastructure ((MS 1562)* .....	4
ITMC 2433 Designing a Secure Microsoft Windows 2000 Network (MS 2150)* .....	4

<sup>2,3</sup> Elective - Select two courses from the following:

### MCSE 2000

ITMC 2431 Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561)* .....	4
ITMC 2432 Designing a Microsoft Windows 2000 Networking Services Infrastructure ((MS 1562)* .....	4
ITMC 2433 Designing a Secure Microsoft Windows 2000 Network (MS 2150)* .....	4

Other approved elective from the MCSE 2000 track including ITNW  
1492 Special Topics  
OR

### MCDBA 2000

ITNW 2452 Administering Microsoft SQL Server 7.0 .....	4
ITSE 2433 Implementing a Database on Microsoft SQL Server 7.0 .....	4

Other approved elective from the MCDBA 2000 track including ITNW  
1492 Special Topics

\*Note: Core courses/exams that can also be used as elective  
classes/exams can only be used once toward a certification.

Upon completion of this certificate, the student is eligible to take MCSE,  
MCDBA, and/or MCP credentialing exams.

This degree plan is in the process of being revised prior to  
Fall 2001. Please consult with an advisor prior to enrolling  
for courses in this degree plan. Revised degree plans can  
be accessed and viewed on the Dallas County Community  
College District web page beginning June 2001 at  
[<http://www.dcccd.edu/catalog/admiss/dp.htm>].

# COMPUTER INFORMATION TECHNOLOGY - NETWORK ADMINISTRATOR AND SUPPORT

*Eastfield and Richland only*

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

Degree Plan Code: AAS.CIT.NWK.ADMIN.01

This associate degree program will provide 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 MCP, MCSE, MCDBA, CCNA, and/or CNE-5 certification examinations.

Note: Students must select and complete one specialty track to be considered as having met the requirements for this award.

## CREDIT HOURS

### SEMESTER I

ITSC 1401	Introduction to Computers .....	4
ITSC 2435	Application Problem Solving .....	4
ITSC 1405	Introduction to PC Operating Systems .....	4
ITNW1321	Introduction to Networking OR .....	3
ITNW1343	Networking Technologies (Novell 565) OR .....	(3)
ITNW1433	Microsoft Networking Essentials .....	(4)
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)
		18-20

### SEMESTER II

ITSC 1425	Personal Computer Hardware .....	4
ITNW 2401	Administering Microsoft Windows NT AND .....	4
ITNW 2451	Microsoft Windows NT Core Technologies .....	4
OR		
ITMC 1441	Implementing Microsoft Windows 2000 Professional and Server (MS 2152) AND .....	(4)
ITMC 1442	Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) .....	(4)
ENGL 1301	Composition I .....	3
SPCH 1311	Introduction to Speech Communication .....	3
		18

### SEMESTER III

ITNW 1452	Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0 OR .....	4
ITMC 1443	Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154) .....	(4)
ITCC 1402	Local Area Networks Design and Protocols: Cisco 1 AND .....	4
ITCC 1406	Basic Router Configuration: Cisco 2 .....	4
OR		
ITNW 1420	NetWare 5 Administration AND .....	(4)
ITNW 2438	NetWare 5 Advanced Administration .....	(4)
<sup>1</sup> Elective	Social/Behavioral Science .....	3
		15

### SEMESTER IV

ITCC 1442	Local Area Management (LAN): Cisco 3 AND .....	4
ITCC 1446	Wide Area Management (WAN): Cisco 4 .....	4
OR		
ITNW 2342	Novell Directory Services (NDS) Design and Implementation for NetWare 5 AND .....	(3)
ITNW 2431	Novell Service and Support .....	(4)
OR		
<sup>2</sup> Elective	AND .....	(4)
<sup>3</sup> Elective	.....	(4)
ITNW 1280	Cooperative Education - Business Systems Networking and Telecommunications OR .....	2
<sup>4</sup> Elective	.....	(4)
<sup>5</sup> Elective	Management .....	3
<sup>6</sup> Elective	Humanities/Fine Arts .....	3
		15-18

Minimum Hours Required ..... 66-71

<sup>1</sup> Elective - The Social/Behavioral Science elective must be selected from the DCCCD approved course list.

<sup>2</sup>Elective - Select one from the following list:

MCSE 2000 - \*core

ITMC 2431	Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561)* .....	4
ITMC 2432	Designing a Microsoft Windows 2000 Networking Services Infrastructure (MS 1562)* .....	4
ITMC 2433	Designing a Secure Microsoft Windows 2000 Network (MS 2150)* .....	4

Other approved Elective from MCSE 2000 track not part of this curriculum including ITNW 1492.

(continued on next page)

<sup>3</sup>Elective - Select one from the following list:

**MCSE 2000**

Approved Elective from MCSE 2000 track not part of this curriculum including ITNW 1492

**MCDBA 2000**

ITNW 2452     Administering Microsoft SQL Server 7.0 .....4  
ITSE 2433     Implementing a Database on Microsoft SQL 7.0 .....4  
Other approved elective from MCDBA 2000 track not part of this curriculum including ITNW 1492.

<sup>4</sup>Elective - Select one from the following list:

**MCSE 2000**

Approved Elective from MCSE 2000 track not part of this curriculum including ITNW 1492

**MCDBA 2000**

Approved Elective from MCDBA 2000 track not part of this curriculum including ITNW 1492

**NOVELL**

ITNW 2441     Netware: Integrating Windows NT OR .....4  
Other approved elective from Novell track including ITNW 1492

**CISCO**

ITCC 2432     Advanced Routing Configuration: Cisco 5.....4  
Other approved elective from Cisco track not part of this curriculum

<sup>5</sup>Elective - Select the Management elective from the following list:

BMGT 1303     Principles of Management .....3  
BUSG 2309     Small Business Management .....3  
HRPO 2307     Organizational Behavior.....3  
Other approved elective from the DCCCD approved course list.

<sup>6</sup>Elective - The Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

\*Note: Core classes/exams that can also be used as elective classes/exams can only be used once toward a certification.

Upon completion of this degree, the student is eligible to take CNA, CNE, MCSE, MCDBA, and/or CCNA credentialing exams.

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.

**This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].**

# CRIMINAL JUSTICE

*Cedar Valley, Eastfield, El Centro and Mountain View only*

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

Degree Plan Code: AAS.CRIMINAL.JUST

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

	CREDIT HOURS
<b>SEMESTER I</b>	
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 <b>OR</b> .....	3
MATH 1414 College Algebra .....	<u>(4)</u>
	15-16
<b>SEMESTER II</b>	
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 .....	<u>3</u>
	15
<b>SEMESTER III</b>	
+++Electives .....	<u>6-8</u>
	6-8
<b>SEMESTER IV</b>	
GOVT 2301 American Government .....	3
+Electives Humanities/Fine Arts .....	3
++Electives Required Support Courses .....	6-7
Elective Any Non-Criminal Justice Course .....	<u>3</u>
	15-16
<b>SEMESTER V</b>	
ITSC 1401 Introduction to Computers .....	4
+++Electives Criminal Justice Elective .....	3-4
PSYC 2314 Developmental Psychology <b>OR</b>	
SOCI 1306 Social Problems .....	3
++Electives Required Support Courses .....	<u>3-4</u>
	13-15
Minimum Hours Required .....	64-70

+Electives - must be selected from the following:

ARTS 1301	Art Appreciation .....	3
DRAM 1310	Introduction to the Theatre .....	3
ENGL	2000 Level Literature Course .....	3
Foreign Language or	American Sign Language .....	4
HUMA 1301	Introduction to the Humanities .....	3
MUSI 1306	Music Appreciation .....	3
PHIL 1301	Introduction to Philosophy .....	3

++ Required Support Courses - must be chosen from the following:

CRIJ 2314	Criminal Investigation .....	3
CRIJ 2323	Legal Aspects of Law Enforcement .....	3
CRIJ 2328	Police Systems and Practices .....	3
CJSA 1382	Cooperative Education-Criminal Justice Studies .....	3
CJSA 1482	Cooperative Education-Criminal Justice Studies .....	4
CJSA 2382	Cooperative Education-Criminal Justice Studies .....	3
CJSA 2482	Cooperative Education-Criminal Justice Studies .....	4

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

CRIJ 1313	Juvenile Justice System .....	3
CRIJ 2313	Correctional Systems and Practices .....	3
CRIJ 2301	Community Resources in Corrections .....	3
SPAN 1411	Beginning Spanish* .....	4
SPAN 1412	Beginning Spanish* .....	4

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

The following courses are to be taken only after completing thirty semester hours of approved academic courses, to include fifteen hours of the transfer curriculum in Criminal Justice:

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

A student enrolling in the Criminal Justice program should meet the Texas Commission on Law Enforcement Officer Standards and Education Requirements for minimum standards if you plan to seek employment in the law enforcement field. Licensing: (a) not currently on probation for any criminal offense; (b) not convicted of a Class B misdemeanor in the last six (6) months, or a Class A misdemeanor in the last twelve (12) months, or DWI or DWD in the last two (2) years; (c) never been convicted of a felony.

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

## 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, El Centro and Mountain View only*

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

Degree Plan Code: ES.CRIJ.HUMAN.SERVICE

	CREDIT HOURS
<b>SEMESTER I</b>	
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
	<u>15</u>
Minimum Hours Required .....	15

### LAW ENFORCEMENT

*Cedar Valley, Eastfield, El Centro and Mountain View only*

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

Degree Plan Code: ES.CRIJ.LAW.ENFORCE

	CREDIT HOURS
<b>SEMESTER I</b>	
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
	<u>12</u>
Minimum Hours Required .....	12

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



## CRIMINAL JUSTICE

*Cedar Valley, Eastfield, El Centro and Mountain View only*

(Certificate)

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

Degree Plan Code: CERT.CRIJ.45

This certificate is attached to the Associate in Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 45 semester-hour requirement.

	CREDIT HOURS
<b>SEMESTER I</b>	
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
<b>SEMESTER II</b>	
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
<b>SEMESTER III</b>	
CRIJ 2313 Correctional Systems and Practices .....	3
CRIJ 2314 Criminal Investigation .....	3
CRIJ 1313 Juvenile Justice System .....	3
PSYC 2314 Developmental Psychology .....	3
GOVT 2301 American Government .....	3
	15
Minimum Hours Required .....	45-46

## CRIMINAL JUSTICE

*Cedar Valley, Eastfield, El Centro and Mountain View only*

(Certificate)

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

Degree Plan Code: CERT.CRIJ.30

This certificate is attached to the Associate in Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 30 semester-hour requirement.

	CREDIT HOURS
<b>SEMESTER I</b>	
CRIJ 1310 Fundamentals of Criminal Law .....	3
CRIJ 1301 Introduction to Criminal Justice .....	3
ENGL 1301 Composition I .....	3
	9
<b>SEMESTER II</b>	
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
<b>SEMESTER III</b>	
CRIJ 2328 Police System and Practices .....	3
PSYC 2301 Introduction to Psychology .....	3
SOCI 1301 Introduction to Sociology .....	3
	9
Minimum Hours Required .....	30

# DIGITAL IMAGING TECHNOLOGY

Eastfield only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.DIGITAL.IMAG.TEC

This program focuses on the application of computer technology in the area of digital publishing, preparing the student for employment in the areas of commercial printing, electronic pre-press, multimedia publishing, desktop publishing, or graphic design. A strong background in traditional skills is stressed and strengthened with training in contemporary software and business management techniques. Advanced students work in an in-house service bureau, serve as professional interns, or participate in a cooperative work program to gain practical job experience preparing them for full-time employment:

	CREDIT HOURS
<b>SEMESTER I</b>	
GRPH 1305 Introduction to Graphic Arts and Printing .....	3
GRPH 1309 Press Operations I.....	3
GRPH 1395 Special Topics in Typography and Composition Equipment Operation .....	3
GRPH 1322 Electronic Publishing I.....	3
+Elective Math Elective .....	3-4
	15-16
<b>SEMESTER II</b>	
++GRPH 1325 Digital Imaging I.....	3
GRPH 1354 Electronic Publishing II.....	3
ARTS 1311 2D Design .....	3
ENGL 1301 Composition I.....	3
+++ Elective .....	3-4
	15-16
<b>SEMESTER III</b>	
GRPH 1357 Digital Imaging II.....	3
GRPH 1359 Object-Oriented Computer Graphics .....	3
SPCH 1311 Introduction to Speech Communication .....	3
PSYC 2301 Introduction to Psychology .....	3
+++Elective .....	3-4
	15-16
<b>SEMESTER IV</b>	
GRPH 2336 Pre-Press Techniques .....	3
GRPH 1391 Special Topics in Graphics and Printing Equipment Operator.....	3
GRPH 2341 Electronic Publishing III.....	3
GRPH 2381 Cooperative Education-Graphic and Printing Equipment Operator.....	3
+++Elective .....	3-4
	15-16
Minimum Hours Required .....	60-64

+Math Elective - Student must select from the following:

MATH 1332	College Mathematics I.....	3
MATH 2342	Introductory Statistics.....	3
MATH 1414	College Algebra.....	4
MATH 1314	College Algebra.....	3
TECM 1341	Technical Algebra .....	3
If TECM 1341 is taken then a Natural Lab Science course must also be taken .....		4

+GRPH 1223 Digital Imaging I and GRPH 1224 Digital Imaging I may be substituted for GRPH 1325 Digital Imaging I.

++Elective - Student must select from the following:

ARTS 1312	3D Design.....	3
ARTS 1316	Drawing I .....	3
ARTS 1317	Drawing II .....	3
ARTS 2316	Painting I.....	3
ENGL 1302	Composition II.....	3
ENGL 2311	Technical Writing.....	3
(Prerequisites: ENGL 1301 and ENGL 1302)		
PHOT 1316	Introduction to Photography and Photojournalism.....	3
PHOT 1317	Advanced Photography and Photojournalism .....	3
Any Computer Aided Drafting and Design course .....		3-4
Some Computer Information Technology courses .....		3-4
(see GRPH Program Director)		
Any Electronics course .....		3-4
Any Graphic Arts (Digital Imaging Technology) course .....		3-4
Any Journalism course.....		3-4

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.

# DIGITAL IMAGING TECHNOLOGY-- DIGITAL PHOTOGRAPHY

*Eastfield only*

(Certificate)

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

Degree Plan Code: C1.DIGITAL.PHOTO

The digital photography one year certificate program is designed to give students the necessary skills to work in the growing field of digital imaging and photography. Students will use computer software, traditional and digital darkroom techniques, and technical and artistic skills in photography, to communicate visually. Film based cameras as well as digital cameras will be used, in addition to film scanners, flatbed scanners, inkjet printers, color laser printers, and other equipment used in the digital imaging arena.

## CREDIT HOURS

### SEMESTER I

PHOT 1316	Introduction to Photography and Photojournalism OR	
+Elective	.....	3
GRPH 1305	Introduction to Graphic Arts and Printing .....	3
GRPH 1325	Digital Imaging I .....	3
PHTC 1349	Photo Digital Imaging I .....	3
		12

### SEMESTER II

PHTC 2349	Photo Digital Imaging II OR.....	3
GRPH 2381	Cooperative Education-Graphic and Printing Equipment Operator .....	(3)
++ Elective	.....	3
GRPH 1357	Digital Imaging II .....	3
IMED 2311	Portfolio Development .....	3
		12

Minimum Hours Required ..... 24

+ Elective must be selected from the following:

BUSI	1301	Introduction to Business.....	3
POFT	1321	Business Math .....	3
MRKG	1311	Principles of Marketing.....	3
GRPH	1322	Electronic Publishing I .....	3
GRPH	2381	Cooperative Education-Graphic and Printing Equipment Operator OR .....	3
ARTS	1311	2D Design .....	3

++ Elective must be selected from the following:

ENGL	1301	Composition I .....	3
MATH	1314	College Algebra .....	3
MATH	1332	College Mathematics I .....	3
MATH	2342	Introductory Statistics .....	3
TECM	1341	Technical Algebra with a Natural Science elective.....	3
MATH	1414	College Algebra OR .....	4
SPCH	1311	Introduction to Speech Communication .....	3

# DIGITAL IMAGING TECHNOLOGY -- ELECTRONIC PRE-PRESS

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.DIGITAL.PRESS

This program provides students with entry level digital imaging production skills. Students use state of the art computer software and hardware to professionally design images for print and electronic publication.

	CREDIT HOURS
<b>SEMESTER I</b>	
GRPH 1305 Introduction to Graphic Arts and Printing .....	3
GRPH 1322 Electronic Publishing I .....	3
ENGL 1301 Composition I .....	3
	<u>9</u>

<b>SEMESTER II</b>	
GRPH 1354 Electronic Publishing II .....	3
GRPH 1223 Digital Imaging I .....	2
GRPH 1258 Object-Oriented Computer Graphics ..	2
+Elective Math Elective .....	<u>3-4</u>
	10-11

<b>SEMESTER III</b>	
GRPH 2341 Electronic Publishing III .....	3
GRPH 2336 Pre-Press Techniques .....	3
+Elective .....	<u>3</u>
	9

Minimum Hours Required..... 28-29

+Math Elective - Student must select from the following:

MATH 1332 College Mathematics I .....	3
MATH 2342 Introductory Statistics .....	3
MATH 1414 College Algebra .....	4
MATH 1314 College Algebra .....	3
TECM 1341 Technical Algebra .....	3
If TECM 1341 is taken then a Natural Lab Science course must also be taken .....	4

+Electives must be selected from the following:

GRPH 1391 Special Topics in Graphic and Printing Equipment Operator .....	3
GRPH 1395 Special Topics in Computer Typographer Composition Equipment Operator .....	3
GRPH 2382 Cooperative Work Experience - Graphic and Printing Equipment Operator .....	3

# ELECTRONIC COMMERCE

Brookhaven, Eastfield, Mountain View, North Lake and Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: (to be assigned)

The degree is designed to meet the needs of professionals in the rapidly changing world of Internet commerce. Electronic Commerce includes all aspects of business processes enabled by Internet technologies. The increasing volume of transactions that take place electronically is a revolution in business practices. This program introduces students to Electronic Commerce through marketing, management, communications, and Web site design and development. It is available on-campus or online. Most of the classes in this degree transfer to the University of Texas at Arlington's Web Design/E-Commerce Bachelor of Arts Degree in Interdisciplinary Studies.

	CREDIT HOURS
<b>SEMESTER I</b>	
BUSI 1301	Introductions to Business.....3
ITSC 1401	Introduction to Computers.....4
ARTS 1301	Art Appreciation.....3
ENGL 1301	Composition I.....3
ITSC 1413	Internet/Web Page Development.....4
	17
<b>SEMESTER II</b>	
MRKG 1311	Principles of Marketing.....3
MATH 2342	Introductory Statistics.....3
ITSC 2435	Application Problem Solving.....4
ENGL 1302	Composition II.....3
SPCH 1311	Introduction to Speech Communications.....3
	16
<b>SEMESTER III</b>	
BUSI 2301	Business Law.....3
ENGL 2311	Technical Writing.....3
ECON 2301	Principles of Economics I.....3
ITSW 1407	Introduction to Database.....4
ITNW 1321	Introduction to Networking.....3
	16

## SEMESTER IV

IMED 2409 Internet Commerce.....4

Select either Technical Specialization OR Business Specialization:

### TECHNICAL SPECIALIZATION

IMED 2349	Internet Communications.....3
ITSE 2417	JAVA Programming OR.....4
ITSE 1407	Introduction to C++ Programming OR.....(4)
ITSE 1431	Introduction to Visual BASIC Programming.....(4)
IMED 2415	Web Page Design II.....4
ITSE 2409	Introduction to Database Programming.....4
	19

### BUSINESS SPECIALIZATION

HRPO 2307	Organizational Behavior.....3
ACCT 2301	Principles of Accounting I.....3
BMGT 1303	Principles of Management.....3
BUSG 2309	Small Business Management OR.....3
MRKG 2381	Cooperative Education - Business Marketing and Marketing Management.....(3)
	16

Minimum Hours Required ..... 65-68

# ELECTRONIC TELECOMMUNICATIONS

*Eastfield only*

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

Degree Plan Code: AAS.ELECTRONIC.TELEC

This program is designed to prepare students to work as hardware technicians in the field of telecommunications. The student will be trained to test, interface, troubleshoot, and repair equipment for the telecommunications industry. The student will learn schematic interpretation, test equipment usage, and technical communications.

	CREDIT HOURS
<b>SEMESTER I</b>	
CETT 1403 DC Circuits .....	4
CETT 1425 Digital Fundamentals .....	4
ENGL 1301 Composition I .....	3
+Elective Mathematics OR .....	3-4
TECM 1303 Technical Mathematics AND .....	(3)
++Elective Natural Science .....	(4)
	14-18
<b>SEMESTER II</b>	
CETT 1405 AC Circuits.....	4
CETT 1429 Solid State Devices.....	4
EECT 1403 Introduction to Telecommunications..	4
SPCH 1311 Introduction to Speech Communication .....	3
+++Elective Social/Behavioral Science .....	3
	18
<b>SEMESTER III</b>	
CETT 1441 Solid State Circuits .....	4
CETT 1457 Linear Integrated Circuits .....	4
EECT 2430 Telecommunications Switching .....	4
EECT 2439 Communication Circuits .....	4
	16
<b>SEMESTER IV</b>	
CPMT 1449 Computer Networking Technology.....	4
EECT 2440 Telecommunications Central Office Equipment.....	4
++++Elective Telecommunication Elective .....	4
+++++Elective Humanities/Fine Arts Elective .....	3
	15
Minimum Hours Required .....	63-67

+College level MATH course should be chosen from the following:

MATH 1332	College Mathematics I .....	3
MATH 2342	Introductory Statistics .....	3
MATH 1314	College Algebra .....	3
MATH 1414	College Algebra .....	4

++Natural Science/Mathematics elective must be selected from any DCCCD approved Natural Science/Mathematics Elective.

+++Social/Behavioral Science Elective must be selected from any DCCCD approved Social/Behavioral Science Elective.

++++Telecommunications Electives - 4 credit hours must be selected from the following:

EECT 1191	Special Topics in Electrical, Electronic and Communications Engineering Technology/ Technician .....	1
EECT 1291	Special Topics in Electrical, Electronic and Communications Engineering Technology/ Technician .....	2
EECT 1391	Special Topics in Electrical, Electronic and Communications Engineering Technology/ Technician .....	3
EECT 1491	Special Topics in Electrical, Electronic and Communications Engineering Technology/ Technician .....	4
EECT 2380	Cooperative Education - Electrical, Electronic and Communications Engineering Technology/ Technician .....	3
EECT 2381	Cooperative Education - Electrical, Electronic and Communications Engineering Technology/ Technician .....	3
EECT 2432	Telecommunications Signaling .....	4
EECT 2437	Wireless Telephony Systems .....	4
LOTT 1401	Introduction to Fiber Optics .....	4

+++++Humanities/Fine Arts elective must be selected from any DCCCD approved Humanities/Fine Arts electives.

**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 Electronic Telecommunications and provide the student advanced skills required by the industry to specialize as a Telephony Supervisor.

### TELEPHONY SUPERVISOR

*Eastfield only*

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

Degree Plan Code: ES.TELEPHONY

	CREDIT HOURS
<b>SEMESTER I</b>	
EECT 1444 Telecommunications Broadband Systems .....	4
EECT 1346 Telecommunications Trafficking Engineering.....	3
	7
<b>SEMESTER II</b>	
EECT 1442 Telecommunications Outside Plant .....	4
+Elective Telephony Supervisor Elective.....	3-4
	7-8
Minimum Hours Required .....	14-15

+Telephony Supervisor elective must be selected from the following:

EECT 1300	Technical Customer Service .....	3
BMGT 1301	Supervision .....	3
BMGT 1303	Principles of Management.....	3
ACNT 1303	Introduction to Accounting I .....	3
ACCT 2301	Principles of Accounting I .....	3
ACCT 2401	Principles of Accounting I .....	4

## ELECTRONIC TELECOMMUNICATIONS

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.ELET.TELECOMM

This one-year program provides the student with the basic skills needed in the electronic telecommunications industry. All of the courses for the one-year certificate are applicable to the Associate in Applied Sciences Degree in Electronic Telecommunications.

	CREDIT HOURS
<b>SEMESTER I</b>	
CETT 1403 DC Circuits .....	4
CETT 1425 Digital Fundamentals .....	4
+Elective Mathematics OR .....	3-4
TECM 1303 Technical Mathematics AND .....	(3)
++Elective Natural Science .....	(4)
	11-15
<b>SEMESTER II</b>	
CETT 1405 AC Circuits .....	4
CETT 1429 Solid State Devices .....	4
EECT 1403 Introduction to Telecommunications ..	4
SPCH 1311 Introduction to Speech Communication OR	
ENGL 1301 Composition I .....	3
	15
<b>SEMESTER III</b>	
EECT 2430 Telecommunications Switching .....	4
EECT 2439 Communication Circuits .....	4
LOTT 1401 Introduction to Fiber Optics .....	4
	12
Minimum Hours Required .....	38-42

+College level MATH course may be chosen from the following:

MATH 1332	College Mathematics I .....	3
MATH 2342	Introductory Statistics .....	3
MATH 1314	College Algebra .....	3
MATH 1414	College Algebra .....	4

++Natural Science/Mathematics elective must be selected from any DCCCD approved Natural Science/Mathematics Elective.

# **ELECTRONIC TELECOMMUNICATIONS-- TECHNICAL PLATFORM**

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.ELET.PLATFORM

This certificate is designed to prepare students for entry-level jobs in the electronics industry. All of the courses in this certificate are applicable to the Associate in Applied Sciences Degree in Electronics/Computer Technology or Electronic Telecommunications.

		CREDIT HOURS
<b>SEMESTER I</b>		
CETT 1403	DC Circuits .....	4
CETT 1425	Digital Fundamentals .....	4
		8
<b>SEMESTER II</b>		
CETT 1405	AC Circuits.....	4
CETT 1429	Solid State Devices.....	4
		8
Minimum Hours Required .....		16



# ELECTRONIC TELECOMMUNICATIONS-- WIRELESS COMMUNICATIONS TECHNOLOGY

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.ELET.WIRELESS

This certificate is designed to prepare students for employment in the telecommunications industry. This certificate program provides students broad-based knowledge of wireless technology and its associated hardware. All of the courses for this certificate are applicable to the Associate in Applied Sciences Degree in Electronic Telecommunications.

	CREDIT HOURS
<b>SEMESTER I</b>	
CETT 1403 DC Circuits .....	4
CETT 1425 Digital Fundamentals .....	4
SPCH 1311 Introduction to Speech Communication OR	
ENGL 1301 Composition I .....	3
	11
<b>SEMESTER II</b>	
CETT 1405 AC Circuits .....	4
CETT 1429 Solid State Devices .....	4
EECT 1403 Introduction to Telecommunications ..	4
+Elective Mathematics OR .....	3-4
TECM 1303 Technical Mathematics AND .....	(3)
++Elective Natural Science .....	(4)
	15-19
<b>SEMESTER III</b>	
EECT 2430 Telecommunications Switching .....	4
EECT 2439 Communication Circuits .....	4
	8
<b>SEMESTER IV</b>	
EECT 2432 Telecommunications Signaling .....	4
EECT 2437 Wireless Telephony Systems .....	4
EECT 2440 Telecommunications Central Office Equipment .....	4
	12
Minimum Hours Required .....	46-50

+College level MATH course may be chosen from the following:

MATH	1332	College Mathematics I .....	3
MATH	2342	Introductory Statistics .....	3
MATH	1314	College Algebra .....	3
MATH	1414	College Algebra .....	4

++Natural Science/Mathematics elective must be selected from any DCCCD approved Natural Science/Mathematics Elective.

# ELECTRONICS/COMPUTER TECHNOLOGY

*Eastfield only*

(Associate in Applied Science Degree, Tech Prep Enhanced Skills Certificates)

Degree Plan Code: AAS.ELET.COMPUTER

This curriculum is designed to prepare a graduate to work as a technician on devices that require digital circuits such as computers, test equipment, automatic control units and central distribution systems. The student will learn schematic interpretation, test equipment usage, and technical communications.

	CREDIT HOURS
<b>SEMESTER I</b>	
CETT 1403 DC Circuits .....	4
ENGL 1301 Composition I .....	3
+MATH Course OR .....	3-4
TECM 1303 Technical Mathematics AND .....	(3)
++Elective Natural Science .....	(4)
+++Elective Social/Behavioral Science .....	3
	13-17

<b>SEMESTER II</b>	
CETT 1405 AC Circuits .....	4
CETT 1425 Digital Fundamentals .....	4
CETT 1429 Solid State Devices .....	4
SPCH 1311 Introduction to Speech Communication .....	3
	15

<b>SEMESTER III</b>	
CETT 1441 Solid State Circuits .....	4
CETT 1445 Microprocessor .....	4
CETT 1449 Digital Systems .....	4
++++Elective Technical Elective .....	3-4
	15-16

<b>SEMESTER IV</b>	
CETT 1457 Linear Integrated Circuits .....	4
CETT 2433 Digital Computer Circuits .....	4
CETT 2435 Advanced Microprocessors .....	4
CETT 2449 Research and Project Design .....	4
+++++Elective Humanities/Fine Arts .....	3
	19

Minimum Hours Required ..... 62-67

+MATH course should be chosen from the following:

MATH 1332	College Mathematics I .....	3
MATH 2342	Introductory Statistics .....	3
MATH 1314	College Algebra OR .....	3
MATH 1414	College Algebra .....	(4)

++Natural Science/Mathematics elective must be selected from any DCCCD approved Natural Science/Mathematics Elective.

+++Social/Behavioral Science Elective must be selected from any DCCCD approved Social/Behavioral Science Elective.

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

ITSE 1402	Introduction to Computer Programming .....	4
COSC 1315	Computing Science I .....	3
CPMT 1449	Computer Networking Technology .....	4
CPMT 2437	Microprocessor Interfacing .....	4
DFTG 2304	Printed Circuit Board Design .....	3
EECT 1104	Electronic Soldering .....	1
EECT 1191	Special Topics in Electrical, Electronic and Communications Engineering Technology/ Technician .....	1
EECT 1204	Electronic Soldering .....	2
EECT 1291	Special Topics in Electrical, Electronic and Communications Engineering Technology/ Technician .....	2
EECT 1391	Special Topics in Electrical, Electronic and Communications Engineering Technology/ Technician .....	3
EECT 1403	Introduction to Telecommunications .....	4
EECT 1491	Special Topics in Electrical, Electronic and Communications Engineering Technology/ Technician .....	4
EECT 2380	Cooperative Education - Electrical, Electronic and Communications Engineering Technology/ Technician .....	3
EECT 2381	Cooperative Education - Electrical, Electronic and Communications Engineering Technology/ Technician .....	3
EECT 2430	Telecommunications Switching .....	4
EECT 2437	Wireless Telephony Systems .....	4
EECT 2439	Communications Circuits .....	4
INTC 1307	Electronic Test Equipment .....	3
LOTT 1401	Introduction to Fiber Optics .....	4
MATH 1314	College Algebra OR .....	3
MATH 1414	College Algebra .....	4
MATH 1316	Plane Trigonometry .....	3
MATH 1348	Analytic Geometry .....	3

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

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

(continued on the next page)

## TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Associate in Applied Sciences Degree in Electronics/Computer Technology and provide the student advanced skills required by the industry to specialize in Computer Technology or Telecommunications.

### COMPUTER TECHNOLOGY

*Eastfield only*

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

Degree Plan Code: ES.ELET.COMP.TECH

	CREDIT HOURS
<b>SEMESTER I</b>	
CETT 2435    Advanced Microprocessors .....	4
CPMT 1447    Computer System Peripherals.....	4
CPMT 1449    Computer Networking Technology.....	4
CPMT 2445    Computer System Troubleshooting ...	4
	16

Minimum Hours Required ..... 16

### TELECOMMUNICATIONS

*Eastfield only*

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

Degree Plan Code: ES.ELET.TELECOMM

	CREDIT HOURS
<b>SEMESTER I</b>	
EECT 1403    Introduction to Telecommunications..	4
EECT 2430    Telecommunications Switching .....	4
EECT 2432    Telecommunications Signaling.....	4
	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.

# ELECTRONICS/COMPUTER TECHNOLOGY -- BASIC ELECTRONICS TECHNOLOGY

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.ELET.COMP.BASIC

This one-year program provides the student with the basic skills needed in the electronic industry. All of the courses for the one-year certificate are applicable to the Associate in Applied Sciences Degree in Electronics/Computer Technology.

	CREDIT HOURS
<b>FIRST YEAR</b>	
<b>SEMESTER I</b>	
CETT 1403 DC Circuits .....	4
CETT 1425 Digital Fundamentals .....	4
TECM 1303 Technical Mathematics .....	3
EECT 1104 Electronic Soldering .....	1
	12
<b>SEMESTER II</b>	
CETT 1405 AC Circuits .....	4
CETT 1429 Solid State Devices .....	4
INTC 1307 Electronic Test Equipment .....	3
ENGL 1301 Composition I OR	
SPCH 1311 Introduction to Speech	
Communication .....	3
	14
<b>SECOND YEAR</b>	
<b>SEMESTER III</b>	
CETT 1441 Solid State Circuits .....	4
CETT 1445 Microprocessor .....	4
CETT 1449 Digital Systems .....	4
	12
Minimum Hours Required .....	38

# ELECTRONICS/COMPUTER TECHNOLOGY -- SEMICONDUCTOR MANUFACTURING TECHNOLOGY

*Eastfield only*

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.ELET.COMP.SEMI4

This program prepares the student to perform the technical tasks within a wafer fabrication area and includes monitoring process output parameters, analyzing and troubleshooting process related problems, analyzing various chemical reactions, and making decisions which will improve yield of various wafer lots. The course of study may involve participating in wafer experiments or designing of experiments to find the source of process problems or measurement of process limits. Emphasis is placed on working closely with all members of the semiconductor manufacturing team.

	CREDIT HOURS
<b>SEMESTER I</b>	
CETT 1403 DC Circuits .....	4
ENGL 1301 Composition I .....	3
TECM 1303 Technical Mathematics OR .....	3
MATH 1314 College Algebra OR .....	(3)
MATH 1414 College Algebra .....	(4)
ENTC 1445 Fluid Power .....	4
	14-15
<b>SEMESTER II</b>	
CETT 1405 AC Circuits .....	4
CETT 1429 Solid State Devices .....	4
RBTC 2445 Robot Application, Set-Up and Testing .....	4
CHEM 1405 Introductory Chemistry I OR	
CHEM 1411 General Chemistry .....	4
+Elective Humanities/Fine Arts .....	3
	19
<b>SEMESTER III</b>	
CETT 1425 Digital Fundamentals OR	
CPMT 1403 Introduction to Computer Technology .....	4
CETT 1457 Linear Integrated Circuits .....	4
SMFT 1343 Semiconductor Manufacturing Technology I .....	3
CHEM 1407 Introductory Chemistry II OR	
CHEM 1412 General Chemistry OR	
PHYS 1415 Physical Science OR	
PHYS 1405 Concepts in Physics .....	4
	15

<b>SEMESTER IV</b>	
ELMT 2433 Industrial Electronics .....	4
SMFT 2231 RF Power Systems .....	2
QCTC 1343 Quality Assurance .....	3
SMFT 2343 Semiconductor Manufacturing Technology II OR	
EECT 2380 Cooperative Education – Computer Engineering Technology/ Technician .....	3
SPCH 1311 Introduction to Speech Communication .....	3
++Elective Social/Behavioral Science .....	3
	18

Minimum Hours Required ..... 66-67

+Elective—must be selected from the following:

Any ARTS, HUMA, MUSI or PHIL course.

++Elective—must be selected from the following:

Any GOVT, HDEV, HIST or PSYC course

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

# INTERPRETER TRAINING PROGRAM

*Eastfield only*

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.INTERPRETER.TR

The major in Interpreter Training is designed to prepare hearing students to work as professional interpreters with deaf and hearing consumers. During the two-year curriculum, students gain knowledge about the field of American Sign Language interpreting, deafness and American Deaf Culture, the skill to produce American Sign Language and then the skill to interpret between American Sign Language and English.

Entry into this program requires the following:

1. Meeting the entry requirements as established by Eastfield College.
2. Completion of the following courses with a grade of "C" or better.

ENGL 1301 Composition I  
SLNG 1111 Fingerspelling  
SLNG 1404 American Sign Language (ASL): Beginning I  
SLNG 1405 American Sign Language (ASL): Beginning II

3. Advisement with the Coordinator of the Interpreter Training Program recommended.

Students are being prepared for Certification testing either at the National or State level so that they can seek gainful employment as Certified American Sign Language interpreters. To assist in meeting this goal, students must maintain a "C" or better in each course.

## CREDIT HOURS

### SEMESTER I

SLNG 1315	Visual/Gestural Communication .....	3
SLNG 1317	Introduction to the Deaf Community .....	3
SLNG 1444	American Sign Language: Intermediate I .....	4
ENGL 1302	Composition II .....	3
SPCH 1311	Introduction to Speech Communication .....	3
		16

### SEMESTER II

SLNG 1321	Introduction to the Interpreting Profession .....	3
SLNG 1347	Deaf Culture .....	3
SLNG 1445	American Sign Language (ASL): Intermediate II .....	4
PSYC 2301	Introduction to Psychology .....	3
MATH 1314	College Algebra OR .....	3
MATH 1414	College Algebra OR .....	(4)
MATH 1332	College Mathematics I .....	(3)
		16-17

### SEMESTER III

SLNG 2301	Interpreting I .....	3
SLNG 2302	Interpreting II .....	3
SLNG 2411	Specialized Interpreting/Transliterating .....	4
SPCH 1342	Voice and Articulation .....	3
+Elective	Humanities/Fine Arts .....	3-4
		16-17

### SEMESTER IV

SLNG 2371	Transliterating I .....	3
SLNG 2372	Transliterating II .....	3
SLNG 2388	Internship – Sign Language Interpreter .....	3
BIOL 1406	General Biology OR .....	4
BIOL 1408	Biological Science .....	(4)
		13

Minimum Hours Required ..... 61-63

+Elective – must be selected from the following:

ARTS 1301	Art Appreciation .....	3
DRAM 1310	Introduction to Theater .....	3
HUMA 1301	Introduction to the Humanities .....	3
MUSI 1306	Music Appreciation .....	3
PHIL 1301	Introduction to Philosophy .....	3
SPOKEN LANGUAGE [i.e. Chinese (CHIN), French (FREN), German (GERM), Italian (ITAL), Japanese (JAPN), Portuguese (PORT), Russian (RUSS), Spanish (SPAN)] .....		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.

# **INTERPRETER TRAINING PROGRAM --DEAF STUDIES**

*Eastfield only*

(Certificate)

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

Degree Plan Code: C1.INTERPRETER.DEAF

The Deaf Studies certificate is a one year course of study. It is designed to provide the student with basic sign language skills for the purpose of communication and information about deafness and Deaf culture. Individuals who work in positions which brings them in contact with deaf individuals would find these courses very beneficial.

		CREDIT HOURS
<b>SEMESTER I</b>		
SLNG 1111	Fingerspelling .....	1
SLNG 1317	Introduction to the Deaf Community .....	3
SLNG 1404	American Sign Language (ASL): Beginning I .....	4
ENGL 1301	Composition I .....	3
SPCH 1311	Introduction to Speech Communication .....	3
		<u>14</u>
<b>SEMESTER II</b>		
SLNG 1315	Visual/Gestural Communication .....	3
SLNG 1347	Deaf Culture .....	3
SLNG 1405	American Sign Language (ASL): Beginning II .....	4
ENGL 1302	Composition II .....	3
PSYC 2301	Introduction to Psychology .....	3
		<u>16</u>
Minimum Hours Required .....		30

# MANAGEMENT

*Offered at all seven campuses*

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.MANAGEMENT

The Management degree is accepted for transfer by many of the area universities and colleges. The degree is designed for working students. Students can earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

	CREDIT HOURS
<b>SEMESTER I</b>	
BMGT 1301 Supervision .....	3
BMGT 1382 Cooperative Education-Business Administration and Management, General .....	3
BMGT 1303 Principles of Management .....	3
BUSI 1301 Introduction to Business .....	3
ENGL 1301 Composition I .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>18</u>

<b>SEMESTER II</b>	
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
Mathematics* .....	<u>3-4</u>
	<u>16-17</u>

## SEMESTER III

HRPO 2307	Organizational Behavior .....	3
BMGT 2382	Cooperative Education-Business Administration and Management, General .....	3
ACCT 2301	Principles of Accounting I ** OR .....	3
ACCT 2401	Principles of Accounting I ** .....	(4)
ECON 2301	Principles of Economics I OR .....	
ECON 1303	Principles of Contemporary Social Issues .....	<u>3</u>
		<u>12-13</u>

## SEMESTER IV

BMGT 2303	Problem Solving and Decision Making .....	3
BMGT 2383	Cooperative Education-Business Administration and Management, General .....	3
+Elective	Humanities/Fine Arts .....	3
Elective	Any Non-MGMT Course .....	3
Elective	.....	<u>3</u>
		<u>15</u>

Minimum Hours Required .....61-63

+Electives—may be selected from the following:

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

\*Mathematics must be selected from the following:

MATH 1314	College Algebra OR .....	3
MATH 1414	College Algebra .....	4
MATH 1324	Mathematics for Business and Economics I .....	3
MATH 2342	Introductory Statistics .....	3

\*\*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 program are waived from TASP requirements.)

Degree Plan Code: CERT.MGMT.MANAGEMENT

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

	CREDIT HOURS
<b>SEMESTER I</b>	
BMGT 1301 Supervision .....	3
BMGT 1382 Cooperative Education-Business Administration and Management, General .....	3
ENGL 1301 Composition I .....	3
	9
<b>SEMESTER II</b>	
HRPO 2301 Human Resources Management .....	3
BMGT 1383 Cooperative Education-Business Administration and Management, General .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	9
<b>SEMESTER III</b>	
HRPO 2307 Organizational Behavior .....	3
BMGT 2382 Cooperative Education-Business Administration and Management, General .....	3
	6
<b>SEMESTER IV</b>	
BMGT 2303 Problem Solving and Decision Making .....	3
BMGT 2383 Cooperative Education-Business Administration and Management, General .....	3
	6
Minimum Hours Required .....	30

# OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep)

Degree Plan Code: AAS.OFCT.EXEC.ASSIST

The Associate in Applied Sciences Degree comprehensive curriculum is designed as an advanced level program to prepare students for executive assistant and computer support positions in an office environment. Students will use state-of-the-art technology to develop skills necessary to become a productive member of the business community. Topics include office management, human relations, records management, oral and written business communications, plus word processing, spreadsheets, database, presentation, and telecommunication applications.

	CREDIT HOURS
<b>SEMESTER I</b>	
POFI 1301 Computer Applications I .....	3
POFT 1302 Business Communications I .....	3
POFT 2301 Document Formatting and Skillbuilding.....	3
POFI 1345 Integrated Software Applications II ....	3
SPCH 1311 Introduction to Speech Communication .....	3
	15
<b>SEMESTER II</b>	
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
<b>SEMESTER III</b>	
POFT 2312 Business Communications II .....	3
POFI 1349 Spreadsheets .....	3
POFT 1319 Records and Information Management I .....	3
POFI 1341 Computer Applications II .....	3
++Elective .....	3-4
+++Elective Humanities/Fine Arts.....	3
	18-19

## SEMESTER IV

POFI 2331 Desktop Publishing for the Office .....	3
ITSW 1407 Introduction to Database.....	4
POFT 1380 Cooperative Education-Administrative Assistant/Secretarial Science, General OR .....	3
POFT 1381 Cooperative Education-Administrative Assistant/Secretarial Science, General OR .....	(3)
POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General OR .....	(3)
POFT 2382 Cooperative Education - General Office/Clerical and Typing Services .....	(3)
+++Elective Social/Behavioral Science .....	3
	13

Minimum Hours Required ..... 61-63

+Elective - One of the following Natural Science courses may be taken:

ECOL 1305 People and Their Environment.....	3
BIOL 1406 General Biology.....	4
BIOL 1408 Biological Science.....	4
BIOL 1409 Biological Science.....	4
GEOL 1403 Physical Geology .....	4
PHYS 1311 Descriptive Astronomy.....	3
PHYS 1401 Introductory General Physics.....	4
PHYS 1415 Physical Science .....	4

++Elective - Any POFI, POFT, ACCT, ACNT, or ITSC, ITSW, ITSE, ITNW course.

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

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

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

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

# OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT - TECH PREP NAVY YEOMAN

*Offered at all seven campuses*

(Associate in Applied Sciences Degree, Tech Prep)

Degree Plan Code: AAS.OFCT.NAVY.YEOMAN

The DCCCD Navy Yeoman Option is developed in agreement with the United States Navy. This program is designed for Navy recruits only and incorporates the certificate programs leading to the Associate in Applied Sciences Degree in the Tech Prep Office Technology program. Each certificate serves as an exit point or as an incentive to continue to build promotion points and credentials while pursuing the Associate in Applied Sciences Degree during Navy training.

## Exit Points:

Following the exit points within the curriculum pattern the student may:

1. Choose to enlist in the Navy September 1 after high school graduation. By completing all the tech prep high school courses and the courses listed in Summer I and II, the student will also graduate from one of the DCCCD Colleges with an Office Assistant Certificate.
2. Choose to continue during the Fall semester at the DCCCD college and defer enlistment in the Navy until January 1. This recruit will earn both the Office Assistant Certificate and the Software Application Specialist Certificate.
3. Choose to continue in the Spring semester at the DCCCD college and enlist in the Navy June 1, one year after high school graduation. This recruit will earn the Office Assistant Certificate, the Software Application Specialist Certificate and the Administrative Support Certificate. After the specialized Navy training, the yeoman will qualify for the AAS degree.

## CREDIT HOURS

### SEMESTER I

POFT 1302	Business Communications I .....	3
POFI 1345	Integrated Software Applications II ....	3
SPCH 1311	Introduction to Speech Communication .....	3
ENGL1301	Composition I .....	3
POFI 2301	Word Processing .....	3
POFI 1301	Computer Applications I .....	3
POFT 1309	Administrative Office Procedures I ....	3
ACNT 1303	Introduction to Accounting I .....	3
		24

### SEMESTER II

POFT 2301	Document Formatting and Skillbuilding .....	3
POFI 1349	Spreadsheets .....	3
ITSW 1407	Introduction to Database .....	4
POFI 1341	Computer Applications II .....	3
POFI 2331	Desktop Publishing for the Office .....	3
		16

### SEMESTER III

POFT 2312	Business Communications II .....	3
POFT 1313	Professional Development for Office Personnel .....	3
+++Elective	Social/Behavioral Science .....	3
++Elective	Humanities/Fine Arts .....	3
		12

### SEMESTER IV

POFT 1319	Navy Recruit Training Records and Information Management I .....	3
POFT 1349	Administrative Office Procedures II ....	3
+Elective	Natural Science .....	3-4
POFT 1380	Cooperative Education--Administrative Assistant/Secretarial Science, General .....	3
POFT 2380	Cooperative Education--Administrative Assistant/Secretarial Science, General .....	3
		15-16

Minimum Hours Required ..... 67-68

+Elective - DCCCD will articulate the Navy Training Nautical Science course to meet this requirement.

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

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

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

# OFFICE TECHNOLOGY-- ADMINISTRATIVE SUPPORT

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Code: C2.OFCT.ADMIN.SUPPT

The Administrative Support Certificate prepares students for a successful career as an office professional. The Certificate is developed to the specifications of the local job market.

	CREDIT HOURS
<b>SEMESTER I</b>	
POFI 1301 Computer Applications I .....	3
POFT 1302 Business Communications I .....	3
POFT 2301 Document Formatting and Skillbuilding .....	3
POFI 1345 Integrated Software Applications II ....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>15</u>
<b>SEMESTER II</b>	
POFT 1309 Administrative Office Procedures I OR .....	3
POFT 1313 Professional Development for Office Personnel .....	(3)
POFI 1349 Spreadsheets .....	3
POFI 2301 Word Processing .....	3
ENGL 1301 Composition I .....	3
POFT 1325 Business Math and Machine Applications OR .....	3
POFT 1321 Business Math .....	(3)
	<u>15</u>
<b>SEMESTER III</b>	
POFT 2312 Business Communications II .....	3
POFT 1313 Professional Development for Office Personnel OR .....	3
POFT 1380 Cooperative Education--Administrative Assistant/Secretarial Science, General .....	(3)
POFT 1319 Records and Information Management I OR .....	3
ITSW 1407 Introduction to Database .....	(4)
POFI 2331 Desktop Publishing for the Office .....	3
+Electives .....	<u>3-4</u>
	<u>15-17</u>
Minimum Hours Required .....	45-47

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW including but not limited to:

POFT	1380	Cooperative Education--Administrative Assistant/Secretarial Science, General.....	3
POFT	1381	Cooperative Education--Administrative Assistant/Secretarial Science, General.....	3

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [<http://www.dcccd.edu/catalog/admiss/dp.htm>].

## OFFICE TECHNOLOGY -- OFFICE ASSISTANT

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Code: C1.OFCT.OFF.ASSIST

Upon satisfactory completion of the Office Assistant Certificate, students are prepared for entry-level positions requiring basic office skills. This certificate may be completed in one semester.

	CREDIT HOURS
<b>SEMESTER I</b>	
POFI 1301 Computer Applications I OR.....	3
POFT 1319 Records and Information Management I.....	(3)
POFT 1302 Business Communications I .....	3
POFT 1309 Administrative Office Procedures I OR .....	3
POFT 1313 Professional Development for Office Personnel .....	(3)
POFI 1345 Integrated Software Applications II .....	3
+Electives .....	3-4
	15-16

Minimum Hours Required .....15-16

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW including but not limited to:

POFT	1325	Business Math and Machine Applications.....	3
POFT	1380	Cooperative Education – Administrative Assistant/Secretarial Science, General.....	3
POFT	1381	Cooperative Education – Administrative Assistant/Secretarial Science, General.....	3

## OFFICE TECHNOLOGY -- SOFTWARE APPLICATION SPECIALIST

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Code: C1.OFCT.SOFT.APP.SPC

The Software Application Specialist Certificate provides a benchmark for students to measure their computer skills using Microsoft Office software. Microsoft Office User Specialist (MOUS) Certification, which provides students valuable credentials and a competitive edge, is available for those who master required competencies.

	CREDIT HOURS
<b>SEMESTER I</b>	
POFI 2301 Word Processing .....	3
POFI 1349 Spreadsheets .....	3
ITSW 1407 Introduction to Database.....	4
POFI 1341 Computer Applications II .....	3
POFI 2331 Desktop Publishing for the Office .....	3
	16

Minimum Hours Required .....16

# SOCIAL WORK ASSOCIATE-- GENERALIST

*Eastfield only*

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.SOC.WORK.GENERAL

The Social Work Associate Program is designed to prepare individuals interested in working with people to obtain entry-level employment in public and private social service agencies. The social service worker is equipped with skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings. Students have the options to select courses that will prepare them to work in general social services or specialized social services for chemical abuse or the aging.

	CREDIT HOURS
<b>SEMESTER I</b>	
SCWK 1321 Orientation to Social Services .....	3
SCWK 2311 Interviewing and Counseling Theories.....	3
SCWK 2331 Abnormal Behavior .....	3
ENGL 1301 Composition I .....	3
PSYC 2301 Introduction to Psychology .....	3
ARTS 1301 Art Appreciation .....	3
	18
<b>SEMESTER II</b>	
SCWK 1313 Introduction to Social Work .....	3
SPCH 1311 Introduction to Speech Communication.....	3
SOCI 1301 Introduction to Sociology .....	3
+Elective Social Work .....	3-5
DAAC 1319 Introduction to Alcohol and Other Drug Addictions.....	3
	15-17
<b>SEMESTER III</b>	
SCWK 2301 Assessment and Case Management .	3
SCWK 1305 Group Work Intervention .....	3
SCWK 1364 Practicum (or Field Experience) – Social Work <b>OR</b> .....	3
SCWK 1365 Practicum (or Field Experience) – Social Work .....	(3)
CMSW 1405 Nursing Home Activity Director .....	4
++Elective MATH Elective .....	3-4
	16-17

## SEMESTER IV

SCWK 2307	Human Behavior and the Social Environment.....	3
SCWK 1365	Practicum (or Field Experience) – Social Work <b>OR</b> .....	3
DAAC 2366	Practicum (or Field Experience) – Alcohol/Drug Abuse Counseling ....	(3)
ITSC 1401	Introduction to Computers .....	4
SPAN 1411	Beginning Spanish <b>OR</b> .....	4
+++Elective	Humanities/Fine Arts .....	(3)
		13-14

Minimum Hours Required ..... 62-66

+ Social Work Electives must be selected from the following:

DAAC 1304	Pharmacology of Addiction .....	3
DAAC 1307	Addicted Family Intervention .....	3
DAAC 1311	Counseling Theories .....	3
DAAC 1341	Counseling Alcohol and Other Drug Addictions .....	3
DAAC 1343	Current Issues .....	3
SCWK 1301	Adolescent Life Cycle .....	3
SCWK 2305	Special Problems of Youth .....	3
CMSW 1505	Nursing Home Activity Director .....	5
GERS 1301	Introduction to Gerontology .....	3
GERS 1392	Special Topics in Gerontology .....	3
CMSW 1353	Families Intervention Strategies .....	3

++ Math course must be selected from the following:

MATH 1332	College Mathematics I .....	3
MATH 2342	Introductory Statistics .....	3
MATH 1414	College Algebra .....	4
MATH 1314	College Algebra .....	3

+++ Approved Humanities Electives must be selected from the following:

HUMA 1301	Introduction to the Humanities .....	3
PHIL 1301	Introduction to Philosophy .....	3
PHIL 1313	Critical Thinking .....	3
PHIL 2303	Logic .....	3
PHIL 2306	Ethics .....	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.

# SOCIAL WORK--HUMAN SERVICES

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.SWAT.HUMAN.SERV

This certificate is designed to assist associate degree majors in Child Development and Interpreter Training to obtain cross training in the delivery of human services to clients. Students will choose a concentration in either Child Development or Interpreter Training along with Social Work courses. The certificate will provide majors in these programs to enhance their skills in meeting the social service needs for these populations.

	CREDIT HOURS
<b>SEMESTER I</b>	
SCWK 1321 Orientation to Social Services .....	3
SCWK 2311 Interviewing and Counseling Theories.....	3
SCWK 2331 Abnormal Behavior .....	3
GERs 1301 Introduction to Gerontology .....	3
CMSW 1405 Nursing Home Activity Director .....	4
ENGL 1301 Composition I.....	3
	19
<b>SEMESTER II</b>	
SCWK 2307 Human Behavior and the Social Environment .....	3
SCWK 1365 Practicum (or Field Experience) – Social Work .....	3
GERs 1392 Special Topics in Gerontology.....	3
CMSW 1505 Nursing Home Activity Director .....	5
CMSW 1353 Families Intervention Strategies .....	3
SPCH 1311 Introduction to Speech Communication.....	3
	20
Minimum Hours Required .....	39

# SUBSTANCE ABUSE COUNSELING

Eastfield only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.SUB.ABUSE.COUNS

The Substance Abuse Counseling Program is designed to prepare qualified and competent graduates to enter the field of human services and to provide specialized services to individuals and their families who are experiencing the affects of substance abuse. Completers of the program will have the necessary educational requirements to become eligible for testing and licensure as a Licensed Chemical Dependency Counselor (LCDC) and certification as an Alcohol and Drug Counselor (ADC). Students will gain required work experience as Counselor Interns (CI) upon completion of the required hours of classroom instruction. A special section of cooperative work experience will provide a structured supervised practicum in off-campus approved laboratory training sites.

	CREDIT HOURS
<b>SEMESTER I</b>	
SCWK 1321 Orientation to Social Services .....	3
SCWK 2311 Interviewing and Counseling Theories.....	3
DAAC 1304 Pharmacology of Addiction.....	3
ENGL 1301 Composition I.....	3
MATH 1314 College Algebra OR .....	3
MATH 1414 College Algebra OR .....	(4)
MATH 2342 Introductory Statistics.....	(3)
	15-16
<b>SEMESTER II</b>	
DAAC 1311 Counseling Theories .....	3
SCWK 2301 Assessment and Case Management.....	3
PSYC 2301 Introduction to Psychology .....	3
SPCH 1311 Introduction to Speech Communication.....	3
SOCI 1301 Introduction to Sociology.....	3
	15
<b>SEMESTER III</b>	
DAAC 1319 Introduction to Alcohol and Other Drug Addictions.....	3
DAAC 1307 Addicted Family Intervention.....	3
SCWK 1301 Adolescent Life Cycle OR .....	3
SCWK 2305 Special Problems of Youth.....	(3)
SCWK 1305 Group Work Intervention.....	3
SCWK 1365 Practicum (or Field Experience) - Social Work .....	3
Elective Any Non-DAAC or Non-SCWK course .....	3
	18

## SEMESTER IV

DAAC 1341	Counseling Alcohol and Other Drug Addictions OR .....	3
+ Elective	.....	(3)
DAAC 1343	Current Issues OR .....	3
++Elective	.....	(3)
DAAC 2366	Practicum (or Field Experience) - Alcohol/Drug Abuse Counseling .....	3
ITSC 1401	Introduction to Computers .....	4
SPAN 1411	Beginning Spanish OR .....	4
+++Elective	Humanities/Fine Arts .....	3
		20

Minimum Hours Required ..... 68-69

+ Social Work electives must be selected from the following:

SCWK	2331	Abnormal Behavior.....	3
SCWK	1313	Introduction to Social Work.....	3
CMSW	1327	Treatment Modalities with Special Populations.....	3
SCWK	2307	Human Behavior and the Social Environment.....	3

++ Electives must be selected from the following:

PSYC	2306	Human Sexuality.....	3
PSYC	2314	Developmental Psychology .....	3
PSYC	2316	Psychology of Personality.....	3
SOCI	2306	Human Sexuality.....	3

+++ Approved Humanities Electives must be selected from the following:

HUMA	1301	Introduction to the Humanities .....	3
PHIL	1301	Introduction to Philosophy.....	3
PHIL	1313	Critical Thinking.....	3
PHIL	2303	Logic.....	3
PHIL	2306	Ethics.....	3
PHIL	2307	Introduction to Social and Political Philosophy.....	3

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



# SUBSTANCE ABUSE COUNSELING

*Eastfield only*

(Certificate)

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

Degree Plan Code: CERT.SWAT.SUB.ABUSE

The Substance Abuse Counseling certificate is designed to provide cross-training for helping professionals in other disciplines, i.e. bachelor and master level social workers, counselors, psychologists, nurses, criminal justices, etc. It also trains students for employment as therapy technicians with the Counselor Intern certification. After completing two years' work experience in an organization that serves the substance dependent individual, students may qualify for testing as a Licensed Chemical Dependency Counselor (LCDC) and certified as an Alcohol and Drug Counselor (ADC).

	CREDIT HOURS
<b>SEMESTER I</b>	
SCWK 1321 Orientation to Social Services .....	3
SCWK 2311 Interviewing and Counseling Theories.....	3
DAAC 1304 Pharmacology of Addiction.....	3
DAAC 1341 Counseling Alcohol and Other Drug Addictions <b>OR</b> .....	3
DAAC 1319 Introduction to Alcohol and Other Drug Addictions.....	(3)
ENGL 1301 Composition I.....	<u>3</u>
	15
<b>SEMESTER II</b>	
DAAC 1311 Counseling Theories .....	3
DAAC 1307 Addicted Family Intervention.....	3
DAAC 1343 Current Issues.....	3
SCWK 2301 Assessment and Case Management.....	3
SCWK 1305 Group Work Intervention.....	3
DAAC 2366 Practicum (or Field Experience) – Alcohol/ Drug Abuse Counseling .....	<u>3</u>
	18
Minimum Hours Required .....	33

# ACCOUNTING

*ACCT 2301 is a 3 credit hour lecture course. ACCT 2401 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

## **ACCT 2301 Principles Of Accounting I (3)**

(This is a common course number. Former course prefix/number ACC 201)

Suggested Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)

*ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

## **ACCT 2302 Principles Of Accounting II (3)**

(This is a common course number. Former course prefix/number ACC 202)

Suggested Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)

*ACCT 2401 is a 4 credit hour lecture and laboratory course. ACCT 2301 is a 3 credit hour lecture course. Either course will meet degree requirements.*

## **ACCT 2401 Principles Of Accounting I (4)**

(This is a common course number. Former course prefix/number ACC 208)

Suggested Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. Laboratory fee. (3 Lec., 2 Lab.)

*ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either course will meet degree requirements.*

## **ACCT 2402 Principles Of Accounting II (4)**

(This is a common course number. Former course prefix/number ACC 209)

Suggested Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. Laboratory fee. (3 Lec., 2 Lab.)

## **ACNT 1303 Introduction To Accounting I (3)**

(This is a WECM course number. Former course prefix/number ACCT 1371.)

Suggested Prerequisite: None. A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 Lec.)

## **ACNT 1311 Introduction To Computerized Accounting (3)**

(This is a WECM course number.)

Suggested Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Laboratory fee. (2 Lec., 2 Lab.)

## **ACNT 1313 Computerized Accounting Applications (3)**

(This is a WECM course number. Former course prefix/number ACCT 2370.)

Suggested Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program. Laboratory fee. (2 Lec., 2 Lab.)

**ACNT 1331 Federal Income Tax: Individual (3)**

(This is a WECM course number. Former course prefix/number ACCT 2372.)

Suggested Prerequisite: Accounting 2301 or Accounting 2401. Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. (3 Lec.)

**ACNT 1380 Cooperative Education - Accounting (3)**

(This is a WECM course number. Former course prefix/number ACCT 7372.)

Suggested Prerequisite: Accounting 2301 or 2401, Accounting 1303, or concurrent enrollment and instructor approval. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

(1 Lec., 20 Ext.)

**ACNT 2309 Cost Accounting (3)**

(This is a WECM course number. Former course prefix/number ACCT 2376.)

Suggested Prerequisite: Accounting 2302 or Accounting 2402. A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. (3 Lec.)

**ACNT 2380 Cooperative Education - Accounting (3)**

(This is a WECM course number. Former course prefix/number ACCT 7472.)

Suggested Prerequisite: Accounting 1380 and instructor approval. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.

(1 Lec., 20 Ext.)

## AIR CONDITIONING AND REFRIGERATION

(See Heating, Ventilation and Air Conditioning)

## AMERICAN SIGN LANGUAGE

**SGNL 1301 Beginning American Sign Language I (3)**

(This is a common course number.)

Prerequisite: None. An introduction to the basic skills in production and comprehension of American Sign Language (ASL). Includes finger spelling and numbers. Develops conversational ability, culturally appropriate behaviors and exposes students to ASL grammar. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 5102055116)

**SGNL 1302 Beginning American Sign Language II (3)**

(This is a common course number.)

Prerequisite: SGNL 1301 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of SGNL 1301. Develops receptive and expressive ability and allows recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). Increases fluency and accuracy in finger spelling and numbers. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 5102055116)

## ANTHROPOLOGY

**ANTH 2302 Introduction To Archeology (3)**

(This is a common course number. Former course prefix/number ANT 231)

This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologist retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through Neolithic times. (3 Lec.)

(Coordinating Board Academic Approval Number 4503015142)

**ANTH 2346 Introduction To Anthropology (3)**

(This is a common course number. Former course prefix/number ANT 100)

This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015142)

**ANTH 2351 Cultural Anthropology (3)**

(This is a common course number. Former course prefix/number ANT 101)

This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multi-cultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015342)

**ANTH 2380 The Heritage Of Mexico (3)**

(Former course prefix/number ANT 110)

This course (cross-listed as History 2380) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 2380 but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**ART****ARTS 1170 Problems In Contemporary Art (1)**

(Former course prefix/number ART 199)

Area artists, critics, and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 5007035330)

**ARTS 1301 Art Appreciation (3)**

(This is a common course number. Former course prefix/number ART 104)

Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035130)

**ARTS 1303 Survey Of Art History (3)**

(This is a common course number. Former course prefix/number ART 105)

This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 1304 Survey Of Art History (3)**

(This is a common course number. Former course prefix/number ART 106)

This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 1311 2D Design (3)**

(This is a common course number. Former course prefix/number ART 110)

Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ARTS 1312 3D Design (3)**

(This is a common course number. Former course prefix/number ART 111)

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ARTS 1316 Drawing I (3)**

(This is a common course number. Former course prefix/number ART 114)

This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

**ARTS 1317 Drawing II (3)**

(This is a common course number. Former course prefix/number ARTS 116)

Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

**ARTS 2311 Advanced Design (3)**

(This is a common course number. Former course prefix/number ART 227)

Prerequisites: 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. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ARTS 2312 Advanced Design (3)**

(Former course prefix/number ART 229)

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. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5004015330)

**ARTS 2313 Computer Graphics Design I (3)**

(This is a common course number. Former course prefix/number ART 223.)

Prerequisites: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Introduction to the computer as an art tool with emphasis on design principles and visual communication or ideas. Course will include exposure to basic computer graphic technology including computer illustration and electronic imaging techniques. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5004015130)

**ARTS 2314 Computer Graphics Design II (3)**

(This is a common course number. Former course prefix/number ART 224.)

Prerequisites: Arts 2313. This course is a continuation of Computer Graphics Design I. Students will further explore advanced design problems through continued experimentation with computer graphics techniques. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5004015130)

**ARTS 2316 Painting I (3)**

(This is a common course number. Former course prefix/number ART 205)

Prerequisites: 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 5007085230)

**ARTS 2317 Painting II (3)**

(This is a common course number. Former course prefix/number ART 206)

Prerequisite: Arts 2316. This course continues Arts 2316. Emphasis is on individual expression. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007085230)

**ARTS 2323 Drawing III (3)**

(This is a common course number. Former course prefix/number ART 201)

Prerequisites: Arts 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. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007055330)

**ARTS 2324 Drawing IV (3)**

(This is a common course number. Former course prefix/number ART 202)

Prerequisites: Arts 2323, sophomore standing, or demonstrated competence approved by the instructor. This course continues Arts 2323. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007055330)

**ARTS 2326 Sculpture I (3)**

(This is a common course number. Former course prefix/number ART 208)

Prerequisites: 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. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007095130)

**ARTS 2327 Sculpture II (3)**

(This is a common course number. Former course prefix/number ART 209)

Prerequisite: Arts 2326. This course continues Arts 2326. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007095130)

**ARTS 2333 Printmaking I (3)**

(This is a common course number. Former course prefix/number ART 220)

Prerequisites: 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. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007105130)

**ARTS 2334 Printmaking II (3)**

(This is a common course number. Former course prefix/number ART 222)

Prerequisite: Arts 2333. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007105130)

**ARTS 2336 Fibers I (3)**

(This is a common course number. Former course prefix/number ART 232)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course explores the problems of design, construction, and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007125130)

**ARTS 2337 Fibers II (3)**

(This is a common course number. Former course prefix/number ART 233)

Prerequisite: Arts 2336. This course is a continuation of Arts 2336. It further explores fiber techniques and processes. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007125130)

**ARTS 2341 Art Metals/Jewelry I (3)**

(This is a common course number. Former course prefix/number ART 116)

Prerequisites: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)

**ARTS 2342 Art Metals/Jewelry II (3)**

(This is a common course number. Former course prefix/number ART 117)

Prerequisite: Arts 2341. This course continues Arts 2341. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)

**ARTS 2346 Ceramics I (3)**

(This is a common course number. Former course prefix/number ART 215)

Prerequisites: 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. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115130)

**ARTS 2347 Ceramics II (3)**

(This is a common course number. Former course prefix/number ART 216)

Prerequisite: Arts 2346 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115130)

**ARTS 2356 Photography I (3)**

(Former course prefix/number ART 118)

Prerequisites: 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. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055130)

**ARTS 2357 Photography II (3)**

(Former course prefix/number ART 119)

Prerequisite: Arts 2356. This course is a continuation of Arts 1370. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055230)

**ARTS 2366 Watercolor I (3)**

(This is a common course number. Former course prefix/number ART 217)

Prerequisites: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

**ARTS 2367 Watercolor II (3)**

(This is a common course number. Former course prefix/number ART 218)

Prerequisite: Arts 2366. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

**ARTS 2370 Art History (3)**

(Former course prefix/number ART 203)

Prerequisites: Arts 1303 and Arts 1304 are recommended for Art Majors. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 2371 Art History (3)**

(Former course prefix/number ART 204)

Prerequisites: Arts 1303 and Arts 1304 are recommended for Art Majors. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 2372 Commercial Arts I (3)**

(Former course prefix/number ART 210)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004027126. This is a unique need course.)

**ASTRONOMY**

(See Physics)

## AUTO BODY

### **ABDR 1191 Special Topics In Auto/Automotive Body Repairer (1)**

(This is a WECM course number. Former course prefix/number ABDY 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (3 Lab.)

### **ABDR 1431 Basic Refinishing (4)**

(This is a WECM course number. Former course prefix/number ABDY 1571.)

An introduction to terms, trade practices, hand tools, power tools, current refinishing products, shop safety, and equipment used in the automotive refinishing industry. Painting of trim and replacement parts included. Emphasis on surface preparation. Introduction to masking techniques. Laboratory fee. (2 Lec., 6 Lab.)

### **ABDR 1519 Basic Metal Repair (5)**

(This is a WECM course number. Former course prefix/number ABDY 1570.)

Basic current metal working techniques, shop safety, proper tool usage, product application, and skill development utilizing various body features including metal principles. Laboratory fee. (3 Lec., 6 Lab.)

### **ABDR 1555 Minor Metal Repair (5)**

(This is a WECM course number. Former course prefix/number ABDY 1572.)

Sheet metal alignment principles using mechanical and hydraulic equipment. Emphasis on attachment devices used to straighten and align exterior body panels. Laboratory fee. (3 Lec., 6 Lab.)

### **ABDR 1558 Intermediate Refinishing (5)**

(This is a WECM course number. Former course prefix/number ABDY 1573.)

Mixing and spraying of automotive topcoats. Emphasis on formula ingredient, reducing, thinning, and special spraying techniques. Introduction to partial panel refinishing techniques and current industry paint removal techniques. Laboratory fee. (3 Lec., 6 Lab.)

### **ABDR 2353 Color Analysis and Paint Matching (3)**

(This is a WECM course number. Former course prefix/number ABDY 2370.)

Color theory, color analysis, tinting, and advanced blending techniques for commercially acceptable paint matching. Laboratory fee. (2 Lec., 2 Lab.)

### **ABDR 2355 Collision Repair Estimating (3)**

(This is a WECM course number. Former course prefix/number ABDY 2372.)

An advanced course in collision estimating and development of an accurate damage report. (3 Lec.)

### **ABDR 2357 Collision Repair Shop Management (3)**

(This is a WECM course number. Former course prefix/number ABDY 2371.)

A study of methods and equipment used in state of the art repair shops to improve management functions and profitably. (3 Lec.)

### **ABDR 2380 Cooperative Education - Auto/Automotive Body Repairer (3)**

(This is a WECM course number. Former course prefix/number ABDY 7371.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated and learning outcomes vary. (1 Lec., 15 Lab.)

### **ABDR 2402 Auto Body Mechanical and Electrical Service (4)**

(This is a WECM course number.)

Instruction in the repair, replacement, and/or service of those mechanical or electrical systems that are subject to damage from a collision. Topics include drive train removal, reinstallation and service; cooling system service; cooling system service and repair; exhaust system service; and emission control systems. Additional topics include wire and connector repair, reading wiring diagrams, and troubleshooting. (4 Lec.)

### **ABDR 2537 Structural Analysis and Damage Repair V (5)**

(This is a WECM course number. Former course prefix/number ABDY 2571.)

Skill development in the operation of equipment and the procedures involved in making satisfactory repairs of supporting structures on both conventional and unitized constructed vehicles. Special emphasis on conducting a thorough damage analysis as well as demonstrating proper holding, blocking, and pulling. Laboratory fee. (3 Lec., 6 Lab.)

### **ABDR 2541 Major Collision Repair and Panel Replacement (5)**

(This is a WECM course number. Former course prefix/number ABDO 2670.)

Instruction in preparation of vehicles for repair including removal and reinstallation of fenders, bumpers, trims, head and door liners, locks, handles, fascia, headers, doors, tailgates, deck lids, hatches, and hoods. Interpreting information from damage reports, planning repair sequences, selecting appropriate tools, and organizing removed parts for reinstallation are also included. Special emphasis on developing safe work habits. Laboratory fee. (3 Lec., 6 Lab.)

## **AUTOMOTIVE TECHNOLOGY**

### **AUMT 1305 Introduction To Automotive Technology (3)**

(This is a WECM course number. Former course prefix/number AUTO 1163 or AUTO 1370.)

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. Laboratory fee. (2 Lec., 4 Lab.)

### **AUMT 1306 Automotive Engine Removal And Installation (3)**

(This is a WECM course number. Former course prefix/number AUTO 1164.)

Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific. Laboratory fee. (2 Lec., 4 Lab.)

### **AUMT 1307 Automotive Electrical Systems (3)**

(This is a WECM course number. Former course prefix/number AUTO 1173 or AUTO 1371.)

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. Laboratory fee. (2 Lec., 4 Lab.)

### **AUMT 1310 Automotive Brake Systems (3)**

(This is a WECM course number. Former course prefix/number AUTO 1166 or AUTO 2470.)

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 manufacturer specific. Laboratory fee. (2 Lec., 4 Lab.)

### **AUMT 1316 Suspension And Steering (3)**

(This is a WECM course number. Former course prefix/number AUTO 1167.)

Prerequisite: AUMT 1307 or concurrent enrollment in AUMT 1307. Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific. Laboratory fee. (2 Lec., 4 Lab.)

### **AUMT 1319 Automotive Engine Repair (3)**

(This is a WECM course number. Former course prefix/number AUTO 1165.)

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. Laboratory fee. (2 Lec., 4 Lab.)

### **AUMT 1345 Automotive Heating And Air Conditioning (3)**

(This is a WECM course number. Former course prefix/number AUTO 2244 or AUTO 2370.)

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. Laboratory fee. (2 Lec., 4 Lab.)

### **AUMT 2313 Manual Drive Train And Axles (3)**

(This is a WECM course number. Former course prefix/number AUTO 1168 or AUTO 2371.)

Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. May be taught manufacturer specific. Laboratory fee. (2 Lec., 4 Lab.)

### **AUMT 2317 Engine Performance Analysis I (3)**

(This is a WECM course number. Former course prefix/number AUTO 2245.)

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 manufacturer specific. Laboratory fee. (2 Lec., 4 Lab.)



**AUMT 2325 Automatic Transmission And Transaxle (3)**

(This is a WECM course number. Former course prefix/number AUTO 2241.)

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. Laboratory fee. (2 Lec., 4 Lab.)

**AUMT 2334 Engine Performance Analysis II (3)**

(This is a WECM course number. Former course prefix/number AUTO 2246.)

Prerequisite: AUMT 2317. 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. Laboratory fee. (2 Lec., 4 Lab.)

**AUMT 2373 Automotive Electronics (3)**

(This is a local need course number. Former course prefix/number AUTO 2240 or AUTO 2379.)

Prerequisite: AUMT 1307. Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. May be taught manufacturer specific. Laboratory fee. (2 Lec., 4 Lab.)

**AUMT 2374 Automatic Transmission And Transaxle II (3)**

(This is a local need course number. Former course prefix/number AUTO 2242.)

Prerequisite: AUMT 2325. A study of the operation, electronic principles, and 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. Laboratory fee. (2 Lec., 4 Lab.)

**AUMT 2375 Powertrain Diagnostics (3)**

(This is a local need course number. Former course prefix/number AUTO 2247.)

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. Laboratory fee. (2 Lec., 4 Lab.)

**AUMT 2376 Basic Hydraulics (3)**

(This is a local need course number. Former course prefix/number AUTO 2474.)

Prerequisite: AUMT 1305. This course is designed to provide students with information relating to hydraulic system components including hydraulic pumps, cylinders, control valves, motors, and related systems. Laboratory fee (2 Lec., 4 Lab.)

**AUMT 2377 Electric Vehicle Motors And Controls (3)**

(This is a local need course number. Former course prefix/number AUTO 2573.)

Prerequisite: AUMT 1307. This course is designed to provide students with information relating to electric motor powered vehicles including D. C. motor design and operation, electric motor controllers, and diagnosis and repair of related components. Laboratory fee. (2 Lec., 4 Lab.)

**AUMT 2380 Cooperative Education-Auto/ Automotive Mechanic/Technician (3)**

(This is a WECM course number. Former course prefix/number AUTO 2843, AUTO 7371 or AUTO 7471.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**AUMT 2381 Cooperative Education-Auto/ Automotive Mechanic/Technician (3)**

(This is a WECM course number. Former course prefix/number AUTO 2853 or AUTO 7472.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

# **AUTOMOTIVE TECHNOLOGY/DIESEL AND HEAVY EQUIPMENT**

## **AUMT 1305 Introduction To Automotive Technology (3)**

(This is a WECM course number. Former course prefix/number AUTO 1163 or AUTO 1370.)

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. Laboratory fee. (2 Lec., 4 Lab.)

## **AUMT 1307 Automotive Electrical Systems (3)**

(This is a WECM course number. Former course prefix/number AUTO 1173 or AUTO 1371.)

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. Laboratory fee. (2 Lec., 4 Lab.)

## **AUMT 1310 Automotive Brake Systems (3)**

(This is a WECM course number. Former course prefix/number AUTO 1166 or AUTO 2470.)

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 manufacturer specific. Laboratory fee. (2 Lec., 4 Lab.)

## **AUMT 1345 Automotive Heating And Air Conditioning (3)**

(This is a WECM course number. Former course prefix/number AUTO 2244 or AUTO 2370.)

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. Laboratory fee. (2 Lec., 4 Lab.)

## **AUMT 2313 Manual Drive Train And Axles (3)**

(This is a WECM course number. Former course prefix/number AUTO 1168 or AUTO 2371.)

Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. May be taught manufacturer specific. Laboratory fee. (2 Lec., 4 Lab.)

## **AUMT 2373 Automotive Electronics (3)**

(This is a local need course number. Former course prefix/number AUTO 2240 or AUTO 2379.)

Prerequisite: AUMT 1307. Topics address electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. May be taught manufacturer specific. Laboratory fee. (2 Lec., 4 Lab.)

## **AUMT 2380 Cooperative Education-Auto/ Automotive Mechanic/Technician (3)**

(This is a WECM course number. Former course prefix/number AUTO 2843, AUTO 7371 or AUTO 7471.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

## **DEMR 1229 Preventative Maintenance (2)**

(This is a WECM course number. Former course prefix/number AUTO 1270.)

An introductory course designed to provide the student with basic knowledge of proper serving practices. Content includes record keeping and condition of major systems. Laboratory fee. (1 Lec., 3 Lab.)

## **DEMR 1327 Tractor Trailer Service and Repair (3)**

(This is a WECM course number. Former course prefix/number AUTO 2573.)

An introduction to and familiarization with components and systems related to tractor trailer service. Emphasis on records required by the Department of Transportation. Laboratory fee. (1 Lec., 6 Lab.)

## **DEMR 1410 Diesel Engine Testing and Repair I (4)**

(This is a WECM course number. Former course prefix/number AUTO 1372.)

An introduction to testing and repairing diesel engines including related systems specialized tools. Laboratory fee. (2 Lec., 6 Lab.)

## **DEMR 1411 Diesel Engine Testing and Repair II (4)**

(This is a WECM course number. Former course prefix/number AUTO 1474.)

Coverage of testing and repairing diesel engines including related systems specialized tools. Laboratory fee. (2 Lec., 6 Lab.)

**DEMR 1416 Basic Hydraulics (4)**

(This is a WECM course number. Former course prefix/number AUTO 2474.)

Fundamentals of hydraulics including components and related systems. Laboratory fee. (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. Former course prefix/number AUTO 2248.)

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. Laboratory fee. (2 Lec., 4 Lab.)

**DEMR 2334 Advanced Diesel Tune-Up and Troubleshooting (3)**

(This is a WECM course number. Former course prefix/number AUTO 2251.)

Concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach. Laboratory fee. (1 Lec., 6 Lab.)

**DEMR 2335 Advanced Hydraulics (3)**

(This is a WECM course number. Former course prefix/number AUTO 2250.)

Advanced study of hydraulic systems and components including diagnostics and testing of hydraulic systems. Laboratory fee. (1 Lec., 6 Lab.)

**DEMR 2348 Failure Analysis (3)**

(This is a WECM course number. Former course prefix/number AUTO 2376.)

An advanced course designed for analysis of typical part failures on equipment. Laboratory fee. (1 Lec., 6 Lab.)

**DEMR 2432 Electronic Controls (4)**

(This is a WECM course number. Former course prefix/number AUTO 2249.)

Advanced skills in diagnostic and programming techniques of electronic control systems. Laboratory fee. (2 Lec., 6 Lab.)

**DEMR 2542 Automatic Power Shift and Hydrostatic Transmissions I (5)**

(This is a WECM course number. Former course prefix/number AUTO 2571.)

A study of the operation, maintenance, and repair of automatic shift hydrostatic transmissions. Laboratory fee. (3 Lec., 6 Lab.)

**HEMR 1501 Tracks and Undercarriages (5)**

(This is a WECM course number. Former course prefix/number AUTO 2570.)

Concepts in operation and maintenance of final drive truck systems and undercarriages used on truck and wheel type equipment. Laboratory fee. (3 Lec., 6 Lab.)

**BIOLOGY****BIOL 1406 General Biology (4)**

(This is a common course number. Former course prefix/number BIO 101)

This course is the first of a two semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1407 General Biology (4)**

(This is a common course number. Former course prefix/number BIO 102)

Prerequisite: Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1408 Biological Science (4)**

(This is a common course number. Former course prefix/number BIO 115)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1409 Biological Science (4)**

(This is a common course number. Former course prefix/number BIO 116)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1411 Introductory Botany (4)**

(This is a common course number. Former course prefix/number BIO 110)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2603015124)

**BIOL 1424 Intermediate Botany (4)**

(Former course prefix/number BIO 203/BIOL 2470)

Prerequisites: Biology 1406 and 1407. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2063015224)

**BIOL 2306 Environmental Biology (3)**

(This is a common course number. Former course prefix/number BIO 223)

The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0301025124)

**BIOL 2370 Field Biology (3)**

(Former course prefix/number BIO 218)

Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2606039203. This is a unique need course.)

**BIOL 2401 Anatomy And Physiology I (4)**

(This is a common course number. Former course prefix/number BIO 221)

Prerequisite: Biology 1406 and Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIOL 2402 Anatomy And Physiology II (4)**

(This is a common course number. Former course prefix/number BIO 222)

Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIOL 2406 Environmental Biology (4)**

(This is a common course number.)

The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0301025101)

**BIOL 2418 Invertebrate Zoology (4)**

(This is a common course number. Former course prefix/number BIO 211)

Prerequisite: Eight hours of biological science. This course surveys the major groups of animals below the level of chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval 2607019303. This is a unique need course.)

**BIOL 2420 General Microbiology (4)**

(This is a common course number. Former course prefix/number BIO 216)

Prerequisite: Biology 1406 and Biology 1407 or Biology 1472 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2606015124)

## BUSINESS

### **BUSI 1301 Introduction To Business (3)**

(This is a common course number. Former course prefix/number BUS 105)

This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)

(Coordinating Board Academic Approval Number 5201015125)

### **BUSI 1307 Personal Finance (3)**

(This is a common course number. Former course prefix/number BUS 143)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

(Coordinating Board Academic Approval Number 1904015125)

### **BUSI 2301 Business Law (3)**

(This is a common course number. Former course prefix/number BUS 234)

This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)

(Coordinating Board Academic Approval Number 2201015125)

## CHEMISTRY

### **CHEM 1204 Chemical Calculations (2)**

(This is a common course number. Former course prefix/number CHM 205/CHEM 1207)

Prerequisite: Chemistry 1412. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)

(Coordinating Board Academic Approval Number 4005025203)

### **CHEM 1405 Introductory Chemistry I (4)**

(Former course prefix/number CHM 116)

Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction and solutions. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015139)

### **CHEM 1407 Introductory Chemistry II (4)**

(Former course prefix/number CHM 116)

Prerequisite: Chemistry 1405 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015139)

### **CHEM 1411 General Chemistry I (4)**

(This is a common course number. Former course prefix/number CHM 101)

Prerequisites: Developmental Mathematics 0093 or 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. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHEM 1412 General Chemistry II (4)**

(This is a common course number. Former course prefix/number CHM 102)

Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. 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. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHEM 2423 Organic Chemistry I (4)**

(This is a common course number. Former course prefix/number CHM 201)

Prerequisite: Chemistry 1412. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds, and 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. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

**CHEM 2425 Organic Chemistry II (4)**

(This is a common course number. Former course prefix/number CHM 202)

Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics 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. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

**CHILD DEVELOPMENT**

(Formerly Early Childhood/Child Development)

**CDEC 1174 Directed Participation in Child Development/Early Childhood (1)**

(This is a local need course number. Former course prefix/number CDEC 1194)

This course provides in-depth observation and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate early care and education facilities. It is repeated four times concurrently with required Child Development core or elective courses (2 Ext.)

**CDEC 1175 Applied Learning in Child Development/Early Childhood (1)**

(This is a local need course number. Former course prefix/number CDEC 1195)

This course provides application of child development learning theories with young children at the Parent/Child Study Center and other appropriate early care and education facilities. It is repeated four times concurrently with required Child Development core or elective courses. (2 Ext.)

**CDEC 1179 Assessment of Prior Learning in Child Development/Early Childhood (1)**

(This is a local need course number. Former course prefix/number CDEC 1196.)

Prerequisite: Demonstrated competence approved by the program chair. 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, noncollegiate experiences which have contributed to college-level learning, and documentation of such experiences under the direction of the instructor and based on the learning outcomes of specific courses. This course may be repeated for credit. (1 Lec.)

**CDEC 1280 Cooperative Education-Early Childhood Provider/Assistant (2)**

(This is a WECM course number. Former course prefix/number ECCD 7271.)

Prerequisites: Completion of 5 Child Development courses and coordinator approval. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid and/or non-paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

**CDEC 1303 Family and the Community (3)**

(This is a WECM course number. Former course prefix/number ECCD 2370.)

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. There is a credit sequel to this course. This same course with the prefix/number TECA 1303 can be taken for academic transfer credit. See course TECA 1303. (3 Lec.)

**CDEC 1315 Multicultural/Multilingual Education (3)**

(This is a WECM course number. Former course prefix/number CDEC 1391)

An overview of multicultural education to include relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children. (3 Lec.)

**CDEC 1317 Child Development Associate Training I (3)**

(This is a WECM course number. Former course prefix/number ECCD 2371.)

Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study included: family, program management, and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview. Laboratory fee. (2 Lec., 2 Lab.)

**CDEC 1318 Nutrition, Health and Safety (3)**

(This is a WECM course number. Former course prefix/number ECCD 1374.)

A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings. There is a credit sequel to this course. This same course with the prefix/number TECA 1318 can be taken for academic transfer credit. See course TECA 1318. Laboratory fee. (2 Lec., 2 Lab.)

**CDEC 1319 Child Guidance (3)**

(This is a WECM course number. Former course prefix/number ECCD 2373.)

An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting. Laboratory fee. (2 Lec., 2 Lab.)

**CDEC 1323 Observation and Assessment (3)**

(This is a WECM course number. Former course prefix/number CDEC 2373.)

A study of observation techniques of child development assessment skills and techniques of children. (3 Lec.)

**CDEC 1330 Growth and Development: 6-14 years (3)**

(This is a WECM course number. Former course prefix/number CDEC 1394.)

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 1335 Early Childhood Development: 3-5 years (3)**

(This is a WECM course number. Former course prefix/number CDEC 1393.)

This course covers the principles of normal growth and development from three to five years. Emphasis is on physical, emotional, and social development. (3 Lec.)

**CDEC 1339 Early Childhood Development: 0-3 years (3)**

(This is a WECM course number. Former course prefix/number CDEC 1392.)

This course covers the principles of normal growth and development from conception through three years of age. Emphasis is on physical, intellectual, and social development. (3 Lec.)

**CDEC 1356 Emergent Literacy for Early Childhood (3)**

(This is a WECM course number.)

An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. Laboratory fee. (2 Lec., 2 Lab.)

**CDEC 1359 Children with Special Needs (3)**

(This is a WECM course number. Former course prefix/number ECCD 2372.)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. (3 Lec.)

**CDEC 1395 Special Topics in Early Childhood Provider/Assistant (3)**

(This is a WECM course number. Former course prefix/number ECCD 2371.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

**CDEC 1396 Special Topics in Administration of Programs for Children (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. (3 Lec.)

**CDEC 1411 Introduction to Early Childhood Education (4)**

(This is a WECM course number. Former course prefix/number ECCD 1471.)

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. There is a credit sequel to this course. This same course with the prefix/number TECA 1311 can be taken for academic transfer credit. See course TECA 1311. Laboratory fee. (3 Lec., 2 Lab.)

**CDEC 1413 Curriculum Resources for Early Childhood Programs (4)**

(This is a WECM course number. Former course prefix/number ECCD 1472.)

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. Laboratory fee. (3 Lec., 2 Lab.)

**CDEC 1421 The Infant and Toddler (4)**

(This is a WECM course number. Former course prefix/number CDEC 2421)

A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. Laboratory fee. (3 Lec., 2 Lab.)

**CDEC 1434 School Age Activities and Group Dynamics (4)**

(This is a WECM course number. Former course prefix/number CDEC 1492)

This course explores the theoretical, developmental, and practical application basis for school-age activities as a means of facilitating children's education and development. Laboratory fee. (3 Lec., 2 Lab.)

**CDEC 1440 Instructional Techniques for Children with Special Needs (4)**

(This is a WECM course number. Former course prefix/number CDEC 2473)

Exploration of development and implementation of curriculum for children with special needs. Laboratory fee. (2 Lec., 6 Lab.)

**CDEC 1454 Child Growth and Development (4)**

(This is a WECM 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. There is a credit sequel to this course. This same course with the prefix/number TECA 1354 can be taken for academic transfer credit. See course TECA 1354. Laboratory fee. (3 Lec., 2 Lab.)

**CDEC 2322 Child Development Associate Training II (3)**

(This is a WECM course number. Former course prefix/number ECCD 2371.)

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. Laboratory fee. (2 Lec., 2 Lab.)

**CDEC 2324 Child Development Associate Training III (3)**

(This is a WECM course number.)

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication. Laboratory fee. (2 Lec., 2 Lab.)

**CDEC 2326 Administration of Programs for Children I (3)**

(This is a WECM course number. Former course prefix/number ECCD 2376.)

A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Laboratory fee. (2 Lec., 2 Lab.)

**CDEC 2328 Administration of Programs for Children II (3)**

(This is a WECM course number. Former course prefix/number ECCD 2377.)

Prerequisites: Child Development 2326. A in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning, parent education/partnerships, and technical applications in programs. Laboratory fee. (2 Lec., 2 Lab.)

**CDEC 2336 Administration of Programs for Children III (3)**

(This is a WECM course number.)

An advanced study of the skills and techniques in managing early child care and education programs. (3 Lec.)

**CDEC 2375 Abuse Within the Family (3)**

(This is a local need course number. Former course prefix/number ECCD 2375.)

The symptoms and causes of abusive behaviors within the family are the focus of this course. Emphasis is on developing skills and competencies in working with the families to help them lessen and alleviate abusive behaviors and experiences. Laboratory fee. (2 Lec., 2 Lab.)



**CDEC 2380 Cooperative Education-Early Childhood Provider/Assistant (3)**

(This is a WECM course number. Former course prefix/number ECCD 7372.)

Prerequisites: Completion of 5 Child Development courses and coordinator approval. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid and/or non-paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

**CDEC 2441 The School Age Child (4)**

(This is a WECM course number. Former course prefix/number ECCD 2371.)

A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. Laboratory fee. (3 Lec., 2 Lab.)

**CDEC 2475 Student Teaching in Child Development/Early Childhood I (4)**

(This is a local need course number. Former course prefix/number ECCD 2470.)

Prerequisites: Child Development 1318, Child Development 1319, Child Development 1411, Child Development 1413, and Child Development 1454. This course provides in-depth observations and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities. Laboratory fee. (2 Lec., 6 Lab.)

**CDEC 2476 Student Teaching in Child Development/Early Childhood II (4)**

(This is a local need course number. Former course prefix/number ECCD 2471.)

Prerequisites: Child Development 2475. This course provides application of child development learning theories with young children at the Parent/Child Study Center and other appropriate child-care facilities. Laboratory fee. (2 Lec., 6 Lab.)

**CDEC 2481 Cooperative Education-Early Childhood Provider/Assistant (4)**

(This is a WECM course number. Former course prefix/number ECCD 8481.)

Prerequisites: Completion of 5 Child Development courses and coordinator approval. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid and/or non-paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 21 Lab.)

**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 2001075133)

**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 must also enroll in course CDEC 1174. (3 Lec.)

(Coordinating Board Academic Approval Number 2002015133)

**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 2002015233)

**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. If you enroll in this academic transfer credit course you must also enroll in course CDEC 1175.

Laboratory fee. (3 Lec.)

(Coordinating Board Academic Approval Number 1907065133)

## COLLEGE LEARNING SKILLS

(See Developmental College Learning Skills)

## COMPUTER AIDED DESIGN AND DRAFTING

### DFTG 1215 Architectural Blueprint Reading (2)

(This is a WECM course number. Former course prefix/number DFTG 1226)

A study of the fundamentals of blueprint reading for the construction industry. Laboratory fee. (1 Lec., 3 Lab.)

### DFTG 1224 Blueprint Reading and Sketching (2)

(This is a WECM course number. Former course prefix/number BLPR 1270.)

An introduction to reading and interpreting the "working drawings" for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts. Laboratory fee. (1 Lec., 3 Lab.)

### DFTG 1271 CADD Operations (2)

(This is a local need course number. Former course prefix/number CADD 1270.)

A course in hardware selection, setup, and use of a CAD station. Emphasis is placed on control of the operating system, file management, and keyboarding. Topics address: software installation, hardware installation and configuration, such as mouse, tablet, printers, plotters, graphics adapters, and other configurable items such as communication ports, and serial ports. An introduction to word processing and spreadsheets is included. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Approval Pending)

### DFTG 1329 Electro-Mechanical Drafting (3)

(This is a WECM course number. Former course prefix/number CADD 2385.)

A basic course including layout and design of electro-mechanical equipment from engineering notes and sketches. Emphasis on drawing of electronic equipment control panels, interior hardware, exterior enclosures, detailed and assembly drawings with a parts list, and flat pattern layouts. Laboratory fee. (2 Lec, 4 Lab.)

### DFTG 1333 Mechanical Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 105.)

An intermediate course covering detail drawings with proper dimensioning and tolerances, use of sectioning techniques, common fasteners, isometrics and oblique assembly drawings, including bill of materials. Laboratory fee. (2 Lec., 4 Lab.)

### DFTG 1344 Pipe Drafting (3)

(This is a WECM course number. Former course prefix/number CADD 2374.)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Laboratory fee. (2 Lec., 4 Lab.)

### DFTG 1348 Topographical Drafting (3)

(This is a WECM course number. Former course prefix/number CADD 1370.)

A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. Laboratory fee. (2 Lec., 4 Lab.)

### DFTG 1354 Architectural Drafting - Commercial (3)

(This is a WECM course number. Former course prefix/number CADD 2373.)

Architectural drafting procedures, practices and symbols, including preparation of detailed working drawings for commercial structure with emphasis on light frame construction methods. Laboratory fee. (2 Lec., 4 lab.)

### DFTG 1358 Electrical/Electronics Drafting (3)

(This is a WECM course number. Former course prefix/number CADD 2371.)

A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Laboratory fee. (2 Lec., 4 Lab.)

### DFTG 1372 Manufacturing Fundamentals (3)

(This is a local need course number. Former course prefix/number CADD 1371.)

A course in manufacturing fundamentals and production methods including NC-CNC concepts. Topics on interpreting and describing information required to produce a CNC program will be covered. An overview of the functions and role of CAD and its relationship to computer-aided manufacturing are studied. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Approval Pending)

**DFTG 1373 CAD/Graphic Processes (3)**

(This is a local need course number. Former course prefix/number CADD 1372.)

A course in creating, printing, and plotting graphics in CAD drawings. Skill development in importing text and raster graphics into CAD drawings, importing CAD vector graphics into desktop documents, scanning and editing raster graphics into CAD drawings, and publishing documents. Projects in coordinating text and graphics within a desktop publishing program will include printing black and white, and color publications. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 1392 Special Topics in Architectural Drafting (3)**

(This is a WECM course number. Former course prefix/number CADD 2384.)

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. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 1394 Special Topics in Electrical/Electronics Drafting (3)**

(This is a WECM course number. Former course prefix/number CADD 2381.)

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. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 1395 Special Topics in Mechanical Drafting (3)**

(This is a WECM course number. Former course prefix/number CADD 2376.)

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. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 1405 Technical Drafting (4)**

(This is a WECM course number. Former course prefix/number CADD 1470.)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Laboratory fee. (2 Lec., 6 Lab.)

**DFTG 1409 Basic Computer-Aided Drafting (4)**

(This is a WECM course number. Former course prefix/number DFTG 1309)

An introduction to basic computer aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Laboratory fee. (2 Lec., 6 Lab.)

**DFTG 1417 Architectural Drafting - Residential (4)**

(This is a WECM course number. Former course prefix/number CADD 1471.)

Architectural drafting procedures, practices and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. Laboratory fee. (2 Lec., 6 Lab.)

**DFTG 1421 Architectural Illustration (4)**

(This is a WECM course number.)

Architectural drawing and sketching, including freehand drawing, perspectives, delineation in various media and development of students' graphical expression, including an introduction to various reproduction methods. Laboratory fee. (2 Lec., 6 Lab.)

**DFTG 1452 Intermediate Computer-Aided Drafting (4)**

(This is a WECM course number.)

A continuation of practices and techniques used in basic computer-aided drafting emphasizing batched files, scripted files, customized program menus, and extracted attributes. Introduction to three-dimensional drafting. Laboratory fee. (2 Lec., 6 Lab.)

**DFTG 1454 Architectural Drafting - Commercial (4)**

(This is a WECM course number.)

Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building with emphasis on commercial construction methods. Laboratory fee. (2 Lec., 6 Lab.)

**DFTG 1491 Special Topics in Drafting (4)**

(This is a WECM course number. Former course prefix/number DFTG 1391)

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. Laboratory fee. (2 Lec., 6 Lab.)

**DFTG 2304 Printed Circuit Board Design (3)**

(This is a WECM course number. Former course prefix/number CADD 2376.)

An intermediate course including single-sided and double-sided printed circuit board design, emphasizing the drawings, standards, and processes required to layout printed circuit board and manufacturing documentation. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 2310 Structural Drafting (3)**

(This is a WECM course number. Former course prefix/number CADD 2370.)

Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of America Institute of Steel Construction, including units on concrete detailing conforming to America Concrete Institute standards. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 2312 Technical Illustration (3)**

(This is a WECM course number. Former course prefix/number CADD 2372 or ENGT 1272.)

Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading, text; and use of different media. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 2336 Computer-Aided Drafting Programming (3)**

(This is a WECM course number. Former course prefix/number CADD 2386.)

Emphasis on the productivity of CAD software through development of computer-aided drafting programs with emphasis on database design, access techniques, and structure methods with particular application in engineering graphics. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 2350 Geometric Dimensioning and Tolerancing (3)**

(This is a WECM course number. Former course prefix/number CADD 2387.)

An introduction to geometric dimensioning and tolerancing, according to ANSI Y14.5 standards. Application of various geometric dimensions and tolerances to engineering drawings. Emphasis on cumulative effects on part function, gauging equipment, and inspection procedures. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 2356 Advanced Printed Circuit Board Design (3)**

(This is a WECM course number. Former course prefix/number CADD 2379.)

An advanced course including the layout of surface mounted components and integrated circuit modular design, emphasizing the design and drawing layouts required to produce surface mounted components and integrated circuit modular printed circuit boards. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 2374 Integrated Circuit Design (3)**

(This is a local need course number. Former course prefix/number CADD 2377.)

Skill development in the design of integrated circuits using current computer hardware and software. Instruction in active devices combines electronic theory and laboratory exercises to enable students to design simple integrated circuits from schematic diagrams and design rules. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 2375 Advanced Integrated Circuit Design (3)**

(This is a local need course number. Former course prefix/number CADD 2378.)

Skill development in the design of complex integrated circuits. Projects in schematic diagrams will require students to use two sets of design rules. Topics address meeting industrial standards of current technologies. Laboratory fee. (2 Lec., 4 Lab.)

**DFTG 2380 Cooperative Education –Drafting (4)**

(This is a WECM course number. Former course prefix/number CADD 8381)

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. (2 Lec., 24 Lab.)

**DFTG 2381 Cooperative Education –Drafting (4)**

(This is a WECM course number. Former course prefix/number CADD 8382)

Prerequisite: DFTG 2380. 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. (2 Lec., 24 Lab.)

**DFTG 2402 Machine Drafting (4)**

(This is a WECM course number.)

Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. Laboratory fee. (2 Lec., 6 Lab.)

**DFTG 2432 Advanced Computer-Aided Drafting (4)**

(This is a WECM course number.)

Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphic data. Laboratory fee. (2 Lec., 6 Lab.)

**DFTG 2440 Solid Modeling/Design (4)**

(This is a WECM course number. Former course prefix/number DFTG 2340)

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Laboratory fee. (2 Lec., 6 Lab.)

**GRPH 1322 Electronic Publishing I (3)**

(This is a WECM course number. Former course prefix/number CADD 1372)

An introduction to computer layout and design using major components of electronic publishing including text, graphics, and page layout and design using a computer. Introduction to the basic concepts and terminology associated with typography and page layout. Laboratory fee. (2 Lec., 4 Lab.)

**INMT 1343 CAD-CAM (3)**

(This is a WECM course number. Former course prefix/number ENGT 2270.)

Computer-Assisted applications in integrating engineering graphics and manufacturing. Emphasis on the conversion of a working drawing using CAD-CAM software and related input and output devices to translate into machine code. Laboratory fee. (2 Lec., 4 Lab.)

## COMPUTER INFORMATION TECHNOLOGY

**ITCC 1402 Local Area Networks Design and Protocols: Cisco 1 (4)**

(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1313.)

Suggested prerequisite: Advanced level of understanding of personal computers and operating systems approved by designated Information Technology personnel. Skill development in the design and installation of local area networks to ensure optimal throughput. Topics include cabling, cable closets, management devices, selection, and installation of network devices, protocols, and subnetting. Laboratory fee. (3 Lec., 4 Lab.)

**ITCC 1406 Basic Router Configuration: Cisco 2 (4)**

(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1317.)

Prerequisite: ITCC 1402 or ITNW 1313. An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features. Laboratory fee. (3 Lec., 4 Lab.)

**ITCC 1442 Local Area Management (LAN):****Cisco 3 (4)**

(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1340.)

Prerequisite: ITCC 1406 or ITNW 1317. Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. Topics include configuring routers for the IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems. Laboratory fee. (3 Lec., 4 Lab.)

**ITCC 1446 Wide Area Management (WAN):****Cisco 4 (4)**

(This is a WECM course number. Former course prefix/number CISC 2484 and ITNW 1344.)

Prerequisite: ITCC 1442 or ITNW 1340. An introduction to wide area networking (WAN) services and management. Topics include configuring and monitoring WAN services, encapsulating WAN data, and WAN protocols. Laboratory fee. (3 Lec., 4 Lab.)

**ITCC 2432 Advanced Routing Configuration:****Cisco 5 (4)**

(This is a WECM course number. Former course prefix/number ITNW 1492.)

Prerequisite: ITCC 1446 or ITNW 1344 or CCNA certification. A study of advanced network deployment issues and methods used to configure Cisco routers for effective LAN and WAN traffic management. Topics include designing scalable internetworks, managing traffic and access for IP and IPX/SPX, configuring OSPF in single and multiple areas, and configuring and using interior and border gateway routing protocols. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 1401 Microsoft Windows 2000 Network and Operating System Essentials (MS 2151) (4)**

(This is a WECM course number.)

An introduction to Microsoft® Windows 2000 and to the networking technologies that it supports. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 1441 Implementing Microsoft Windows 2000 Professional and Server (MS 2152) (4)**

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on standalone computers and on client computers that are part of a workgroup or domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and servers. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 1442 Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) (4)**

(This is a WECM course number.)

Installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 server family of products. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 1443 Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154) (4)**

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 2430 Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows 2000 (MS 1560) (4)**

(This is a WECM course number.)

Provides Microsoft Windows NT 4.0 support professionals with the knowledge and skills necessary to support Microsoft Windows 2000 networks. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 2431 Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561) (4)**

(This is a WECM course number.)

Provides Microsoft senior support professionals and network architects with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of the organization, and then designing the Active Directory structure that meets those needs. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 2432 Designing a Microsoft Windows 2000 Networking Services Infrastructure (MS 1562) (4)**

(This is a WECM course number.)

Provides senior support professionals with the information and skills to create a networking services infrastructure design that supports the required network applications. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 2433 Designing a Secure Microsoft Windows 2000 Network (MS 2150) (4)**

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 2434 Designing a Microsoft Windows 2000 Upgrade Strategy (MS 2010) (4)**

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to select and design a strategy to migrate from Microsoft Windows NT Server 4.0 directory services infrastructure to a Microsoft Windows 2000 Active Directory service by describing the planning processes and implications involved. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 2435 Analyzing and Tuning Microsoft Windows 2000 and Microsoft Backoffice Server 4.5 Performance (MS 1535) (4)**

(This is a WECM course number.)

Provides students with the knowledge and necessary skills to monitor, analyze, and optimize the performance of a computer running Microsoft Windows 2000 and the Microsoft BackOffice Server 4.5 family. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 1419 Installing and Administering Windows 2000 (4)**

(This is a WECM course number. Former course prefix/number CISC 2484.)

An introduction to Microsoft ® Windows 2000 operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows 2000-based network. Laboratory fee. (3 Lec., 4 Lab.)

**ITMC 1458 Supporting Microsoft Windows 2000 (4)**

(This is a WECM course number. Former course prefix/number CISC 2484.)

Skill development for customizing, configuring, supporting, and troubleshooting Windows 2000. Laboratory fee. (3 Lec., 4 Lab.)

**ITNW 1280 Cooperative Education - Business Systems Networking and Telecommunications (2)**

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

**ITNW 1292 Special Topics in Business Systems Networking and Telecommunications (2)**

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

**ITNW 1313 Local Area Networks Design and Protocols: Cisco 1 (3)**

(This is a WECM course number. Former course prefix/number CISC 2373)

Prerequisite: Basic understanding of personal computers and operating systems or instructor approval. Skill development in the design and implementation of local area networks to ensure optimal throughput. Topics include cabling, cable closets, management of devices, selection and installation of devices, protocols, and subnetting. Laboratory fee. (2 Lec., 4 Lab.)

**ITNW 1317 Basic Router Configuration: Cisco 2 (3)**

(This is a WECM course number. Former course prefix/number CISC 2373 and CISC 2484)

Prerequisite: ITNW 1313. An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features. Laboratory fee. (2 Lec., 4 Lab.)

**ITNW 1321 Introduction to Networking (3)**

(This is a WECM course number. Former course prefix/number CISC 1372.)

Introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the Internet and networking hardware and software, including current developments in networking. Laboratory fee. (2 Lec., 2 Lab.)

**ITNW 1340 Local Area Management (LAN):**

**Cisco 3 (3)**

(This is a WECM course number. Former course prefix/number CISC 2373 and CISC 2484)

Prerequisite: ITNW 1317. Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. Topics include configuring routers for the IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems. Laboratory fee. (2 Lec., 4 Lab.)

**ITNW 1343 Network Technologies (Novell 565) (3)**

(This is a WECM course number. Former course prefix/number CISC 1380.)

Suggested prerequisite: ITNW 1321 or instructor approval. An introduction to networking technologies. Topics include basic computer networking terminology and concepts, contemporary network services, transmission media, protocols, the OSI reference model, networking hardware and software, routing, bridging, switching, IP addressing and subnetting. (3 Lec.)

**ITNW 1344 Wide Area Management (WAN):**

**Cisco 4 (3)**

(This is a WECM course number. Former course prefix/number CISC 2484)

Prerequisite: ITNW 1340. An introduction to wide area networking (WAN) services and management. Topics include configuring and monitoring WAN services, encapsulating WAN data, and WAN protocols. Laboratory fee. (2 Lec., 4 Lab.)

**ITNW 1380 Cooperative Education - Business**

**Systems Networking and Telecommunications (3)**

(This is a WECM course number. Former course prefix/number CISC 7471)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

**ITNW 1392 Special Topics in Business Systems Networking and Telecommunications (3)**

(This is a WECM course number. Former course prefix/number CISC 2372.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

**ITNW 1419 Installing and Administering Windows 2000 (4)**

(This is a WECM course number. Former course prefix/number CISC 2484.)

An introduction to Microsoft ® Windows 2000 operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows 2000-based network. Laboratory fee. (3 Lec., 4 Lab.)

**ITNW 1420 NetWare 5 Administration (4)**

(This is a WECM course number. Former course prefix/number CISC 2460.)

Suggested Prerequisite: ITNW 1321 or instructor approval. An introduction to NetWare 5 Administration. Topics include network components, user accounts and groups, network file systems, file system security, NDS security, NDPS printing, application management, and workstation management. Laboratory fee. (3 Lec., 4 Lab.)

**ITNW 1437 Introduction to the Internet (4)**

(This is a WECM course number. Former course prefix/number CISC 1378.)

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. Laboratory fee. (3 Lec., 4 Lab.)

**ITNW 1492 Special Topics in Business Systems Networking and Telecommunications (4)**

(This is a WECM course number. Former course prefix/number CISC 2484.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. Laboratory fee. (3 Lec., 4 Lab.)

**ITNW 2342 Novell Directory Services (NDS) Design and Implementation for NetWare 5 (3)**

(This is a WECM course number. Former course prefix/number CISC 2378.)

Suggested prerequisite: ITNW 2438 or instructor approval. A course in designing and implementing Novell Directory Services (NDS). Topics include partitioning, replication, time synchronization, and strategies for directory tree structure and object placement. Laboratory fee. (2 Lec., 2 Lab.)

**ITNW 2431 Novell Service and Support (4)**

(This is a WECM course number. Former course prefix/number CISC 2497.)

Suggested prerequisite: ITNW 2342 and ITNW 2438 or instructor approval. Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hardware/software. Laboratory fee. (3 Lec., 4 Lab.)

**ITNW 2438 NetWare 5 Advanced Administration (4)**

(This is a WECM course number. Former course prefix/number CISC 2461.)

Suggested prerequisite: ITNW 1321 or ITNW 1343 and ITNW 1420 or instructor approval. Skill development in the configuration and administration of a NetWare 5 network. Topics include upgrading to NetWare 5, upgrading to queue-based printing to Novell Distributed Print Services, optimizing the NetWare server, installing and configuring a FastTrack web server and FTP server on a NetWare server, configuring a NetWare 5 server and workstations for Domain Name Service (DNS) and Dynamic Host Configuration Protocol (DHCP). Laboratory fee. (3 Lec., 4 Lab.)

**ITNW 2441 NetWare: Integrating Windows NT (4)**

(This is a WECM course number. Former course prefix/number CISC 2466.)

Suggested prerequisite: ITNW 1420 and ITNW 2438 or instructor approval. Skill development in integrating Windows NT and NetWare. Topics include administering and managing NT workstations, NT servers, and network-based applications in a mixed NetWare and Windows NT environment. Laboratory fee. (3 Lec., 4 Lab.)

**ITNW 2452 Administering Microsoft SQL Server 7.0 (4)**

(This is a WECM course number. Former course prefix/number CISC 2484.)

Administering Microsoft SQL Server 7.0 is a skills development course in the installation, configuration, administration, and troubleshooting of Microsoft® SQL Server™ client/server database management system version 7.0. Laboratory fee. (3 Lec., 4 Lab.)

**ITNW 2456 Supporting Microsoft Windows NT Server 4.0 - Enterprise Technologies (4)**

(This is a WECM course number. Former course prefix/number CISC 2464 and CISC 2484.)

This course prepares students to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment. Laboratory fee (3 Lec. 4 Lab.)



**ITNW 2458 Microsoft Exchange Server 5.5 Series - Design and Implementation (4)**

(This is a WECM course number. Former course prefix/number CISC 2484.)

An in-depth study of electronic messaging using Microsoft Exchange Server 5.5. Laboratory fee. (3 Lec., 4 Lab.)

**ITSC 1280 Cooperative Education - Computer and Information Sciences, General (2)**

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

**ITSC 1281 Cooperative Education - Computer and Information Sciences, General (2)**

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

**ITSC 1380 Cooperative Education - Computer and Information Sciences, General (3)**

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

**ITSC 1381 Cooperative Education - Computer and Information Sciences, General (3)**

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

**ITSC 1401 Introduction to Computers (4)**

(This is a WECM course number. Former course prefix/number CISC 1470)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. Laboratory fee. (3 Lec., 4 Lab.)

*ITSC 1401 will not meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement.*

**ITSC 1405 Introduction to PC Operating Systems (4)**

(This is a WECM course number. Former course prefix/number CISC 2478)

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. Laboratory fee. (3 Lec., 3 Lab.)

**ITSC 1407 UNIX Operating System I (4)**

(This is a WECM course number. Former course prefix/number CISC 1480.)

A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. Laboratory fee. (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. The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize, and publish web pages and sites. Laboratory fee. (3 Lec., 4 Lab.)

**ITSC 1425 Personal Computer Hardware (4)**

(This is a WECM course number. Former course prefix/number CISC 2480.)

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Laboratory fee. (3 Lec., 3 Lab.)

**ITSC 2435 Application Problem Solving (4)**

(This is a WECM course number. Former course prefix/number CISC 1471.)

Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Utilization of current application software to solve advanced problems and generate customized solutions, involving projects and software specific to a specific curricular area. Topics include problem solving skills, logic structures, and programming. Laboratory fee. (3 Lec., 4 Lab.)

**ITSC 2437 UNIX Operating System II (4)**

(This is a WECM course number. Former course prefix/number CISC 2490.)

Prerequisite: ITSW 1406 or instructor consent. Advanced study of the UNIX operating system. Includes advanced concepts of system management and communication, the installation and maintenance of software, network security, and data integrity issues. Laboratory fee. (3 Lec., 3 Lab.)

**ITSC 2439 Personal Computer Help Desk (4)**

(This is a WECM course number.)

Prerequisite: ITSC 1405 and (ITSW 1401 or ITSW 2431) and (ITSW 1404 or ITSW 1434) and (ITSW 1407 or ITSW 2437) or instructor consent. Diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business. (2 Lec., 4 Lab.)

**ITSE 1191 Special Topics in Computer Programming (1)**

(This is a WECM course number. Former course prefix/number CISC 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

**ITSE 1280 Cooperative Education - Computer Programming (2)**

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

**ITSE 1281 Cooperative Education - Computer Programming (2)**

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

**ITSE 1291 Special Topics in Computer Programming (2)**

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

**ITSE 1380 Cooperative Education - Computer Programming (3)**

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

### **ITSE 1381 Cooperative Education - Computer Programming (3)**

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

### **ITSE 1391 Special Topics in Computer Programming (3)**

(This is a WECM course number. Former course prefix/number CISC 2372.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

### **ITSE 1402 Introduction to Computer Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 1476.)

Introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

### **ITSE 1407 Introduction to C++ Programming (4)**

(This is a WECM course number.)

Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

### **ITSE 1418 Introduction to COBOL Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 1476.)

Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

### **ITSE 1422 Introduction to C Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 2474.)

Introduction to computer programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

### **ITSE 1431 Introduction to Visual BASIC Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 1373.)

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

### **ITSE 1445 Introduction to Oracle SQL and PL/SQL (4)**

(This is a WECM course number.)

An introduction to the design and creation of relational databases. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL) and Procedure Language (PL). Laboratory fee. (3 Lec., 4 Lab.)

### **ITSE 1450 System Analysis and Design (4)**

(This is a WECM course number. Former course prefix/number CISC 2479.)

Prerequisite: Any ITSE programming course or instructor consent. Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Laboratory fee. (3 Lec., 4 Lab.)

### **ITSE 1491 Special Topics in Computer Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 2484.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. Laboratory fee. (3 Lec., 4 Lab.)

### **ITSE 2405 Introduction to Windows Programming (4)**

(This is a WECM course number.)

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. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2409 Introduction to Database Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 1472.)

Application development using database programming techniques emphasizing database structures, modeling, and database access. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2413 Web Authoring (4)**

(This is a WECM course number.)

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2417 JAVA Programming (4)**

(This is a WECM course number.)

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2421 Introduction to Object-Oriented Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 2487.)

Introduction to object-oriented programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2431 Advanced C++ Programming (4)**

(This is a WECM course number.)

Prerequisite: ITSE 1407 or instructor consent. The student will develop correct, well documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2433 Implementing a Database on Microsoft SQL Server 7.0 (4)**

(This is a WECM course number. Former course prefix/number CISC 2484.)

Skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system version 7.0. Laboratory fee. (3 Lec., 4 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. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2447 Advanced Database Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 2472.)

Prerequisite: ITSE 2409 or instructor consent. Application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2449 Advanced Visual BASIC Programming (4)**

(This is a WECM course number.)

Prerequisite: ITSE 1431 or instructor consent. Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2451 Advanced COBOL Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 1477.)

Prerequisite: ITSE 1418 or instructor consent. Further applications of programming techniques using COBOL, including file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2454 Advanced Oracle SQL and PL/SQL (4)**

(This is a WECM course number.)

Prerequisite: ITSE 1445 or instructor consent. A continuation of Oracle SQL and PL/SQL. Topics include hierarchical queries, set based queries, correlated subqueries, scripting, and scripting generation. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2455 Advanced C Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 2486.)

Prerequisite: ITSE 1422 or instructor consent. Further applications of programming techniques using C. Topics include file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2456 Oracle Database Administration I (4)**

(This is a WECM course number.)

Fundamentals of the tasks and functions required of a database administrator. Topics include managing database files; managing table spaces, segments, extents, and blocks; start up and shut down of an Oracle instance and database; managing users, privileges and resources; using National Language and Support (NLS) features; and creation of an operational database. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2457 Advanced Object-Oriented Programming (4)**

(This is a WECM course number.)

Prerequisite: ITSE 2421 or instructor consent. Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, virtual functions, and exception handling. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2458 Oracle Database Administration II (4)**

(This is a WECM course number.)

Prerequisite: ITSE 2456 or instructor consent. A continuation of Oracle Database Administration I. Topics include recovery procedures, logical backups, standby database capabilities, and performance tuning of the Oracle Server. Common performance problems and the use of diagnostic tools to troubleshoot and optimize throughput will be discussed. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2459 Advanced Computer Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 1477.)

Prerequisite: ITSE 1402 or instructor consent. Further applications of programming techniques. Topics include file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

**ITSW 1192 Special Topics in Management Information Systems and Business Data Processing, General (1)**

(This is a WECM course number. Former course prefix/number CISC 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

**ITSW 1280 Cooperative Education-Data Processing Technology/Technician (2)**

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

**ITSW 1281 Cooperative Education - Data Processing Technology/Technician (2)**

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

**ITSW 1380 Cooperative Education - Data Processing Technology/Technician (3)**

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

**ITSW 1381 Cooperative Education - Data Processing Technology/Technician (3)**

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

**ITSW 1401 Introduction to Word Processing (4)**

(This is a WECM course number. Former course prefix/number CISC 1474.)

An overview of the production of documents, tables, and graphics. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, and spelling checkers. Laboratory fee. (3 Lec., 4 Lab.)

#### **ITSW 1404 Introduction to Spreadsheets (4)**

(This is a WECM course number. Former course prefix/number CISC 2476.)

Instruction in the concepts, procedures, and importance of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and introduction to macro programming. Laboratory fee. (3 Lec., 4 Lab.)

#### **ITSW 1407 Introduction to Database (4)**

(This is a WECM course number. Former course prefix/number CISC 2481.)

Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. Laboratory fee. (3 Lec., 4 Lab.)

#### **ITSW 1410 Presentation Media Software (4)**

(This is a WECM course number. Former course prefix/number CISC 2376.)

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Topics include product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials. Laboratory fee. (3 Lec., 4 Lab.)

#### **ITSW 2431 Advanced Word Processing (4)**

(This is a WECM course number. Former course prefix/number OFCT 2372.)

Prerequisite: ITSW 1401 or instructor consent. Continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents. Laboratory fee. (3 Lec., 4 Lab.)

#### **ITSW 2434 Advanced Spreadsheets (4)**

(This is a WECM course number.)

Prerequisite: ITSW 1404 or instructor consent. Designed to provide an understanding of advanced functionality of electronic spreadsheets. Topics include mathematical and financial functions, advanced formatting, graphics and macros. Laboratory fee. (3 Lec., 4 Lab.)

#### **ITSW 2437 Advanced Database (4)**

(This is a WECM course number.)

Prerequisite: ITSW 1407 or instructor consent. Designed to provide an understanding of advanced functionality of databases. Topics include advanced data manipulation features, importing and exporting data, and advanced macros and programming. Laboratory fee. (3 Lec., 4 Lab.)

## **COMPUTER SCIENCE**

*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 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. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 1101015127)

#### **COSC 1315 Computer Science I (3)**

(This is a common course number. Former course prefix/number CS 113)

This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course will focus on problem-solving using modular design techniques implemented with a structured programming language. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

#### **COSC 1401 Microcomputer Concepts and Applications (4)**

(This is a common course number.)

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware and software, applications and systems development, networking and the use of contemporary software. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1101015227)

#### **COSC 2315 Computer Science II (3)**

(This is a common course number.)

Prerequisites: Computer Science 1315 and Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1315 and is designed to meet the requirements for a degree in computer science or related field. Topics covered include structured problem-solving, elementary and advanced data structures, the use of pointer variables and references, and an introduction to object-oriented programming. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015327)

# CRIMINAL JUSTICE

## **CRIJ 1301 Introduction To Criminal Justice (3)**

(This is a common course number. Former course prefix/number CJ 140.)

This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process and corrections. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045142)

## **CRIJ 1306 Court Systems and Practices (3)**

(This is a common course number. Former course prefix/number CJ 132.)

The judiciary in the criminal justice system is explained. The structure of the American court system is defined. Prosecutorial right to counsel is explained. Other areas covered are pretrial release, grand juries, adjudication process and types and rules of evidence, and sentencing. (3 Lec.)

(Coordinating Board Academic Approval Number 2201015442)

## **CRIJ 1307 Crime In America (3)**

(This is a common course number. Former course prefix/number CJ 139.)

American crime problems are studied in the historical perspective. Social and public policy factors affecting crime are discussed. The impact of crime and crime trends are shown along with the social characteristics of specific crimes. The prevention of crime is emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 4504015242)

## **CRIJ 1310 Fundamentals Of Criminal Law (3)**

(This is a common course number. Former course prefix/number CJ 130.)

A study of the nature of criminal law is presented. The philosophical and historical development of criminal law is covered. Major definitions and concepts are given. The classification of crime is covered. The elements of crimes and penalties are discussed using Texas statutes as illustrations. Criminal responsibility is defined. (3 Lec.)

(Coordinating Board Academic Approval Number 2201015342)

## **CRIJ 1313 Juvenile Justice System (3)**

(This is a WECM course number. Former course prefix/number CRIJ 2322.)

A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045242)

## **CRIJ 2301 Community Resources In Corrections (3)**

(This is a WECM course number. Former course prefix/number CJ 251.)

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 4301045342)

## **CRIJ 2313 Correctional Systems And Practices (3)**

(This is a WECM course number. Former course prefix/number CJ 250.)

A study of the role of corrections in the criminal justice system. Topics include organization and theory of correctional systems, institutional operations, management, alternatives to institutionalization, treatments and rehabilitation, and current and future issues. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045442)

## **CRIJ 2314 Criminal Investigation (3)**

(This is a WECM course number. Former course prefix/number CJ 240.)

Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045542)

## **CRIJ 2323 Legal Aspects of Law Enforcement (3)**

(This is a WECM course number. Former course prefix/number CJ 247.)

This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045642)

## **CRIJ 2328 Police System And Practices (3)**

(This is a WECM course number. Former course prefix/number CJ 248.)

Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045742)

## **CJLE 2420 Texas Peace Officer Procedures (4)**

(This is a WECM course number. Former course prefix/number CRIJ 2333.)

Prerequisite: None. This course is a study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. Laboratory fee. (3 Lec., 4 Lab.)

**CJLE 2421 Texas Peace Officer Law (4)**

(This is a WECM course number. Former course prefix/number CRIJ 2334.)

Prerequisite: None. This course is a study of laws that are directly related to police field work. Topics include traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code, and civil liability. Laboratory fee. (3 Lec., 4 Lab.)

**CJLE 2522 Texas Peace Officer Skills (5)**

(This is a WECM course number. Former course prefix/number CRIJ 2335.)

Prerequisite: None. This course includes the demonstration and practice of the skills expected of a police officer. Topics include patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. Laboratory fee. (4 Lec., 4 Lab.)

**CJSA 1382 Cooperative Education - Criminal Justice Studies (3)**

(This is a WECM course number. Former course prefix/number CRIJ 7371.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

**CJSA 1482 Cooperative Education - Criminal Justice Studies (4)**

(This is a WECM course number. Former course prefix/number CRIJ 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec. 20 Ext.)

**CJSA 2382 Cooperative Education - Criminal Justice Studies (3)**

(This is a WECM course number. Former course prefix/number CRIJ 7372.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

**CJSA 2482 Cooperative Education - Criminal Justice Studies (4)**

(This is a WECM course number. Former course prefix/number CRIJ 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**FIRT 1303 Fire And Arson Investigation I (3)**

(This is a WECM course number.)

In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination. (3 Lec.)

## CULTURAL STUDIES

**CUST 2370 Cultural Studies (3)**

(This is a common course number.)

Prerequisite: ENGL 1302. This interdisciplinary and cross-cultural course studies human thought and relationships by considering a significant theme. Themes may vary each semester. The course promotes ethical and critical reasoning. (3 Lec.)

(Coordinating Board Academic Approval Number 2401037235. This is a unique need course.)

## DANCE

**DANC 1101 Composition I (1)**

(This is a common course number. Former course prefix/number DAN 234)

Prerequisite: Demonstrated competence approved by the instructor. Development of basic principles and theories involved in composition are studied. Emphasis is placed on movement principles, group and structural forms. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015530)

**DANC 1247 Jazz I (2)**

(This is a common course number. Former course prefix/number DAN 155)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (1 Lec., 2 Lab)

(Coordinating Board Academic Approval Number 5003015230)



**DANC 1248 Jazz II (2)**

(This is a common course number. Former course prefix/number DAN 156)

Prerequisite: Dance 1247 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2247 Jazz III (2)**

(This is a common course number. Former course prefix/number DAN 255)

Prerequisite: Dance 1248. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

## **DEVELOPMENTAL COLLEGE LEARNING SKILLS**

**DCLS 0100 College Learning Skills (1)**

(Former course prefix/number CLS 100)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. This course should not be used for TASP remediation. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015235)

## **DEVELOPMENTAL COMMUNICATIONS**

**DCOM 0095 Communication Skills (3)**

(Former course prefix/number DC 095)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. This course should not be used for TASP remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085135)

**DCOM 0120 Communication Skills (3)**

(Former course prefix/number DC 120)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. This course should not be used for TASP remediation. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201085135)

## **DEVELOPMENTAL LEARNING**

**DLEA 0094 Learning Skills Improvement (1)**

(Former course prefix/number DL 094)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. This course should not be used for TASP remediation. (2 Lab.)

(Coordinating Board Academic Approval Number 3201015235)

## **DEVELOPMENTAL MATHEMATICS**

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1324, 1332, 1333, 1335, 2342 and 1414. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for TECM 1341.

**DMAT 0060 Basic Mathematics I (1)**

(Former course prefix/number DM 060)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0096 Essential Math (3)**

(Former course prefix/number DM 096)

This course is designed primarily for students who need to review basic mathematical processes. Students will develop an understanding of fundamental operations using fractions, decimals, and percentages to strengthen basic skills in mathematics. This is a first course in a developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0097 Algebra Fundamentals I (3)**

(Former course prefix/number DM 097)

Prerequisite: Developmental Mathematics 0096 or 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations and simple exponents. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0098 Algebra Fundamentals II (3)**

(Former course prefix/number DM 098)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091. This course is a course in introductory algebra which includes rational expressions, inequalities and quadratic equations. Also included are properties of real numbers, the straight line, absolute value equations and advanced factoring. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0099 Algebra Fundamentals III (3)**

(Former course prefix/number DM 099)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0098. This is a course in intermediate algebra which further develops rational expressions, roots, exponents and radicals. Also covered are quadratic inequalities, relations functions and graphs and system of non-linear equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045237)

**DMAT 0300 Review of Algebraic and Geometric Concepts (3)**

Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Topics include test-taking strategies and practice as well as TASP related mathematical concepts. This course cannot be used as a prerequisite for any college-level mathematics course. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DEVELOPMENTAL READING**

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

**DREA 0090 Developmental Reading (3)**

(Former course prefix/number DR 090)

This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

**DREA 0091 Developmental Reading (3)**

(Former course prefix DR 091)

This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

**DREA 0093 Developmental Reading (3)**

(Former course prefix DR 093)

This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

**DREA 0100 College Learning Skills in Reading (1)**

This course offers further development of reading comprehension, vocabulary, and study skills for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. This course may be repeated for a maximum of three credits. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

**DREA 0200 Learning Skills Improvement in Reading (1)**

This course offers further development of reading comprehension and vocabulary for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. Emphasis is on the development of learning skills according to individual needs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 3201085235)

**DREA 0300 Communication Skills in Reading (3)**

This course offers basic reading skill training through the use of whole language development. This course is designed for students whose assessment scores indicate special needs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

**DREA 0400 Communication Skills in Reading (3)**

This course is for students with significant reading problems. It is organized around reading skill development. Emphasis is on individual needs and personalized programs. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085235)

**DEVELOPMENTAL WRITING**

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

**DWRI 0090 Developmental Writing (3)**

(Former course prefix/number DW 090)

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

**DWRI 0091 Developmental Writing (3)**

(Former course prefix/number DW 091)

This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

**DWRI 0093 Developmental Writing (3)**

(Former course prefix/number DW 093)

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

**DWRI 0100 Developmental Writing (1)**

This course focuses on instruction to prepare students to meet TASP requirements. This course is also for students who wish to extend their writing skills for academic or career programs. Individualized study and practice are provided. This course may be repeated for a maximum of three credits. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

**DWRI 0200 Developmental Writing (1)**

This course focuses upon writing skills improvement. Writing skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 3201085335)

**DWRI 0300 Developmental Writing (3)**

This course focuses upon strengthening writing skills. Topics include grammar, paragraph structure, and effective communication strategies. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

**DWRI 0400 Developmental Writing (3)**

This course is for students with significant writing problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of the semester) upon the referral of an instructor. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201085335)

**DIGITAL IMAGING TECHNOLOGY**

(Formerly Graphics Communications)

**GRPH 1305 Introduction to Graphic Arts and Printing (3)**

(This is a WECM course number. Former course prefix/number GRAP 1370.)

An introduction to various phases of the graphic arts industry, including the history of printing, techniques involved in the production and distribution of printed materials, the kinds of printing industries and printing terminology. An introduction to printing equipment and relationship of each piece of equipment to the total plant operation and shop safety, including job planning and career data. (2 Lec., 4 Lab.)

**GRPH 1309 Press Operations I (3)**

(This is a WECM course number. Former course prefix/number GRAP 1374.)

An introduction to offset printing including knowledge and skills to operate a small offset press to print single color jobs. Emphasis on parts of the press and operation procedures, printing terminology, paper types and ink types and their uses, make ready and cleanup. Laboratory fee. (2 Lec., 4 Lab.)

**GRPH 1322 Electronic Publishing I (3)**

(This is a WECM course number. Former course prefix/number GRAP 1378.)

An introduction to computer layout and design using major components of electronic publishing including text, graphics, and page layout and design using a computer. Introduction to the basic concepts and terminology associated with typography and page layout. Laboratory fee. (2 Lec., 4 Lab.)

**GRPH 1325 Digital Imaging I (3)**

(This is a WECM course number. Former course prefix/number GRAP 1379.)

An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. (2 Lec., 4 Lab.)

**GRPH 1354 Electronic Publishing II (3)**

(This is a WECM course number. Former course prefix/number GRAP 2377.)

Emphasis on design principles for the creation of advertising and publishing materials such as letterheads, business cards, ads, fliers, brochures, and manuals. Master of design principles regarding typography, effective use of color, special graphic effects, informational graphics and output considerations. Emphasis on techniques for planning and documenting projects and on efficient project design techniques. Laboratory fee. (2 Lec., 4 Lab.)

**GRPH 1357 Digital Imaging II (3)**

(This is a WECM course number. Former course prefix/number GRAP 2379.)

Prerequisite: GRPH 1325. An in-depth investigation to digital imaging on the computer using editing and/or image creation software. Manipulation, creation and editing of digital images. Topics include: image capture, high-end workstations, image bit-depth, interaction with service bureaus and printing industries. (2 Lec., 4 Lab.)

**GRPH 1359 Object Oriented Computer Graphics (3)**

(This is a WECM course number. Former course prefix/number GRAP 2378.)

Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles, and use the capabilities specific to vector (object oriented) drawing software to manipulate text and graphics with emphasis on the use of bezier curves. Acquisition of images via scanning and the creative use of clip art is included. Laboratory fee. (2 Lec., 4 Lab.)

**GRPH 1391 Special Topics in Graphic and Printing Equipment Operator (3)**

(This is a WECM course number. Former course prefix/number GRAP 2371.)

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. Laboratory fee. (2 Lec., 4 Lab.)

**GRPH 1395 Special Topics in Computer Typographer and Composition Equipment Operator (3)**

(This is a WECM course number. Former course prefix/number GRAP 1375.)

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. Laboratory fee. (2 Lec., 4 Lab.)

**GRPH 1396 Special Topics in Desktop Publishing Equipment Operator (3)**

(This is a WECM course number. Former course prefix/number GRAP 1372.)

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. Laboratory fee. (2 Lec., 4 Lab.)

**GRPH 2336 Prepress Techniques (3)**

(This is a WECM course number. Former course prefix/number GRAP 2380)

Hands-on experience in both electronic file imaging and traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. Laboratory fee. (2 Lec., 4 Lab.)

**GRPH 2341 Electronic Publishing III (3)**

(This is a WECM course number. Former course prefix/number GRAP 2375.)

Advanced concepts in electronic publishing using an industry standard page layout software package. In-depth color separations, trapping and advanced techniques for controlling type and graphics. Overview of color schemes, software additions (plug-ins, filters, utilities), and preparation of files for printing. Laboratory fee. (2 Lec., 4 Lab.)

**GRPH 2381 Cooperative Education-Graphic and Printing Equipment Operator (3)**

(This is a WECM course number. Former course prefix/number GRAP 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

### **GRPH 2382 Cooperative Education Graphic and Printing Equipment Operator (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. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

### **IMED 2311 Portfolio Development (3)**

(This is a WECM course number.)

Emphasis on preparation and enhancement of portfolio to meet professional standards, professional organizations, presentation skills, and job seeking techniques. (2 Lec., 4 Lab.)

### **PHTC 1349 Photo Digital Imaging I (3)**

(This is a WECM course number.)

Instruction in the computer as an electronic darkroom. Topics include: color and gray scale, scale images, and image conversion and presentation. (2 Lec., 4 Lab.)

### **PHTC 2349 Photo Digital Imaging II (3)**

(This is a WECM course number.)

Prerequisite: PHTC 1349. Continued skill development in the use of the computer for retouching, copying, photographic restoration, color correction, data importation, composite imaging, and background dropout and replacement. (2 Lec., 4 Lab.)

## **DRAMA**

(Formerly Theatre)

### **DRAM 1120 Rehearsal And Performance I (1)**

(This is a common course number. Former course prefix/number THE 114)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

### **DRAM 1121 Demonstration Lab (1)**

(Former course prefix/number THE 199/DRAM 1170)

Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

### **DRAM 1221 Rehearsal And Performance II (2)**

(This is a common course number. Former course prefix/number THE 210)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

### **DRAM 1310 Introduction To The Theatre (3)**

(This is a common course number. Former course prefix/number THE 101)

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(Coordinating Board Academic Approval Number 5005015130)

### **DRAM 1323 Theatre Workshop (3)**

(This is a common course number. Former course prefix/number THE 236)

A course in theatre with emphasis on performance techniques in musical and/or repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

### **DRAM 1330 Stagecraft I (3)**

(This is a common course number. Former course prefix/number THE 103)

The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

### **DRAM 1341 Make-Up For The Stage (3)**

(This is a common course number. Former course prefix/number THE 105)

The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)

(Coordinating Board Academic Approval Number 5005025230)

### **DRAM 1351 Acting I (3)**

(This is a common course number. Former course prefix/number THE 106)

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

### **DRAM 1352 Acting II (3)**

(This is a common course number. Former course prefix/number THE 107)

Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**DRAM 2331 Stagecraft II (3)**

(This is a common course number. Former course prefix/number THE 104)

Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

**DRAM 2336 Voice And Articulation (3)**

(This is a common course number. Former course prefix/number THE 109)

Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

**DRAM 2351 Scene Study I (3)**

(This is a common course number. Common Course Number THE 205)

Prerequisites: Drama 1351 and 1352. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**DRAM 2352 Scene Study II (3)**

(This is a common course number. Former course prefix/number THE 207)

Prerequisite: Drama 2351. This course is a continuation of Drama 2351. Emphasis is on individual needs of the student and the various styles of production. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**DRAM 2361 History Of Theatre I (3)**

(This is a common course number. Former course prefix/number THE 110)

Drama is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(Coordinating Board Academic Approval Number 5005055130)

**DRAM 2362 History Of Theatre II (3)**

(This is a common course number. Former course prefix/number THE 111)

Drama is surveyed from the 17th century through the 20th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(Coordinating Board Academic Approval Number 5005055130)

**DRAM 2374 Lighting Design (3)**

(Former course prefix/number THE 209)

The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number is to be assigned. Unique need approval pending.)

**EARTH SCIENCE**

(See Geology)

**ECOLOGY**

NOTE: This course will carry a Dallas County Community College prefix of "ECOL"; however, it may also be identified by a common course number for transfer evaluation purposes. Both are listed in the course description.

**ECOL 1305 People And Their Environment (3)**

(Former course prefix/number EGY 291. The common course number is GEOL 1305.)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (3 Lec.)

(Coordinating Board Academic Approval Number 0301025339)

**ECONOMICS****ECON 2301 Principles Of Economics I (3)**

(This is a common course number. Former course prefix/number ECO 201)

Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

**ECON 2302 Principles Of Economics II (3)**

(This is a common course number. Former course prefix/number ECO 202)

Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

## **ELECTRONIC COMMERCE**

### **BMGT 1303 Principles Of Management (3)**

(This is a WECM course number. Former course prefix/number MGMT 1370.)

Prerequisite: None. Concepts, terminology, principles, theory, and issues that are the substance of the practice of management. (3 Lec.)

### **BUSG 2309 Small Business Management (3)**

(This is a WECM course number. Former course prefix/number MGMT 1372.)

Prerequisite: None. A study of the financial structure of a small business. Topics address business finance, including where the funds come from and what they are used for; budgeting including planning and preparing, record keeping, taxation, insurance, and banking. (3 Lec.)

### **HRPO 2307 Organizational Behavior (3)**

(This is a WECM course number. Former course prefix/number MGMT 2373.)

Prerequisite: None. 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.)

### **IMED 2349 Internet Communications (3)**

(This is a WECM course number. Former course prefix/number MULT 2372.)

Prerequisite: IMED 2315. Advanced seminar in web server design and maintenance. Topics include scripting, web site planning, testing, security, production, and marketing. Topics include developments in the field of Internet communications. Laboratory fee. (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.)

### **IMED 2415 Web Page Design II (4)**

(This is a WECM course number.)

A study of hypertext mark-up language (HTML) and interesting layout techniques for creating engaging well designed web pages. Emphasis on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues. (3 Lec., 3 Lab.)

### **ITNW 1321 Introduction to Networking (3)**

(This is a WECM course number. Former course prefix/number CISC 1372.)

Prerequisite: None. Introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the Internet and networking hardware and software, including current developments in networking. Laboratory fee. (2 Lec., 2 Lab.)

### **ITSC 1401 Introduction to Computers (4)**

(This is a WECM course number. Former course prefix/number CISC 1470.)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. Laboratory fee. (3 Lec., 4 Lab.)

### **ITSC 1413 Internet/Web Page Development (4)**

(This is a WECM course number.)

The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize, and publish web pages and sites. Laboratory fee. (3 Lec., 4 Lab.)

### **ITSC 2435 Application Problem Solving (4)**

(This is a WECM course number. Former course prefix/number CISC 1471.)

Prerequisite: None. Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Utilization of current application software to solve advanced problems and generate customized solutions, involving projects and software specific to a specific curricular area. Topics include problem solving skills, logic structures, and programming. Laboratory fee. (3 Lec., 4 Lab.)

### **ITSE 1407 Introduction to C++ Programming (4)**

(This is a WECM course number.)

Prerequisite: None. Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 1431 Introduction to Visual BASIC****Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 1373.)

Prerequisite: None. Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2409 Introduction to Database****Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 1472.)

Prerequisite: None. Application development using database programming techniques emphasizing database structures, modeling, and database access. Laboratory fee. (3 Lec., 4 Lab.)

**ITSE 2417 JAVA Programming (4)**

(This is a WECM course number.)

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Laboratory fee. (3 Lec., 4 Lab.)

**ITSW 1407 Introduction to Database (4)**

(This is a WECM course number. Former course prefix/number CISC 2481.)

Prerequisite: None. Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. Laboratory fee. (3 Lec., 4 Lab.)

**MRKG 1311 Principles Of Marketing (3)**

(This is a WECM course number. Former course prefix/number MRKT 2370.)

Suggested Prerequisite: None. 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 - Business****Marketing And Marketing Management (3)**

(This is a WECM course number. Former course prefix/number MRKT 7371.)

Suggested Prerequisite: Completion of two courses in Business Marketing or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

**ELECTRONIC  
TELECOMMUNICATIONS****CETT 1441 Solid State Circuits (4)**

(This is a WECM course number. Former course prefix/number ELET 2486.)

Suggested prerequisite: CETT 1429. A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Topics will include JFETs, MOSFETs, oscillators, thyristors, power supply systems, voltage regulators, multistage amplifiers and power amplifiers. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 1445 Microprocessor (4)**

(This is a WECM course number. Former course prefix/number ELET 2491.)

Suggested prerequisite: CETT 1425. An introductory course in microprocessor software and hardware; its architecture, timing sequence, operation, and programming; and discussion of appropriate software diagnostic language and tools. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 2435 Advanced Microprocessors (4)**

(This is a WECM course number. Former course prefix/number ELET 2492.)

Suggested prerequisite: CETT 1445. An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. Laboratory fee. (3 Lec., 3 Lab.)



**CETT 2449 Research And Project Design (4)**

(This is a WECM course number. Former course prefix/number ELET 2370.)

Suggested prerequisite: CETT 1429. Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. The student will build a project using the principles of the electrical/electronic design process; write an operations procedure of an electrical/electronic project; and demonstrate the operation of function of an electrical/electronic project. Laboratory fee. (2 Lec., 4 Lab.)

**EECT 1104 Electronic Soldering (1)**

(This is a WECM course number. Former course prefix/number ELET 1171.)

The theory of tools and equipment for electronic soldering techniques. The student will select and use appropriate soldering tools and equipment, demonstrate proper soldering techniques, and practice safety procedures. Emphasis will be primarily on terminal and printed circuit board through-hole soldering. Laboratory fee. (2 Lab.)

**EECT 1204 Electronic Soldering (2)**

(This is a WECM course number.)

The theory of tools and equipment for electronic soldering techniques. The student will select and use appropriate soldering tools and equipment, demonstrate proper soldering techniques, and practice safety procedures. Emphasis will be on surface-mount soldering techniques. Laboratory fee. (1 Lec., 2 Lab.)

**EECT 1300 Technical Customer Service (3)**

(This is a WECM course number.)

General principles of customer service within a technical environment. Topics include internal/external customer relationships, time-management, best practices, and verbal and non-verbal communications skills. (3 Lec.)

**EECT 1346 Telecommunications Trafficking Engineering (3)**

(This is a WECM course number.)

Suggested prerequisite: EECT 1401. A study of telecommunications traffic management including blocking avoidance schemes, data collection and analysis and reporting techniques. (3 Lec.)

**EECT 1401 Introduction To Telecommunications (4)**

(This is a WECM course number. Former course prefix/number ETEL 1170.)

An overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations and industry standards and protocols. Laboratory fee. (3 Lec., 3 Lab.)

**EECT 1442 Telecommunications Outside Plant (4)**

(This is a WECM course number.)

Suggested prerequisite: EECT 1401. A study of outside plant facilities with emphasis on cabling layout design, splicing, bonding, grounding and facility protection systems. Safety practices and procedures are included. Laboratory fee. (3 Lec., 3 Lab.)

**EECT 1444 Telecommunications Broadband Systems (4)**

(This is a WECM course number.)

Suggested prerequisite: EECT 1401. A survey of telecommunications broadband transmissions systems including protocols, testing, applications and safety practices. Laboratory fee. (3 Lec., 3 Lab.)

**EECT 2381 Cooperative Education - Electrical, Electronic And Communications Engineering Technology/Technician (3)**

(This is a WECM course number. Former course prefix/number ELET 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Laboratory fee. (1 Lec., 20 Ext.)

**EECT 2430 Telecommunications Switching (4)**

(This is a WECM course number. Former course prefix/number ETEL 2472.)

Suggested prerequisite: EECT 1401. The operation of telecommunications switching equipment and related software. Topics include installation, testing, maintenance, and troubleshooting. Laboratory fee. (3 Lec., 3 Lab.)

**EECT 2432 Telecommunications Signaling (4)**

(This is a WECM course number. Former course prefix/number ETEL 2475.)

Suggested prerequisite: EECT 1401. The study of signaling schemes in telecommunications. Topics include circuits and systems necessary to implement signaling protocols, conversions and formats. Also included is the study of the history of signaling schemes. Laboratory fee. (3 Lec., 3 Lab.)

**EECT 2433 Telephone Systems (4)**

(This is a WECM course number.)

A study of installation and maintenance systems including telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and digital transmission techniques. Laboratory fee. (3 Lec., 3 Lab.)

**EECT 2435 Telecommunications (4)**

(This is a WECM course number. Former course prefix/number ETEL 2474.)

Suggested prerequisite: CETT 2439. A study of modern telecommunications systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction in installation, testing, and maintenance of communications systems components. Laboratory fee. (3 Lec., 3 Lab.)

**EECT 2437 Wireless Telephony Systems (4)**

(This is a WECM course number. Former course prefix/number ETEL 2478.)

Suggested prerequisite: EECT 1401. Principles of wireless/cellular telephony systems to include call processing, hand-off, site analysis, antenna radiation patterns, commonly used test/maintenance equipment and access protocol. Laboratory fee. (3 Lec., 3 Lab.)

**EECT 2440 Telecommunications Central Office Equipment (4)**

(This is a WECM course number. Former course prefix/number ETEL 2476.)

Suggested prerequisite: EECT 1401. An examination of the theory, operation and maintenance of central office telecommunications equipment. This course is designed to make the student familiar with the installation of telecommunications switching equipment, interpretation of technical documents, and standard practices and procedures including safety procedures. Laboratory fee. (3 Lec., 3 Lab.)

**LOTT 1401 Introduction To Fiber Optics (4)**

(This is a WECM course number. Former course prefix/number ETEL 2477.)

An introductory course in fiber optics and its application including advantages of fiber, light transmission in fiber, types of fiber, sources, detectors, and connectors. Laboratory fee. (3 Lec., 3 Lab.)

**ELECTRONICS/COMPUTER TECHNOLOGY****CETT 1403 DC Circuits (4)**

(This is a WECM course number. Former course prefix/number ELET 1470.)

DC Circuits is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 1405 AC Circuits (4)**

(This is a WECM course number. Former course prefix/number ELET 1471.)

Suggested prerequisite: CETT 1403. AC Circuits is a study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 1425 Digital Fundamentals (4)**

(This is a WECM course number. Former course prefix/number ELET 1473, ENGT 2471, or SEMI 1470.)

An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 1429 Solid State Devices (4)**

(This is a WECM course number. Former course prefix/number ELET 1472.)

Suggested prerequisite: CETT 1403 and credit or concurrent enrollment in CETT 1405. Solid State Devices is a study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, bias techniques, and thermal considerations of solid state devices. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 1441 Solid State Circuits (4)**

(This is a WECM course number. Former course prefix/number ELET 2486.)

Suggested prerequisite: CETT 1429. A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Topics will include JFETs, MOSFETs, oscillators, thyristors, power supply systems, voltage regulators, multistage amplifiers and power amplifiers. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 1445 Microprocessor (4)**

(This is a WECM course number. Former course prefix/number ELET 2491.)

Suggested prerequisite: CETT 1425. An introductory course in microprocessor software and hardware; its architecture, timing sequence, operation, and programming; and discussion of appropriate software diagnostic language and tools. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 1449 Digital Systems (4)**

(This is a WECM course number. Former course prefix/number ELET 2477 and ELET 2488.)

Suggested prerequisite: CETT 1429. Digital Systems is a course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital circuits, digital-to-analog circuits, and large-scale integrated circuits. The student will evaluate the operation of digital systems while operating in correct and fault mode using various test instruments; describe the difference between a digital system and an analog system; and draw a simple block diagram of a digital computer system. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 1457 Linear Integrated Circuits (4)**

(This is a WECM course number. Former course prefix/number ELET 2480, ENGT 2470, or SEMI 2470.)

Suggested Prerequisite: CETT 1429. A study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 2433 Digital Computer Circuits (4)**

(This is a WECM course number. Former course prefix/number ELET 2479 and ELET 2490.)

Suggested prerequisite: CETT 1429. Digital computer circuits is a study of the three major component systems of a digital computer including arithmetic logic operations, RAM and ROM memory systems, and control systems. The student will explain the operation of the three basic sections of any computer system. The student will construct and troubleshoot computer circuits including arithmetic logic units, memory systems, and control systems; describe the function of the BIOS (Basic Input Output System) in a computer system; and how a computer knows what to address when first cold booted. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 2435 Advanced Microprocessors (4)**

(This is a WECM course number. Former course prefix/number ELET 2492.)

Suggested prerequisite: CETT 1445. An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. Laboratory fee. (3 Lec., 3 Lab.)

**CETT 2449 Research And Project Design (4)**

(This is a WECM course number. Former course prefix/number ELET 2370 and ELET 2373.)

Suggested prerequisite: CETT 1429. Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. The student will build a project using the principles of the electrical/electronic design process; write an operations procedure of an electrical/electronic project; and demonstrate the operation of function of an electrical/electronic project. Laboratory fee. (2 Lec., 4 Lab.)

**EECT 1104 Electronic Soldering (1)**

(This is a WECM course number. Former course prefix/number ELET 1171.)

The theory of tools and equipment for electronic soldering techniques. The student will select and use appropriate soldering tools and equipment, demonstrate proper soldering techniques, and practice safety procedures. Emphasis will be primarily on terminal and printed circuit board through-hole soldering. Laboratory fee. (2 Lab.)

**EECT 1204 Electronic Soldering (2)**

(This is a WECM course number.)

The theory of tools and equipment for electronic soldering techniques. The student will select and use appropriate soldering tools and equipment, demonstrate proper soldering techniques, and practice safety procedures. Emphasis will be on surface-mount soldering techniques. Laboratory fee. (1 Lec., 2 Lab.)

**EECT 2380 Cooperative Education - Electrical, Electronic And Communications Engineering Technology/Technician (3)**

(This is a WECM course number. Former course prefix/number ELET 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**EECT 2381 Cooperative Education - Electrical, Electronic And Communications Engineering Technology/Technician (3)**

(This is a WECM course number. Former course prefix/number ELET 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Laboratory fee.

(1 Lec., 20 Ext.)

**INTC 1307 Electronic Test Equipment (3)**

(This is a WECM course number. Former course prefix/number ELET 1370 or ENGT 1472.)

Suggested Prerequisite: Credit or concurrent enrollment in CETT 1405. A study of the theory and application of analog and digital meters, oscilloscopes, frequency generation, frequency measurements, and special measuring instruments. Emphasis on accuracy and limitations of instruments and calibration techniques. Laboratory fee. (2 Lec., 3 Lab.)

**SMFT 1343 Semiconductor Manufacturing Technology I (3)**

(This is a WECM course number. Former course prefix/number ELET 2374 or SEMI 1370.)

A study of the processes, materials, and equipment used in the manufacturing of semiconductors, including an overview of the semiconductor industry, related terminology, and standard safety practice. Laboratory fee. (2 Lec., 2 Lab.)

**SMFT 2343 Semiconductor Manufacturing II (3)**

(This is a WECM course number. Former course prefix/number ELET 2375 or SEMI 2370.)

Suggested Prerequisites: SMFT 1343 and CETT 1429. The continuation of Semiconductor Manufacturing I covering the processes, materials, and equipment used in the manufacturing of semiconductors. Topics address process-yield analysis and process troubleshooting. Laboratory fee. (2 Lec., 2 Lab.)

## ENGINEERING

**ENGR 1201 Engineering Analysis (2)**

(This is a common course number. Former course prefix/number EGR 101)

Prerequisite: Two years of high school algebra or Developmental Mathematics 0093 or demonstrated competence approved by the instructor. A mathematical scheme of analysis appropriate in engineering design is presented. Topics include natural quantities, vectors, Newton's laws, work, energy, first law of thermodynamics, information, dimensional analysis, physical modeling, compatibility, continuity, and interpretation of analytic results. Computer programming is taught and used in processing information for analysis. (2 Lec.)

(Coordinating Board Academic Approval Number 1401015129)

**ENGR 2301 Engineering Mechanics I (3)**

(This is a common course number. Former course prefix/number EGR 107)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is a study of the statics of particles and rigid bodies with vector mathematics in three dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual work, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015229)

**ENGR 2302 Engineering Mechanics II (3)**

(This is a common course number. Former course prefix/number EGR 201)

Prerequisites: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015329)

## ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Assistance Center (LAC).

**ENGL 1111 Creative Writing (1)**

(This is a common course number. Former course prefix/number ENG 111)

This course is an imaginative writing workshop. It may include fiction, non-fiction, poetry, or drama. (1 Lec.)

(Coordinating Board Academic Approval Number 2305015135)

**ENGL 1301 Composition I (3)**

(This is a common course number. Former course prefix/number ENG 101)

Prerequisite: Developmental Reading 0093 and Developmental Writing 0093 or meet TASP/Alternative Assessment Standard in Reading and Writing. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

**ENGL 1302 Composition II (3)**

(This is a common course number. Former course prefix/number ENG 102)

Prerequisite: English 1301 and TASP/Alternative Assessment Standard in Reading and Writing must be met. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

**ENGL 2307 Creative Writing (3)**

(This is a common course number. Former course prefix/number ENG 209)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The writing of fiction, creative non-fiction, poetry or drama is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

(Coordinating Board Academic Approval Number 2306015135)

**ENGL 2308 Creative Writing (3)**

(This is a common course number. Former course prefix/number ENG 211)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. Advanced experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama. (3 Lec.)

(Coordinating Board Academic Approval Number 2306015135)

**ENGL 2311 Technical Writing (3)**

(This is a common course number. Former course prefix/number ENG 210)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

(Coordinating Board Academic Approval Number 2311015135)

**English In The Sophomore Year**

English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 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 2321 British Literature (3)**

(This is a common course number. Former course prefix/number ENG 212)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in British Literature organized by movements, schools, periods, or themes. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

**ENGL 2322 British Literature (3)**

(This is a common course number. Former course prefix/number ENG 201)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from their beginnings through the 18<sup>th</sup> century. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

**ENGL 2323 British Literature (3)**

(This is a common course number. Former course prefix/number ENG 202)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from the 19<sup>th</sup> century to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

**ENGL 2326 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 213)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in American Literature organized by movements, schools, periods, or themes. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

**ENGL 2327 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 206)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from their beginnings to the 19<sup>th</sup> century. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

**ENGL 2328 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 206)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from the 19<sup>th</sup> century to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

**ENGL 2331 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 214)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in World Literature organized by movements, schools, periods, or themes. Course descriptions are available each semester prior to registration. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

**ENGL 2332 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 203)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the ancient world to approximately 1600 C.E. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

**ENGL 2333 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 204)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from approximately 1600 C.E. to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

**ENGL 2342 Forms of Literature (3)**

(Former course prefix/number ENG 216/ENGL 2370)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015112)

**ENGL 2343 Forms of Literature (3)**

(Former course prefix/number ENG 216/ENGL 2371)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015112)

**ENGLISH AS A SECOND LANGUAGE**

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

**ESOL 0031 - ESOL 0034 (Listening-Speaking)**

These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

**ESOL 0041 - ESOL 0044 (Reading)**

These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

**ESOL 0051 - ESOL 0054 (Writing)**

These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

**ESOL 0061 - ESOL 0064 (Grammar)**

These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

## INGLES COMO SEGUNDO IDIOMA

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

### **ESOL 0031 - ESOL 0034 (Escuchar y Conversar)**

Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarrollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

### **ESOL 0041 - ESOL 0044 (Lectura)**

Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

### **ESOL 0051 - ESOL 0054 (Escritura)**

Estos cursos estan diseñados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produzcan escritos para diferentes audiencias y con diversos propositos.

### **ESOL 0061 - ESOL 0064 (Gramatica)**

Estos cursos estan disenados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

## ENGLISH AS A SECOND LANGUAGE

### **ESOL 0031 ESL Listening/Speaking (3)**

(Former course prefix/number ESL 031)

This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### **ESOL 0032 ESL Listening/Speaking (3)**

(Former course prefix/number ESL 032)

This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### **ESOL 0033 ESL Speaking (3)**

(Former course prefix/number ESL 033)

This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### **ESOL 0034 ESL Academic Speaking (3)**

(Former course prefix/number ESL 034)

This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### **ESOL 0041 ESL Reading (3)**

(Former course prefix/number ESL 041)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

**ESOL 0042 ESL Reading (3)**

(Former course prefix/number ESL 042)

This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085635)

**ESOL 0043 ESL Reading (3)**

(Former course prefix/number ESL 043)

This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085635)

**ESOL 0044 ESL Reading (3)**

(Former course prefix/number ESL 044)

This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085635)

**ESOL 0045 Developmental Reading for Non-Native Speakers (1)**

(Former course prefix/number ESL 045)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for reading. The content will include a review of reading comprehension, vocabulary development and critical thinking skills. This course is only open to students whose first language is not English. (1 Lec.)  
(Coordinating Board Academic Approval Number 3201085435)

**ESOL 0051 ESL Writing (3)**

(Former course prefix/number ESL 051)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0052 ESL Writing (3)**

(Former course prefix/number ESL 052)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0053 ESL Writing (3)**

(Former course prefix/number ESL 053)

This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0054 ESL Writing (3)**

(Former course prefix/number ESL 054)

This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0055 ESL Writing (1)**

(Former course prefix/number ESL 055)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for writing. Content will include a review of single and multi-paragraph compositions, sentence structure, and edited American usage. This course is open only to students whose first language is not English. (1 Lec.)  
(Coordinating Board Academic Approval Number 3201085435)

**ESOL 0061 ESL Grammar (3)**

(Former course prefix/number ESL 061)

This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0062 ESL Grammar (3)**

(Former course prefix/number ESL 062)

This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0063 ESL Grammar (3)**

(Former course prefix/number ESL 063)

This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0064 ESL Grammar (3)**

(Former course prefix/number ESL 064)

This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)  
(Coordinating Board Academic Approval Number 3201085735)



## FRENCH

### **FREN 1311 Beginning French (3)**

(This is a common course number.)

This course is an introduction to French speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study French for more than one semester enroll in French 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete French 1311 and wish to continue their studies of French may register for French 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

### **FREN 1411 Beginning French (4)**

(This is a common course number. Former course prefix/number FR 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

### **FREN 1412 Beginning French (4)**

(This is a common course number. Former course prefix/number FR 102)

Prerequisite: French 1411 or the equivalent. This course is a continuation of French 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

### **FREN 2303 Introduction To French Literature (3)**

(This is a common course number. Former course prefix/number FR 203)

Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015331)

### **FREN 2304 Introduction To French Literature (3)**

(This is a common course number. Former course prefix/number FR 204)

Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is a continuation of French 2303. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015331)

### **FREN 2311 Intermediate French (3)**

(This is a common course number. Former course prefix/number FR 201)

Prerequisite: French 1412 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015231)

### **FREN 2312 Intermediate French (3)**

(This is a common course number. Former course prefix/number FR 202)

Prerequisite: French 2311 or the equivalent. This course is a continuation of French 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015231)

## GEOGRAPHY

### **GEOG 1301 Physical Geography (3)**

(This is a common course number. Former course prefix/number GPY 101)

The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015142)

### **GEOG 1302 Cultural Geography (3)**

(This is a common course number. Former course prefix/number GPY 103)

This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015342)

### **GEOG 1303 World Regional Geography (3)**

(This is a common course number. Former course prefix/number GPY 104)

A study of major developing and developed regions with emphasis on awareness of prevailing world conditions and developments, including emerging conditions and trends, and awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015342)

### **GEOG 1304 Geography of Middle America (3)**

(This is a common course number)

Prerequisite: None. This course focuses on the regional study of the physical and cultural geography of Mexico, Central America and the Caribbean. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015325)

### **GEOG 1305 Geography of North America (3)**

(This is a common course number.)

Prerequisite: None. This course focuses on the regional study of the physical and cultural geography of the United State and Canada. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015325)

### **GEOG 2312 Economic Geography (3)**

(This is a common course number. Former course prefix/number GPY 102)

The relation of humans to their environment is studied. Included is the use of natural resources. Problems of production, manufacturing, and distributing goods are explored. Primitive subsistence and commercialism are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015242)

## **GEOLOGY**

### **GEOL 1401 Earth Science (4)**

(This is a common course number. Former course prefix/number ES 117)

This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. This course is also offered as Physical Science 1417. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035139)

### **GEOL 1403 Physical Geology (4)**

(This is a common course number. Former course prefix/number GEO 101)

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

### **GEOL 1404 Historical Geology (4)**

(This is a common course number. Former course prefix/number GEO 102)

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

### **GEOL 1445 Oceanography (4)**

(This is a common course number. Former course prefix/number GEO 105)

This course covers the study of the physical and biological characteristics of the ocean. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035139)

### **GEOL 1447 Meteorology (4)**

(Former course prefix/number ES 115/GEOL 1470)

This course will cover weather phenomena and the modern methods of study and presentation of this information. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035103)

### **GEOL 2470 Field Geology (4)**

(Former course prefix/number GEO 205)

Prerequisites: Eight credit hours of geology or demonstrated competence approved by the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015503. This is a unique need course)

## **GERMAN**

### **GERM 1311 Beginning German (3)**

(This is a common course number.)

This course is an introduction to German speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study German for more than one semester enroll in German 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete German 1311 and wish to continue their studies of German may register for German 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

### **GERM 1411 Beginning German (4)**

(This is a common course number. Former course prefix/number GER 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

### **GERM 1412 Beginning German (4)**

(This is a common course number. Former course prefix/number GER 102)

Prerequisite: German 1411 or the equivalent. This course is a continuation of German 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

### **GERM 2311 Intermediate German (3)**

(This is a common course number. Former course prefix/number GER 201)

Prerequisite: German 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

### **GERM 2312 Intermediate German (3)**

(This is a common course number. Former course prefix/number GER 202)

Prerequisite: German 2311 or the equivalent. This course is a continuation of German 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)  
(Coordinating Board Academic Approval Number 1605015231)

## **GOVERNMENT**

### **GOVT 2301 American Government (3)**

(This is a common course number. Former course prefix/number GVT 201)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

### **GOVT 2302 American Government (3)**

(This is a common course number. Former course prefix/number GVT 202)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

### **GOVT 2371 Introduction To Comparative Politics (3)**

(Former course prefix/number GVT 211)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

(Coordinating Board Academic Approval Number 4509017125. This is a unique need course.)

## **HEATING, VENTILATION AND AIR CONDITIONING**

(Air Conditioning and Refrigeration Technology)

### **HART 1368 Practicum (Or Field Experience) - Heating, Air Conditioning, And Refrigeration Technologies/Technicians (3)**

(This is a WECM course number.)

Prerequisite: HART 1401, 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. (1 Lec., 20 Ext.)

### **HART 1380 Cooperative Education - Heating, Air Conditioning, And Refrigeration Technologies/Technicians (3)**

(This is a WECM course number.)

Prerequisite: HART 1401, 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 1401 Electricity Principles (4)**

(This is a WECM course number. Former course prefix/number HVAC 1671.)

Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation. Laboratory fee. (3 Lec., 3 Lab.)

**HART 1403 A/C Control Principles (4)**

(This is a WECM course number. Former course prefix/number HVAC 1671.)

Prerequisite: HART 1401. 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. Laboratory fee. (3 Lec., 3 Lab.)

**HART 1407 Refrigeration Principles (4)**

(This is a WECM course number. Former course prefix/number HVAC 1670.)

An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components. Laboratory fee. (3 Lec., 3 Lab.)

**HART 1441 Residential Air Conditioning (4)**

(This is a WECM course number. Former course prefix/number HVAC 1672.)

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. Laboratory fee. (3 Lec., 3 Lab.)

**HART 1442 Commercial Refrigeration (4)**

(This is a WECM course number. Former course prefix/number HVAC 2374 or HVAC 2380.)

Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines. Laboratory fee. (3 Lec., 3 Lab.)

**HART 1445 Gas And Electric Heating (4)**

(This is a WECM course number. Former course prefix/number HVAC 1673.)

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. Laboratory fee. (3 Lec., 3 Lab.)

**HART 1449 Heat Pumps (4)**

(This is a WECM course number. Former course prefix/number HVAC 1673.)

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. Laboratory fee. (3 Lec., 3 Lab.)

**HART 1451 Energy Management (4)**

(This is a WECM course number. Former course prefix/number HVAC 2377 or HVAC 2381.)

Basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conducting energy audit procedures. The course develops energy audit recommends based on local utility rates building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption. Laboratory fee. (3 Lec., 3 Lab.)

**HART 1491 Special Topics in Heating, Air Conditioning, and Refrigeration Technologies/Technicians (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. Laboratory fee. (3 Lec., 3 Lab.)

**HART 1492 Special Topics in Energy Management and Systems Technology/Technician (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. Laboratory fee. (3 Lec., 3 Lab.)

**HART 1494 Special Topics in Heating, Air Conditioning, and Refrigeration Mechanic and Repairer (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. Laboratory fee. (3 Lec., 3 Lab.)

**HART 1507 Refrigeration Principles (5)**

(This is a WECM course number. Former course prefix/number HVAC 2376 or HVAC 2378.)

An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationships, safety, refrigeration containment, and refrigeration components. Laboratory fee. (4 Lec., 2 Lab.)

**HART 2368 Practicum (Or Field Experience) - Heating, Air Conditioning, And Refrigeration Technologies/Technicians (3)**

(This is a WECM course number.)

Prerequisite: HART 1401, 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. (1 Lec., 20 Ext.)

**HART 2380 Cooperative Education - Heating, Air Conditioning, And Refrigeration Technologies/Technicians (3)**

(This is a WECM course number. Former course prefix/number HVAC 7371.)

Prerequisite: HART 1401, 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 2434 Advanced A/C Controls (4)**

(This is a WECM course number. Former course prefix/number HVAC 2379.)

Methods for troubleshooting electrical control devices and control circuits including correctly wiring electrical components. Laboratory fee. (3 Lec., 3 Lab.)

**HART 2436 Troubleshooting (4)**

(This is a WECM course number.)

Prerequisite: HART 1441, HART 1445, HART 1449, 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. Laboratory fee. (3 Lec., 3 Lab.)

**HART 2438 Air Conditioning Installation/Service (4)**

(This is a WECM course number.)

Prerequisite: HART 1401, HART 1507 or consent of instructor. A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on service, troubleshooting, performance testing, and repair techniques. Laboratory fee. (3 Lec., 3 Lab.)

**HART 2441 Commercial Air Conditioning (4)**

(This is a WECM course number. Former course prefix/number HVAC 2375.)

A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Laboratory fee. (3 Lec., 3 Lab.)

**HART 2445 Air Conditioning Systems Design (4)**

(This is a WECM course number.)

Prerequisite: Advanced standing, or consent of instructor. A 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. Laboratory fee. (3 Lec., 3 Lab.)

## HISTORY

**HIST 1301 History Of The United States (3)**

(This is a common course number. Former course prefix/number HST 101)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

**HIST 1302 History Of The United States (3)**

(This is a common course number. Former course prefix/number HST 102)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

**HIST 2301 History of Texas from 1500 to the Present (3)**

(This is a common course number.)

A survey of Texas development from early Spanish colonization (1500) to the establishment of the modern urban state. The course emphasizes the variety of influences from Indian, Spanish and American cultures. The social, political and economic evolution of the state, including the multi-ethnic character of its population, is studied. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025242)

**HIST 2311 Western Civilization (3)**

(This is a common course number. Former course prefix/number HST 105)

The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

**HIST 2312 Western Civilization (3)**

(This is a common course number. Former course prefix/number HST 106)

This course is a continuation of History 2311. It follows the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

**HIST 2321 World Civilizations (3)**

(This is a common course number. Former course prefix/number HST 103)

This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

**HIST 2322 World Civilizations (3)**

(This is a common course number. Former course prefix/number HST 104)

This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

**HIST 2370 Latin American History (3)**

(Former course prefix/number HST 112)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)

(Coordinating Board Academic Approval Number 0501079125. This is a unique need course.)

**HIST 2372 Advanced Historical Studies (3)**

(Former course prefix/number HST 205)

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015642)

**HIST 2380 The Heritage Of Mexico (3)**

(This is a common course number. Former course prefix/number HST 110)

This course includes an introduction to the history of Mexico. The course focuses on the social, political, economic and cultural contributions of Mexican-Americans to the United States. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**HIST 2381 African-American History (3)**

(This is a common course number. Former course prefix/number HST 120)

The role of African Americans in the history of the United States is studied. The slave trade and slavery in the United States are reviewed. Contributions of African Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of African American life in the 20th century. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

## HUMAN DEVELOPMENT

**CREX 1309 Career Exploration/Planning (3)**

(This is a WECM course number. Former course prefix/number HD 104/HDEV 1370)

An introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes and interviewing. (3 Lec.)

**HDEV 0092 Student Success (3)**

(Former course prefix/number HD 092)

In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

**HDEV 0100 Educational Alternatives (1)**

(Former course prefix/number HD 100)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HDEV 1372 Cognitive Processes: The Master Student Course (3)**

(Former course prefix/number HD 108)

This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. Adaptation to the higher education atmosphere is also emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 4203019125. This is a unique need course.)

### **HDEV 2315 Principles And Processes Of Personal And Social Adjustment (3)**

(Former course prefix/number HD 112. Common course number is PSYC 2315)

Designed as an Applied Psychology and Human Relations course, this course is an intensive theoretical and practical study of interpersonal communication processes. The course content surveys the major psychological principles of communication and utilizes an experiential model for the practical application of skill based competencies. Students develop an awareness and understanding of their own feelings, values, attitudes, and behaviors and also explore the processes by which these factors effect the quality of their interactions with others. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015640)

## **HUMANITIES**

### **HUMA 1301 Introduction To The Humanities (3)**

(This is a common course number. Former course prefix/number HUM 101)

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035135)

### **HUMA 1302 Advanced Humanities (3)**

(This is a common course number. Former course prefix/number HUM 102)

Prerequisite: Humanities 1301 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035135)

## **INTERPRETER TRAINING PROGRAM**

### **SLNG 1111 Fingerspelling (1)**

(This is a WECM course number. Former course prefix/number EITP 1170.)

Concurrent enrollment: SLNG 1404. Develops expressive and receptive fingerspelling skills. Receptive skills focus on whole word and phrase recognition as well as reading fingerspelling in context. Expressive skills focus on the development of speed, clarity and fluency. (2 Lab.)

### **SLNG 1315 Visual/Gestural Communication (3)**

(This is a WECM course number. Former course prefix/number EITP 1373.)

Prerequisite: SLNG 1404. A course in the development of skills in non-verbal communications. Emphasizes the use and understanding of facial expression, gestures, pantomime, and body language. Creation or performance of stories using these elements. (3 Lec.)

### **SLNG 1317 Introduction To The Deaf Community (3)**

(This is a WECM course number. Former course prefix/number EITP 1370.)

Prerequisite or concurrent enrollment: ENGL 1301. An overview of the physical, educational, social and cultural implications of deafness and hearing loss within the context of the individual's personal life, family, and community in today's multicultural world. Emphasis on current educational and vocational programs, legislation, technology, and other issues. (3 Lec., 1 Lab.)

### **SLNG 1321 Introduction To The Interpreting Profession (3)**

(This is a WECM course number. Former course prefix/number EITP 1372.)

Prerequisite: SLNG 1317. Concurrent enrollment SLNG 1445. An overview of the field of sign language interpretation. Provides a historical framework for the principles, ethics, roles, responsibilities, and standard practices of the interpreting profession. (3 Lec.)

### **SLNG 1347 Deaf Culture (3)**

(This is a WECM course number. Former course prefix/number EITP 1371.)

Prerequisite: SLNG 1317. Provides a historical and contemporary perspective of American deaf culture using a sociocultural mode. Includes cultural identity, values, group norms, communication, language, and significant contributions made by deaf people to the world. (3 Lec.)

**SLNG 1404 American Sign Language (ASL):****Beginning I (4)**

(This is a WECM course number. Former course prefix/number EITP 1470.)

Prerequisite or concurrent enrollment: ENGL 1301. Concurrent enrollment: SLNG 1111. An introduction to the basic skills in production and comprehension of American Sign Language (ASL). Includes the manual alphabet and numbers. Develops conversational ability, culturally appropriate behaviors and exposes students to ASL grammar. (3 Lec., 2 Lab.)

**SLNG 1405 American Sign Language (ASL):****Beginning II (4)**

(This is a WECM course number. Former course prefix/number EITP 1471.)

Prerequisite: SLNG 1111 and SLNG 1404 with a grade of "C" or better. Develops receptive and expressive ability and allows recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). Increases fluency and accuracy in fingerspelling and numbers. Provides opportunities for interaction within the deaf community. (3 Lec., 2 Lab.)

**SLNG 1444 American Sign Language (ASL):****Intermediate I (4)**

(This is a WECM course number. Former course prefix/number EITP 2470.)

Prerequisite: SLNG 1404, SLNG 1405 and ENGL 1301 with a grade of "C" or better. Prerequisite or concurrent enrollment SLNG 1315. Integrates and refines expressive and receptive skills in American Sign Language (ASL), including recognition of sociolinguistic variation. A practice oriented approach to language acquisition, including the use of multimedia. (3 Lec., 2 Lab.)

**SLNG 1445 American Sign Language (ASL):****Intermediate II (4)**

(This is a WECM course number.)

Prerequisite: SLNG 1444. Concurrent enrollment SLNG 1321. An integration of expressive and receptive skills with emphasis on literature, discourse styles, and contextualization at an intermediate level. Provides students with information on idiomatic/colloquial usage for signs and grammatical structures for complex sentences. (3 Lec., 2 Lab.)

**SLNG 2301 Interpreting I (3)**

(This is a WECM course number. Former course prefix/number EITP 2373.)

Prerequisites: SLNG 1321, SLNG 1345 and SLNG 1445. Concurrent enrollment: SLNG 2302, SLNG 2411 and SPCH 1342. An overview of the interpreting process and current models. Introduces the skills necessary to achieve message equivalency in interpreting. This class emphasizes Sign to Voice interpreting. (3 Lec.)

**SLNG 2302 Interpreting II (3)**

(This is a WECM course number. Former course prefix/number EITP 2374.)

Prerequisites: SLNG 1321, SLNG 1345 and SLNG 1445. Concurrent enrollment: SLNG 2301, SLNG 2411 and SPCH 1342. Enhancement of interpreting skills and discourse analysis to increasingly complex tasks utilizing simulated interpreting experiences via multimedia materials. Emphasis on skill analysis and peer evaluation. Voice to Sign skills are stressed. (3 Lec.)

**SLNG 2371 Transliterating I (3)**

(This is a local need course number. Former course prefix/number EITP 2376.)

Prerequisites: SLNG 2301, SLNG 2302, SLNG 2411 and SPCH 1342. Concurrent enrollment SLNG 2372 (Transliterating II). An overview of the transliterating process and current models. Introduces the skills necessary to achieve message equivalency in transliterating. Sign to Voice skills are emphasized. (3 Lec.)

**SLNG 2372 Transliterating II (3)**

(This is a local need course number. Former course prefix/number EITP 2377.)

Prerequisites: SLNG 2301, SLNG 2302, SLNG 2411 and SPCH 1342. Concurrent enrollment SLNG 2371 (Transliterating I). The acts of interpreting and transliterating are compared and contrasted. Transliteration skills and appropriate inclusion of interpreting components will be discussed and practiced. Multimedia materials are used to simulate interpreting experiences. Voice to Sign skills are emphasized. (3 Lec.)

**SLNG 2388 Internship – Sign Language Interpreter (3)**

(This is a WECM course number. Former course prefix/number EITP 2376.)

Prerequisites or concurrent enrollment: SLNG 2371 and SLNG 2372. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (18 Ext.)



### **SLNG 2411 Specialized Interpreting/ Transliterating (4)**

(This is a WECM course number.)

Prerequisite: SLNG 1321, SLNG 1345, and SLNG 1445.  
Concurrent enrollment: SLNG 2301, SLNG 2302 and  
SPCH 1342. A focus on interpreting/transliterating with  
special populations (e.g. deaf/blind, high visual, oral) in  
special settings (e.g. religious, artistic, medical, legal,  
mental health). Reinforce basic theories and techniques  
in relation to the special population(s) and/or settings.  
(3 Lec., 2 Lab.)

## **ITALIAN**

### **ITAL 1411 Beginning Italian I (4)**

(This is a common course number.)

This course focuses on basic conversation, grammar,  
reading and writing. Students will be introduced to  
Italian culture, customs and institutions. Laboratory fee.  
(3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609025131)

### **ITAL 1412 Beginning Italian II (4)**

(This is a common course number.)

Prerequisite: Italian 1411 or the equivalent or  
demonstrated competence approved by the instructor.  
This course is a continuation of Italian 1411.  
Conversation, grammar, reading and writing are  
continued. Students will continue to study Italian  
culture, customs and institutions. Laboratory fee. (3  
Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609025131)

### **ITAL 2311 Intermediate Italian I (3)**

(This is a common course number.)

Prerequisite: Italian 1411 and 1412 or the equivalent or  
demonstrated competence approved by the instructor.  
Reading, writing and intense oral practice are covered.  
Grammar is reviewed and expanded. The study of  
Italian culture is continued. (3 Lec.)

(Coordinating Board Academic Approval Number 1609025231)

### **ITAL 2312 Intermediate Italian II (3)**

(This is a common course number.)

Prerequisite: Italian 2311 or the equivalent or  
demonstrated competence approved by the instructor.  
This course is a continuation of Italian 2311. Reading,  
writing and intense oral practice are continued.  
Grammar is reviewed and expanded. The study of  
Italian culture is continued. (3 Lec.)

(Coordinating Board Academic Approval Number 1609025231)

## **JAPANESE**

### **JAPN 1300 Beginning Japanese (3)**

(This is a common course number. Former course prefix/number  
JAPN 1311)

This course is an introduction to Japanese speaking,  
comprehension, reading, writing and grammar. Cultural  
insights are also presented. Emphasis is on  
pronunciation, comprehension, and oral expression. It is  
strongly recommended that students who plan to study  
Japanese for more than one semester enroll in  
Japanese 1411 which includes an extra hour of lab per  
week (and an extra hour of credit for the course).  
Students who successfully complete Japanese 1311 and  
wish to continue their studies of Japanese may register  
for Japanese 1412. Laboratory fee. (3 Lec., 1 Lab.)  
(Coordinating Board Academic Approval Number 1603025113)

### **JAPN 1411 Beginning Japanese (4)**

(This is a common course number. Former course prefix/number  
JPN 101)

This course focuses on basic conversation, reading, and  
writing. Students will also be introduced to Japanese  
culture, customs and institutions. Laboratory fee.  
(3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603025131)

### **JAPN 1412 Beginning Japanese (4)**

(This is a common course number. Former course prefix/number  
JPN 102)

Prerequisite: Japanese 1411 or the equivalent. This  
course is a continuation of Japanese 1411.  
Conversation, reading, and writing are continued.  
Students will continue study of Japanese culture,  
customs and institutions. Laboratory fee. (3 Lec., 2  
Lab.)

(Coordinating Board Academic Approval Number 1603025131)

### **JAPN 2311 Intermediate Japanese (3)**

(This is a common course number. Former course prefix/number  
JPN 201)

Prerequisite: Japanese 1411 and Japanese 1412 or the  
equivalent. Reading, writing, and intense oral practice  
are covered. Japanese language structures, vocabulary  
and the phonetic system are reviewed. The study of  
culture and institutions is continued. (3 Lec.)

(Coordinating Board Academic Approval Number 1603025231)

### **JAPN 2312 Intermediate Japanese (3)**

(This is a common course number. Former course prefix/number  
JPN 202)

Prerequisite: Japanese 2311 or the equivalent. This  
course is a continuation of Japanese 2311. Reading,  
writing, and intense oral practice are continued. (3 Lec.)

(Coordinating Board Academic Approval Number 1603025231)

# JOURNALISM

**NOTE:** These courses carry a Dallas County Community College prefix of "JOUR"; however, most can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the course descriptions.

## **JOUR 1129 Student Publications (1)**

(Former course prefix/number JN 106. The common course number is COMM 1129)

**Prerequisite:** Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. (3 Lab.)  
(Coordinating Board Academic Approval Number 0904015426)

## **JOUR 1307 Introduction To Mass Communications (3)**

(Former course prefix/number JN 101. The common course number is COMM 1307)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035126)

## **JOUR 1335 Survey Of Broadcasting (3)**

(Former course prefix/number JN 203. The common course number is COMM 1335)

This course stresses broadcast organization and operations and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical and economic aspects of the broadcasting industry. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

## **JOUR 2129 Student Publications (1)**

(Former course prefix/number JN 104. The common course number is COMM 2129)

**Prerequisite:** Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

## **JOUR 2130 Student Publications (1)**

(Former course prefix/number JN 105. The common course number is COMM 2130)

**Prerequisite:** Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

## **JOUR 2309 News Editing And Copy Reading (3)**

(Former course prefix/number JN 204. The common course number is COMM 2309)

**Prerequisite:** Journalism 2311. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages. (3 Lec.)

(Coordinating Board Academic Approval Number 0904015326)

## **JOUR 2311 News Gathering And Writing (3)**

(Former course prefix/number JN 102. The common course number is COMM 2311)

**Prerequisite:** Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015726)

## **JOUR 2315 News Gathering And Writing II (3)**

(Former course prefix/number JN 103. The common course number is COMM 2315)

**Prerequisite:** Journalism 2311 or professional experience approved by the instructor. This course is a continuation of Journalism 2311. Students study and practice writing more complex stories, such as features, profiles, follow-up stories, and sidebars. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015826)

## **JOUR 2327 Principles Of Advertising (3)**

(Former course prefix/number JN 202. The common course number is COMM 2327)

Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)

(Coordinating Board Academic Approval Number 0902015126)

# MANAGEMENT

## **BMGT 1301 Supervision (3)**

(This is a WECM course number. Former course prefix/number MGMT 1374.)

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. (3 Lec.)

**BMGT 1303 Principles Of Management (3)**

(This is a WECM course number. Former course prefix/number MGMT 1370.)

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management. (3 Lec.)

**BMGT 1382 Cooperative Education - Business Administration And Management, General (3)**

(This is a WECM course number. Former course prefix/number MGMT 7371.)

The student should have previous credit in or concurrent enrollment in BMGT 1301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

**BMGT 1383 Cooperative Education - Business Administration And Management, General (3)**

(This is a WECM course number. Former course prefix/number MGMT 7372.)

The student should have previous credit in or concurrent enrollment in HRPO 2301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

**BMGT 2303 Problem Solving And Decision Making (3)**

(This is a WECM course number. Former course prefix/number MGMT 2375.)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. (3 Lec.)

**BMGT 2382 Cooperative Education - Business Administration And Management, General (3)**

(This is a WECM course number. Former course prefix/number MGMT 8381.)

The student should have previous credit in or concurrent enrollment in HRPO 2307 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

**BMGT 2383 Cooperative Education - Business Administration And Management, General (3)**

(This is a WECM course number. Former course prefix/number MGMT 8382.)

The student should have previous credit in or concurrent enrollment in BMGT 2303 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

**BUSG 2309 Small Business Management (3)**

(This is a WECM course number. Former course prefix/number MGMT 1372.)

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 Lec.)

**HRPO 2301 Human Resources Management (3)**

(This is a WECM course number. Former course prefix/number MGMT 2374.)

Behavioral and legal approaches to the management of human resources in organizations. (3 Lec.)

**HRPO 2307 Organizational Behavior (3)**

(This is a WECM course number. Former course prefix/number MGMT 2373.)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. (3 Lec.)

## MARKETING CAREERS

### **MRKG 1311 Principles Of Marketing (3)**

(This is a WECM course number. Former course prefix/number MRKT 2370.)

Introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. (3 Lec.)

### **MRKG 2381 Cooperative Education - Business Marketing And Marketing Management (3)**

(This is a WECM course number. Former course prefix/number MRKT 7372.)

Suggested Prerequisite: Previous credit in MRKG 1381, or completion of two courses in Business Marketing or demonstrated competence approved by the instructor. Career related activities encountered in the students area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

## MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.)

*The following MATH courses meet the requirements for Core Curriculum EXCEPT: MATH 1335, TECM 1303, TECM 1317, TECM 1341 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 common course number. Former course prefix/number MTH 101)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015437)

### **MATH 1316 Plane Trigonometry (3)**

(This is a common course number. Former course prefix/number MTH 102)

Prerequisite: Mathematics 1314 or Mathematics 1414 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015337)

### **MATH 1324 Mathematics For Business And Economics I (3)**

(This is a common course number. Former course prefix/number MTH 111)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

### **MATH 1325 Business Calculus and Applications (3)**

(This is a common course number. Former course prefix/number MTH 112)

Prerequisite: Mathematics 1324, MATH 1314 or MATH 1414. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

**MATH 1332 College Mathematics I (3)**

(This is a common course number. Former course prefix/number MTH 115)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

**MATH 1348 Analytic Geometry (3)**

(This is a common course number. Former course prefix/number MTH 121)

Prerequisite: Mathematics 1316 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015537)

**MATH 1414 College Algebra (4)**

(Former course prefix/number MTH 103)

Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)

(Coordinating Board Academic Approval Number is 2701015437.)

**MATH 2315 Calculus III (3)**

(This is a common course number. Former course prefix/number MTH 226)

Prerequisite: Mathematics 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**MATH 2318 Linear Algebra (3)**

(This is a common course number. Former course prefix/number MTH 221)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016137)

**MATH 2320 Differential Equations (3)**

(This is a common course number. Former course prefix/number MTH 230)

Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015137)

**MATH 2342 Introductory Statistics (3)**

(This is a 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. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015119)

**MATH 2412 Precalculus Mathematics (4)**

(This is a common course number. Former course prefix/number MTH 109)

Prerequisites: An appropriate assessment test score and either high school pre-AP precalculus or trigonometry, or Mathematics 1316. This course consists of the study of algebraic and trigonometric topics including polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015837)

**MATH 2414 Calculus II (4)**

(This is a common course number. Former course prefix/number MTH 225)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**MATH 2418 Linear Algebra (4)**

(This is a common course number.)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (4 Lec.)

(Coordinating Board Academic Approval Number 2701016119)

**MATH 2420 Differential Equations (4)**

(This is a 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. (4 Lec.)

(Coordinating Board Academic Approval Number 2703015119)

**MATH 2513 Calculus I (5)**

(This is a common course number. Former course prefix/number MTH 124)

Prerequisite: Mathematics 2412 or Mathematics 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**POFT 1321 Business Math (3)**

(This is a WECM course number.)

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Laboratory fee. (3 Lec.)

**TECM 1341 Technical Algebra (3)**

(This is a WECM course number. Former course prefix/number MTH 195/MATH 1374)

Suggested prerequisite of one year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091 or equivalent. Application of algebra to technical occupations. Topics include principles of linear equations, simultaneous equations, and manipulation of powers and roots. Emphasis on stated word problems relevant to technical and vocation occupations. (3 Lec.)

## MUSIC

**MUAP 1101-1181 Applied Music-Minor (1)**

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUAP 1101 Applied Music-Violin (1)**

(This is a common course number. Former course prefix/number MUS 124)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1105 Applied Music-Viola (1)**

(This is a common course number. Former course prefix/number MUS 125)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1109 Applied Music-Cello (1)**

(This is a common course number. Former course prefix/number MUS 126)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1113 Applied Music-Double Bass (1)**

(This is a common course number. Former course prefix/number MUS 127)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1115 Applied Music-Electric Bass (1)**

(This is a common course number. Former course prefix/number MUS 141)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1117 Applied Music-Flute (1)**

(This is a common course number. Former course prefix/number MUS 128)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1121 Applied Music-Oboe (1)**

(This is a common course number. Former course prefix/number MUS 129)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1125 Applied Music-Bassoon (1)**

(This is a common course number. Former course prefix/number MUS 131)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1129 Applied Music-Clarinet (1)**

(This is a common course number. Former course prefix/number MUS 130)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1133 Applied Music-Saxophone (1)**

(This is a common course number. Former course prefix/number MUS 132)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1137 Applied Music-Trumpet (1)**

(This is a common course number. Former course prefix/number MUS 133)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1141 Applied Music-French Horn (1)**

(This is a common course number. Former course prefix/number MUS 134)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1145 Applied Music-Trombone (1)**

(This is a common course number. Former course prefix/number MUS 135)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1149 Applied Music-Baritone (1)**

(This is a common course number. Former course prefix/number MUS 136)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1153 Applied Music-Tuba (1)**

(This is a common course number. Former course prefix/number MUS 137)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1157 Applied Music-Percussion (1)**

(This is a common course number. Former course prefix/number MUS 138)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1158 Applied Music-Drum Set (1)**

(This is a common course number. Former course prefix/number MUS 143)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1161 Applied Music-Guitar (1)**

(This is a common course number. Former course prefix/number MUS 140)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1165 Applied Music-Organ (1)**

(This is a common course number. Former course prefix/number MUS 122)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1169 Applied Music-Piano (1)**

(This is a common course number. Former course prefix/number MUS 121)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1181 Applied Music-Voice (1)**

(This is a common course number. Former course prefix/number MUS 123)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2201-2281 Applied Music-Concentration (2)**

This course is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of one hour of instruction per week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUAP 2201 Applied Music-Violin (2)**

(This is a common course number. Former course prefix/number MUS 224)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2205 Applied Music-Viola (2)**

(This is a common course number. Former course prefix/number MUS 226)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2209 Applied Music-Cello (2)**

(This is a common course number. Former course prefix/number MUS 226)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2213 Applied Music-Double Bass (2)**

(This is a common course number. Former course prefix/number MUS 227)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2215 Applied Music-Electric Bass (2)**

(This is a common course number. Former course prefix/number MUS 241)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2217 Applied Music-Flute (2)**

(This is a common course number. Former course prefix/number MUS 228)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2221 Applied Music-Oboe (2)**

(This is a common course number. Former course prefix/number MUS 229)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2225 Applied Music-Bassoon (2)**

(This is a common course number. Former course prefix/number MUS 231)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2229 Applied Music-Clarinet (2)**

(This is a common course number. Former course prefix/number MUS 230)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2233 Applied Music-Saxophone (2)**

(This is a common course number. Former course prefix/number MUS 232)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2237 Applied Music-Trumpet (2)**

(This is a common course number. Former course prefix/number MUS 233)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2241 Applied Music-French Horn (2)**

(This is a common course number. Former course prefix/number MUS 234)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2245 Applied Music-Trombone (2)**

(This is a common course number. Former course prefix/number MUS 235)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2249 Applied Music-Baritone (2)**

(This is a common course number. Former course prefix/number MUS 236)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2253 Applied Music-Tuba (2)**

(This is a common course number. Former course prefix/number MUS 237)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2257 Applied Music-Percussion (2)**

(This is a common course number. Former course prefix/number MUS 238)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2258 Applied Music-Drum Set (2)**

(This is a common course number. Former course prefix/number MUS 243)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2261 Applied Music-Guitar (2)**

(This is a common course number. Former course prefix/number MUS 240)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2265 Applied Music-Organ (2)**

(This is a common course number. Former course prefix/number MUS 222)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2269 Applied Music-Piano (2)**

(This is a common course number. Former course prefix/number MUS 221)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2281 Applied Music-Voice (2)**

(This is a common course number. Former course prefix/number MUS 223)

(Coordinating Board Academic Approval Number 5009035430)

**MUSI 1116 Musicianship I (1)**

(This is a common course number. Former course prefix/number MUS 161)

Prerequisite: Music 1300 and 1304 or demonstrated competence approved by the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

**MUSI 1117 Musicianship II (1)**

(This is a common course number. Former course prefix/number MUS 162)

Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

**MUSI 1123 Orchestra (1)**

(This is a common course number. Former course prefix/number MUS 170)

Prerequisite: Demonstrated competence approved by the instructor. Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035530)

**MUSI 1125 Jazz Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 184)

Prerequisite: Demonstrated competence approved by the instructor. The jazz ensemble rehearses and performs a variety of jazz styles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035530)

**MUSI 1126 Band (1)**

(This is a common course number. Former course prefix/number MUS 160/MUSI 1237)

Prerequisite: Demonstrated competence approved by the instructor. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035530)

**MUSI 1132 Keyboard Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 174)

Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1133 Woodwind Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 171)

Prerequisite: Demonstrated competence approved by the instructor. A group of woodwind instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1134 Brass Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 172)

Prerequisite: Demonstrated competence approved by the instructor. A group of brass instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1137 Guitar Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 103)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1138 Percussion Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 173)

Prerequisite: Demonstrated competence approved by the instructor. A group of percussion instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1139 String Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 176)

Prerequisite: Demonstrated competence approved by the instructor. A group of string instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)



**MUSI 1143 Vocal Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 155)

Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

**MUSI 1160 Italian Diction (1)**

(This is a common course number. Former course prefix/number MUS 105)

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 1161 English Diction (1)**

(This is a common course number. Former course prefix/number MUS 108)

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 1181 Piano Class I (1)**

(This is a common course number. Former course prefix/number MUS 117)

This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 1182 Piano Class II (1)**

(This is a common course number. Former course prefix/number MUS 118)

Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 1183 Voice Class I (1)**

(This is a common course number. Former course prefix/number MUS 151)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085130)

**MUSI 1184 Voice Class II (1)**

(This is a common course number. Former course prefix/number MUS 152)

This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085130)

**MUSI 1192 Guitar Class I (1)**

(This is a common course number. Former course prefix/number MUS 119)

This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

**MUSI 1193 Guitar Class II (1)**

(This is a common course number. Former course prefix/number MUS 120)

Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

**MUSI 1263 Jazz Improvisation (2)**

(This is a common course number. Former course prefix/number MUS 115)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5009035530)

**MUSI 1300 Foundations Of Music I (3)**

(This is a common course number. Former course prefix/number MUS 113)

This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1304 Foundations Of Music II (3)**

(This is a common course number. Former course prefix/number MUS 114)

Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1306 Music Appreciation (3)**

(This is a common course number. Former course prefix/number MUS 104)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025130)

**MUSI 1308 Music Literature (3)**

(This is a common course number. Former course prefix/number MUS 110)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUSI 1309 Music Literature (3)**

(This is a common course number. Former course prefix/number MUS 111)

This course is a continuation of Music 1308. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUSI 1310 History Of Jazz/Rock Music (3)**

(This is a common course number. Former course prefix/number MUS 166)

The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025330)

**MUSI 1311 Music Theory I (3)**

(This is a common course number. Former course prefix/number MUS 145)

Prerequisite: Music 1300 and 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 5009045130)

**MUSI 1312 Music Theory II (3)**

(This is a common course number. Former course prefix/number MUS 146)

Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045130)

**MUSI 1370 Guitar Literature And Materials (3)**

(Former course prefix/number MUS 112)

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUSI 1386 Composition (3)**

(This is a common course number. Former course prefix/number MUS 203)

Prerequisites: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045330)

**MUSI 2116 Musicianship III (1)**

(This is a common course number. Former course prefix/number MUS 271)

Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUSI 2117 Musicianship IV (1)**

(This is a common course number. Former course prefix/number MUS 272)

Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUSI 2127 Lab Band (1)**

(This is a common course number. Former course prefix/number MUS 181/MUSI 2237)

Prerequisite: Demonstrated competence approved by the instructor. Students study and perform various forms of commercial music, such as jazz, pop, avant-garde, and fusion. Student arranging, composing, and conducting are encouraged. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035530)

**MUSI 2143 Chorus (1)**

(This is a common course number. Former course prefix/number MUS 150)

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

**MUSI 2160 German Diction (1)**

(This is a common course number. Former course prefix/number MUS 107)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 2161 French Diction (1)**

(This is a common course number. Former course prefix/number MUS 106)

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 2181 Piano Class III (1)**

(This is a common course number. Former course prefix/number MUS 217)

Prerequisite: Music 1181 and 1182 or demonstrated competence approved by the instructor. This course is a continuation of functional keyboard skills, including harmonization, sight-reading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 2182 Piano Class IV (1)**

(This is a common course number. Former course prefix/number MUS 218)

Prerequisite: Music 2181 or demonstrated competence of the instructor. This course is a continuation of functional keyboard skills in Music 2181 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 2311 Music Theory III (3)**

(This is a common course number. Former course prefix/number MUS 245)

Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

**MUSI 2312 Music Theory IV (3)**

(This is a common course number. Former course prefix/number MUS 246)

Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2118 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

**MUSI 9176 Recital (1)**

(Former course prefix/number MUS 199)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

## NUTRITION

**NUTR 1322 Principles of Nutrition (3)**

(Former course prefix/number NTR 101. Common Course Number is HECO 1322)

This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)

(Coordinating Board Academic Approval Number 1905025133)

## OFFICE TECHNOLOGY

**ITSW 1407 Introduction to Database (4)**

(This is a WECM course number. Former course prefix/number CISC 2481.)

Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. Laboratory fee. (3 Lec., 4 Lab.)

**POFI 1301 Computer Applications I (3)**

(This is a WECM course number. Former course prefix/number OFCT 1377.)

Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications, procedures, and Internet usage. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

**POFI 1341 Computer Applications II (3)**

(This is a WECM course number. Former course prefix/number OFCT 2373.)

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

**POFI 1345 Integrated Software Applications II (3)**

(This is a WECM course number. Former course prefix/number OFCT 1380.)

Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

**POFI 1349 Spreadsheets (3)**

(This is a WECM course number. Former course prefix/number OFCT 1380.)

Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics. This course may be repeated for credit. Laboratory fee. (2 Lec., 3 Lab.)

**POFI 2301 Word Processing (3)**

(This is a WECM course number. Former course prefix/number OFCT 1379.)

Suggested Prerequisite: Keyboarding proficiency. Instructions on the various aspects of a word processing software package. Emphasis on the use of text editing features to produce business documents. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

**POFI 2331 Desktop Publishing for the Office (3)**

(This is a WECM course number. Former course prefix/number OFCT 2372.)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

**POFT 1127 Introduction to Keyboarding (1)**

(This is a WECM course number. Former course prefix/number OFCT 1171.)

Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Laboratory fee. (2 Lab.)

**POFT 1302 Business Communications I (3)**

(This is a WECM course number. Former course prefix/number OFCT 2370.)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Laboratory fee. (2 Lec., 2 Lab.)

**POFT 1309 Administrative Office Procedures I (3)**

(This is a WECM course number. Former course prefix/number OFCT 1373.)

Suggested Prerequisite: Basic Keyboarding Skills. Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. Laboratory fee. (2 Lec., 2 Lab.)

**POFT 1313 Professional Development for Office Personnel (3)**

(This is a WECM course number.)

Preparation for the work force including business ethics, teamwork, professional attire, promotability, and interpersonal skills development. Laboratory fee. (2 Lec., 2 Lab.)

**POFT 1319 Records and Information Management I (3)**

(This is a WECM course number. Former course prefix/number OFCT 1371.)

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. Laboratory fee. (2 Lec., 2 Lab.)

**POFT 1321 Business Math (3)**

(This is a WECM course number.)

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Laboratory fee. (3 Lec.)

**POFT 1325 Business Math and Machine Applications (3)**

(This is a WECM course number. Former course prefix/number OFCT 1372.)

Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software. Laboratory fee. (2 Lec., 2 Lab.)

**POFT 1329 Keyboarding and Document Formatting (3)**

(This is a WECM course number. Former course prefix/number OFCT 1375.)

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Laboratory fee. (2 Lec., 2 Lab.)

**POFT 1349 Administrative Office Procedures II (3)**

(This is a WECM course number.)

Advanced office application with special emphasis on decision making, goal setting, management theories, and critical thinking. Laboratory fee. (2 Lec., 2 Lab.)

**POFT 1380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)**

(This is a WECM course number. Former course prefix/number OFCT 7471.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**POFT 1382 Cooperative Education-General Office/Clerical and Typing Services (3)**

(This is a WECM course number. Former course prefix/number OFCT 7371.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience directly related to a technical discipline. Specific learning objectives guide the student through the paid work experience. This course may be repeated for credit. (1 Lec. 15 Ext.)

**POFT 2301 Document Formatting and Skillbuilding (3)**

(This is a WECM course number. Former course prefix/number OFCT 1378.)

Suggested Prerequisite: Keyboarding and Document Formatting. A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis is on proofreading, editing, following instruction, and keying documents from various copy. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

**POFT 2312 Business Communications II (3)**

(This is a WECM course number. Former course prefix/number OFCT 2370.)

Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. Laboratory fee. (2 Lec., 2 Lab.)

**POFT 2382 Cooperative Education-General Office/Clerical and Typing Services (3)**

(This is a WECM course number. Former course prefix/number OFCT 7372.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience directly related to a technical discipline. Specific learning objectives guide the student through the paid work experience. This course may be repeated for credit. (1 Lec., 15 Ext.)

**POFT 2383 Cooperative Education-General Office/Clerical and Typing Services (3)**

(This is a WECM course number. Former course prefix/number OFCT 7472.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline. Specific learning objectives guide the student through the paid work experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

## PHILOSOPHY

**PHIL 1301 Introduction To Philosophy (3)**

(This is a common course number. Former course prefix/number PHI 101)

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 3801015135)

**PHIL 1313 Critical Thinking (3)**

(Former course prefix/number PHI 103/PHIL 1370)

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)  
(Coordinating Board Academic Approval Number 3801015735)

**PHIL 2303 Logic (3)**

(This is a common course number. Former course prefix/number PHI 105)

The critical and correct construction and analysis of arguments using induction, deduction and scientific reasoning. Students will practice analyzing fallacies, definitions, analogies, and uses of language. They will learn to use some of the elementary tools of formal logic, such as Venn diagrams, truth tables, and formal proofs using the rules of inference. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015235)

**PHIL 2306 Ethics (3)**

(This is a common course number. Former course prefix/number PHI 203)

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 3801015335)

**PHIL 2307 Introduction To Social And Political Philosophy (3)**

(This is a common course number. Former course prefix/number PHI 202)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

**PHIL 2316 History Of Ancient Philosophy (3)**

(This is a common course number. Former course prefix/number PHI 207)

The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

**PHIL 2317 History Of Modern Philosophy (3)**

(This is a common course number. Former course prefix/number PHI 208)

The history of philosophy from the Renaissance through the 19th. century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th. century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

**PHOTOGRAPHY**

**NOTE:** These courses have a Dallas County Community College prefix of "PHOT;" however, some can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

**ARTS 2389 Academic Cooperative in Art, Photography/Digital Imaging (3)**

(This is a common course number. Former course prefix/number PHO 215/PHOT 2375)

An instructional program designed to integrate on-campus study with practical hands-on work experience in the humanities and/or fine arts. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of languages, art, music, philosophy, or religion. This course should be given a discipline prefix and Texas Common Course Number 2389. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2401036230)

**PHOT 1316 Introduction To Photography And Photojournalism (3)**

(Former course prefix/number PHO 110. Common Course Number is COMM 1316)

Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015526)

**PHOT 1317 Advanced Photography And Photojournalism (3)**

(Former course prefix/number PHO 111. Common Course Number is COMM 1317)

**Prerequisite:** Photography 1316 or Art 2356, or demonstrated competence approved by the instructor. Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015526)

**PHOT 2325 Introduction to Digital Imaging (3)**

(Former course prefix/number PHO 124. Common Course Number is COMM 2325)

**Prerequisite:** Photography 1316 or Art 2356 is recommended for this course. This is a broad-based, introductory course which explores the creation and manipulation of images on the computer. The course content will include an introduction to the computer system, an overview of desktop publishing and graphic programs, use of the digital camera, scanning-in photographs, and exploring techniques of photo-manipulation. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2326 Advanced Digital Imaging (3)**

(Former course prefix/number PHO 125. Common Course Number is COMM 2326)

Prerequisites: Photography 2325 is required. In addition, Photography 1316 or Art 2356 is recommended. This course will explore in greater depth the applications covered in the Introduction to Digital Imaging (Photography 2325) class. Students will work to master the technical complexities of digital photography and seek to clarify a personal direction through extended projects. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

## PHYSICAL EDUCATION

**PHED 1100 Beginning Lifetime Sports Activities (1)**

(This is a common course number. Former course prefix/number PEH 100)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, conditioning activities, and physical assessment where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1102 Beginning Soccer (1)**

(This is a common course number. Former course prefix/number PEH 104)

Course content emphasizes the basic playing skills of both indoor and outdoor soccer at the beginner level, as well as rules, strategies, safety, offensive and defensive patterns of play, and competitive activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1104 Beginning Softball (1)**

(This is a common course number. Former course prefix/number PEH 112)

Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1105 Beginning Racquetball (1)**

(This is a common course number. Former course prefix/number PEH 113)

Basic racquetball skills, rules and strategies are taught and class tournaments are conducted. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1107 Intramural Athletics (1)**

(This is a common course number. Former course prefix/number PEH 116)

Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1108 Beginning Archery (1)**

(This is a common course number. Former course prefix/number PEH 117)

The beginning level skills of target and field shooting and bow hunting are emphasized. History, rules of competition, preparation and care of equipment and safety are included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1109 Beginning Golf (1)**

(This is a common course number. Former course prefix/number PEH 118)

Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping, and etiquette are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1110 Beginning Tennis (1)**

(This is a common course number. Former course prefix/number PEH 119)

This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1111 Beginning Bowling (1)**

(This is a common course number. Former course prefix/number PEH 120)

Basic bowling skills at the beginner level as well as rules, strategies, safety, scoring and competitive activities are emphasized. All classes are conducted at an off-campus bowling lane. Lane fee. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1113 Beginning Gymnastics (1)**

(This is a common course number. Former course prefix/number PEH 122)

Beginning level skills in both men's and women's all-around gymnastic events are emphasized. Men's events include horizontal bar, pommel horse, rings, vaulting, floor exercise, and parallel bars. Women's events include floor exercise, vaulting, balance beam, and uneven parallel bars. Basic tumbling skills are also included. All appropriate events will be incorporated into a beginner's level routine. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1114 Beginning Swimming (1)**

(This is a common course number. Former course prefix/number PEH 123)

This course is designed to teach a non-swimmer or a shallow water swimmer to become a safe and efficient deep water swimmer. After the development of sufficient skills to perform a modified crawl stroke, the elementary back stroke, survival floating, jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1117 Beginning Basketball And Volleyball (1)**

(This is a common course number. Former course prefix/number PEH 127)

Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1119 Beginning Weight Training (1)**

(This is a common course number. Former course prefix/number PEH 131)

Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1120 Beginning Self-Defense (1)**

(This is a common course number. Former course prefix/number PEH 132)

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. Uniform required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1121 Beginning Jogging (1)**

(This is a common course number. Former course prefix/number PEH 133)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1122 Outdoor Education (1)**

(This is a common course number. Former course prefix/number PEH 134)

Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1123 Beginning Walking for Fitness (1)**

(This is a common course number. Former course prefix/number PEH 135)

This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1124 Beginning Aerobics (1)**

(This is a common course number. Former course prefix/number PEH 137)

This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1125 Aquatic Fitness (1)**

(This is a common course number. Former course prefix/number PEH 143)

This course is designed to promote fitness through the use of water-related activities compatible with a pool environment. Emphasis is placed on water resistant exercises, lap swimming utilizing various kicks and strokes, relays, and a variety of aquatic games. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1126 Beginning Cycling (1)**

(This is a common course number. Former course prefix/number PEH 145)

Development of cycling skills and improvement of physical fitness through cycling are emphasized. Fitness concepts, riding technique, safety, routine maintenance and repair of the cycle are fundamental topics of this course. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1127 Triathlon Fitness (1)**

(This is a common course number. Former course prefix/number PEH 146)

This course includes an individualized program of walking, running, cycling, swimming, and weight training. From these activities, the student and instructor will design a fitness program to improve total body fitness, strength, endurance and self-image. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)



**PHED 1128 Canoeing/Kayaking (1)**

(This is a common course number. Former course prefix/number PEH 149)

This course is designed to teach the students knowledge and appreciation of basic white water canoeing/kayaking skills so they can actively engage in these activities throughout their lives. A weekend river trip is included in this course. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1129 Backpacking/Rock Climbing (1)**

(This is a common course number. Former course prefix/number PEH 150)

This course is designed to teach the students basic skills, knowledge and appreciation of backpacking and rock climbing to the extent that they can actively engage in these activities throughout their lives. A weekend backpacking trip is included in the course. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1130 Intermediate Lifetime Sports Activities (1)**

(This is a common course number. Former course prefix/number PEH 200)

Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1131 Intermediate Soccer (1)**

(This is a common course number. Former course prefix/number PEH 204)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of strategies, safety, offensive and defensive patterns of play and competitive activities are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1132 Intermediate Softball (1)**

(This is a common course number. Former course prefix/number PEH 212)

Emphasis is placed on game strategy, base coaching, preparing a lineup, conducting drills, and performance on hitting, catching, and throwing. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1133 Intermediate Racquetball (1)**

(This is a common course number. Former course prefix/number PEH 213)

This activity course is designed for students seeking to advance their racquetball skill level. The course content covers advanced shot execution, strategy, and the doubles game. Emphasis is placed on improved skill and strategy. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1134 Intermediate Physical Fitness (1)**

(This is a common course number. Former course prefix/number PEH 215)

Basic skills and techniques of fitness-related activities are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1135 Intermediate Archery (1)**

(This is a common course number. Former course prefix/number PEH 217)

Course content includes refinement for basic archery skills and competitive target shooting and field archery. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1136 Intermediate Golf (1)**

(This is a common course number. Former course prefix/number PEH 218)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual golf course playing are emphasized. Equipment is furnished. Green fees. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1137 Intermediate Tennis (1)**

(This is a common course number. Former course prefix/number PEH 219)

Emphasis is placed on refinement of basic skills and specialty shots. Competitive activities in singles, doubles and mixed doubles will be included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1139 Intermediate Gymnastics (1)**

(This is a common course number. Former course prefix/number PEH 222)

Basic tumbling and the all-around events for men and women will be emphasized at the intermediate performance level. Course emphasis is placed on the development, preparation and presentation of gymnastic routines. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1140 Intermediate Swimming (1)**

(This is a common course number. Former course prefix/number PEH 223)

The correct performance of the crawl, elementary back stroke, side and breast strokes will be emphasized. Some speed and endurance swimming will be required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1141 Intermediate Weight Training (1)**

(This is a common course number. Former course prefix/number PEH 231)

Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1142 Intermediate Self-Defense (1)**

(This is a common course number. Former course prefix/number PEH 232)

Students will be introduced to intermediate forms of defense and combinations of self defense methods. Emphasis is on practical application of self defense movements. Uniform required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1143 Intermediate Jogging (1)**

(This is a common course number. Former course prefix/number PEH 233)

Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1144 Intermediate Walking for Fitness (1)**

(This is a common course number. Former course prefix/number PEH 235)

Students participate in a low impact exercise walking program beyond the beginning level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1145 Intermediate Aerobics (1)**

(This is a common course number. Former course prefix/number PEH 237)

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 developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1146 Intermediate Basketball (1)**

(This is a common course number. Former course prefix/number PEH 239)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of shooting, passing, dribbling, team play, strategies, and competitive play covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1147 Intermediate Volleyball (1)**

(This is a common course number. Former course prefix/number PEH 240)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the forearm pass, setting, spiking, serving, team play, strategies, and competitive play are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1148 Intermediate Baseball (1)**

(This is a common course number. Former course prefix/number PEH 241)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of hitting, fielding, pitching, team play, and competitive play are emphasized. Baseball history and interpretation of the rules are also covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1149 Intermediate Cycling (1)**

(This is a common course number. Former course prefix/number PEH 245)

Improvement of physical fitness through cycling is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1150 Intermediate Bowling (1)**

(This is a common course number. Former course prefix/number PEH 220)

This course is designed for students seeking improvement in the lifetime sport of bowling. The course covers a review of history, etiquette, care and selection of equipment, rules and scoring. Additional information will be provided on handicapping, league play, variation of grips, spot bowling and alley textures. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1164 Beginning Physical Fitness (1)**

(This is a common course number. Former course prefix/number PEH 116)

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. . Pre- and Post-fitness assessments included. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 3105015128)

**PHED 1251 Scuba Diving (2)**

(Former course prefix/number PEH 225/PHED 2270)

Prerequisite: Demonstrated competence approved by the instructor. This course includes instruction in the proper use of equipment, safety, physiology and open water diving. Students completing course requirements receive certification through one of several major accredited associations. Equipment rental fee. Laboratory fee. (1 Lec., 2 Lab.)  
(Coordinating Board Academic Approval Number 3601085323)

**PHED 1252 Advanced Open Water Scuba (2)**

(Former course prefix/number PEH 228/PHED 2271)

Prerequisite: Physical Education 2270 or appropriate certifying agency entry level certificate or 10 log book hours. Instruction will include the introductory knowledge and skill development in the open water environment for the student to participate in underwater investigation, deep diving, search and light salvage, and limited visibility/night diving. Safety, special equipment, dive planning and dive buddy procedures will be covered. Upon successful completion of the course, the student will receive advanced open water certification through a qualified certifying agency. Laboratory fee. (1 Lec., 2 Lab.)  
(Coordinating Board Academic Approval Number 3601085323)

**PHED 1270 Divemaster (2)**

(Former course prefix/number PEH 142)

Prerequisite: Physical Education 2271 or advanced certification from any of the national certifying organizations. This course is designed for the advanced diver who seeks additional training as an instructional assistant responsible for the organization, teaching and safety of scuba divers. Students who successfully complete this course will receive divemaster certification. Laboratory fee. (1 Lec., 2 Lab.)  
(Coordinating Board Academic Approval Number is to be assigned. Unique Need approval pending.)

**PHED 1301 Introduction To Physical Education (3)**

(This is a common course number. Former course prefix/number PEH 144)

This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. This course does not satisfy the physical education activity course requirement. (3 Lec.)  
(Coordinating Board Academic Approval Number 3105015228)

**PHED 1304 Health For Today (3)**

(This is a common course number. Former course prefix/number PEH 101)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)  
(Coordinating Board Academic Approval Number 5103015128)

**PHED 1306 Advanced First Aid And Emergency Care (3)**

(This is a common course number. Former course prefix/number PEH 267)

This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)  
(Coordinating Board Academic Approval Number 5103015328)

**PHED 1308 Sports Officiating I (3)**

(This is a common course number. Former course prefix/number PEH 147)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)  
(Coordinating Board Academic Approval Number 1202045128)

## PHYSICAL SCIENCE

(See Physics)

## PHYSICS

### PHYS 1401 Introductory General Physics (4)

(This is a common course number. Former course prefix/number PHY 111)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

### PHYS 1402 Introductory General Physics (4)

(This is a common course number. Former course prefix/number PHY 112)

Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

### PHYS 1411 Fundamentals Of Astronomy (4)

(This is a common course number. Former course prefix/number AST 111)

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

### PHYS 1412 General Introductory Astronomy (4)

(This is a common course number. Former course prefix/number AST 112)

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

### PHYS 1415 Physical Science (4)

(This is a common course number. Former course prefix/number PSC 118)

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

### PHYS 1417 Physical Science (4)

(This is a common course number. Former course prefix/number PSC 119)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. This course is also offered as Geology 1401. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

### PHYS 2425 General Physics (4)

(This is a common course number. Former course prefix/number PHY 201)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

### PHYS 2426 General Physics (4)

(This is a common course number. Former course prefix/number PHY 202)

Prerequisites: Physics 2425 and credit or concurrent enrollment in Mathematics 2414. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

## PSYCHOLOGY

### PSYC 1300 Learning Framework (3)

(This is a common course number.)

This course is a study of theoretical models regarding how people learn, think and motivate themselves. Students will use assessment instruments to help them identify their own academic strengths and weaknesses. Students are ultimately expected to integrate and apply these skills to become effective efficient learners. (3 Lec.)

(Coordinating Board Academic Approval Number 4203015124)

**PSYC 2301 Introduction To Psychology (3)**

(This is a common course number. Former course prefix/number PSY 101)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standards in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015140)

**PSYC 2302 Applied Psychology (3)**

(This is a common course number. Former course prefix/number PSY 202)

Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Psychological facts and principles are applied to problems and activities of life and will be used to examine basic aspects of human relationships in society. This course will involve the direct application of psychological principles to human relation problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

**PSYC 2306 Human Sexuality (3)**

(This is a common course number. Former course prefix/number PSY 103)

Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015340)

**PSYC 2314 Developmental Psychology (3)**

(This is a common course number. Former course prefix/number PSY 201)

Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015140)

**PSYC 2316 Psychology Of Personality (3)**

(This is a common course number. Former course prefix/number PSY 205)

Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015740)

**PSYC 2319 Social Psychology (3)**

(This is a common course number. Former course prefix/number PSY 207)

Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015140)

**PSYC 2340 Current Issues in Psychology (3)**

(Former course prefix/number PSY 211/PSYC 2370)

This course provides an in-depth study of current issues in psychology. Topics include: abnormal psychology, psychology of the offender, death and dying, and gender roles. Topics may vary from semester to semester and may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015540)

**PSYC 2389 Psychology Practicum (3)**

(This is a common course number.)

An instructional program designed to integrate on-campus study with practical field experience in Psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human behavior, and/or social institutions, and in the practice of community services. The course may be repeated for credit when field experiences vary. (1 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4501015142)

**READING****READ 1313 Analytical Reading and Critical Thinking (3)**

(Former course prefix/number RD 101/READ 1370; RD 102/READ 1371. The common course number is ENGL 1313.)

Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, note taking, underlining, concentrating, and memory. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015735)

## RELIGION

**NOTE:** These courses carry a Dallas County Community College prefix of "RELI"; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.)

### **RELI 1304 Major World Religions (3)**

(Former course prefix/number REL 201. The common course number is PHIL 1304)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015235)

### **RELI 1316 Religion In American Culture (3)**

(Former course prefix/number REL 101/RELI 1370)

This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015135)

### **RELI 1317 The History And Literature Of The Bible (3)**

(Former course prefix/number REL 105)

This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015135)

### **RELI 2321 Contemporary Religious Problems (3)**

(Former course prefix/number REL 102/RELI 1371)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015335)

## SOCIAL WORK

(Social Work Associate Training)

### **CMSW 1353 Families Intervention Strategies (3)**

(This is a WECM course number. Former course prefix/number SWAT 2373 and EITP 1471.)

Overview of professionally recognized family intervention systems. Topics include theorists in the field and personal awareness. Family assessments and working with the family as a system, in selecting health care services. The intergenerational concepts are introduced. (3 Lec.)

### **CMSW 1405 Nursing Home Activity Director (4)**

(This is a WECM course number. Former course prefix/number SWAT 2470 and EITP 1371.)

Preparation for the role of Nursing Home Activity Director. Development in appropriate skills, theory, psychology, and record keeping to meet Texas Department of Health requirements. Topics include program planning, working in groups, developing an activities department, and therapeutic techniques. (4 Lec., 1 Lab.)

### **CMSW 1505 Nursing Home Activity Director (5)**

(This is a WECM course number. Former course prefix/number SWAT 2471 and CDEC 1319).

Prerequisite: CMSW 1405. Preparation for the role of Nursing Home Activity Director. Development in appropriate skills, theory, psychology, and record keeping to meet Texas Department of Health requirements. Topics include program planning, working in groups, developing an activities department, and therapeutic techniques. The course focuses on how to apply management science principles to the delivery of activities. (5 Lec.)

### **DAAC 1304 Pharmacology of Addiction (3)**

(This is a WECM course number. Former prefix/number SCAT 1370).

Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug addiction. (3 Lec.)

**DAAC 1307 Addicted Family Intervention (3)**

(This is a WECM course number. Former prefix/number SCAT 2372).

The student will discuss and explain the family as a dynamic system; explain the effects of addiction on the dynamics of a family system; and describe and differentiate between various family treatment processes and their applicability to traditional and nontraditional family systems. The student will discuss the impact of mood altering substances and behaviors as they relate to the family from a multicultural and transgenerational perspective; and discuss the role of the family in the addictive and recovery process. (3 Lec.)

**DAAC 1311 Counseling Theories (3)**

(This is a WECM course number. Former course prefix/number SCAT 1371).

An introduction to major theories of various treatment modalities including Reality Therapy, Psycho-dynamic, grief therapy, Client-centered therapy, Rational-Emotive Therapy, Cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experimental therapies as they relate to detoxification, residential, outpatient, and extended treatment. Ethical issues will be reviewed. (3 Lec.)

**DAAC 1319 Introduction to Alcohol and Other Drug Addictions (3)**

(This is a WECM course number. Former course prefix/number SCAT 2371).

Cause and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (3 Lec.)

**DAAC 1341 Counseling Alcohol and Other Drug Addictions (3)**

(This is a WECM course number. Former course prefix/number SCAT 2370).

This course will focus on special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be introduced. Confidentiality and ethical issues will be reviewed and practiced. (3 Lec.)

**DAAC 1343 Current Issues (3)**

(This is a WECM course number. Former course prefix/number SCAT 2373).

A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated. The focus is to examine the various cultural strategies for counseling diverse clients. (3 Lec.)

**DAAC 2366 Practicum (or Field Experience)- Alcohol/Drug Abuse Counseling (3)**

(This is a WECM course number. Former course prefix/number SCAT 7472).

Prerequisite DAAC 1304, 1307, 1311, 1341, 1343 and SCWK 2311, and SCWK 1305. The 336 contact hours must be completed at an approved practicum site. Practical general training and experiences in the workplace. The college with the employer develops 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. Roundtable seminar mandatory. (1 Lec., 20 Ext.)

**GERS 1301 Introduction to Gerontology (3)**

(This is a WECM course number. Former course prefix/number SWAT 2372 and CDEC1303).

Overview of the social, psychological, and biological changes that accompany aging and an overview of the implications of these changes for the individual, as well as for the larger society. The student will compare and contrast the different views of aging presented by the disciplines of biology, sociology, and psychology; demonstrate an understanding of the demographic changes due to aging experiences in the United States. The student will articulate the impact of an aging population on key social institutions such as the family, the economy, the political system, and the health care industry; effectively rebut key misconceptions regarding aging and the elderly; and identify potential career choices in gerontology. (3 Lec.)

**GERS 1392 Special Topics in Gerontology (3)**

(This is a WECM course. Former course prefix/number SWAT 1373 and CDEC 2375).

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. Learning outcomes/objectives are determined by local occupational need and business and industry trends. (3 Lec.)

**SCWK 1301 Adolescent Life Cycle (3)**

(This is a WECM course number. Former course prefix/number SWAT 1374).

Study of the developmental phases from adolescence through young adulthood and the tasks and goals to be achieved during these stages. Topics include physiological and psychological changes, interpersonal relationships, and the individual's ability to relate to the social environment. Emphasis on critical areas of the adolescent period of the life cycle. (3 Lec.)

**SCWK 1305 Group Work Intervention (3)**

(This is a WECM course number. Former course prefix/number SWAT 2377).

Examination of the various stages of the group work treatment process with emphasis on roles, tasks, and potential problem areas. Topics include mechanics of group function, structure of groups, communication patterns within groups, effective group facilitation skills, and techniques used to address special population issues and needs. (3 Lec.)

**SCWK 1313 Introduction to Social Work (3)**

(This is a WECM course number. Former course prefix/number SWAT 2370).

An overview of the social work profession and introduction to the terms, concepts, people, and critical events that have shaped the profession. Topics include the role of the National Association of Social Workers (NASW) and the Council on Social Work Education (CSWE) in maintaining and strengthening social work education and standards; the importance of human service agencies in fostering or diminishing the quality of services; and developing an understanding of poverty and the impact of institutional racism, sexism, ageism. (3 Lec.)

**SCWK 1321 Orientation to Social Services (3)**

(This is a WECM course number. Former course prefix/number SWAT 1370).

Introduction to the basic concepts, information, and practices within the field of social services. Topics include a survey of the historical development of social services; social, legal, and clinical definitions, and review of current information regarding indications for and methods of treatment and/or services. (3 Lec.)

**SCWK 1364 Practicum (or Field Experience)- Social Work (3)**

(This is a WECM course number. Former course prefix/number SWAT 7371).

Prerequisites: SCWK 1305, SCWK 1313, SCWK 1321, SCWK 2311, and SCWK 2301. The 336 contact hours must be completed at an approved practicum site. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience to the student's general and technical course of study. The guided external experience may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Roundtable seminar mandatory. (1 Lec., 20 Ext.)

**SCWK 1365 Practicum (or Field Experience) - Social Work (3)**

(This is a WECM course number. Former course prefix/number SWAT 7372 and SWAT 7371).

Prerequisite: SCWK 1305, SCWK 1313, SCWK 1321, SCWK 2311, and SCWK 2301. The 336 contact hours must be completed at an approved practicum site. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. Roundtable seminar mandatory. (1 Lec., 20 Ext.)

**SCWK 2301 Assessment and Case Management (3)**

(This is a WECM course number. Former course prefix/number SWAT 2376).

Exploration of procedures to identify and evaluate an individual's and/or family's strengths, weaknesses, problems, and needs in order to develop an effective plan of action. Topics include oral and written communications essential for assessment, screening, intervention, client information, and referral. (3 Lec.)

**SCWK 2305 Special Problems of Youth (3)**

(This is a WECM course number. Former course prefix/number SWAT 2374).

Examination of the particular problems of youth and their implications for social service workers delivering services to this population. Topics include youth serving in social institutions of both a preventative and rehabilitative nature and issues related to alcohol, tobacco, and other drugs and their effects. (3 Lec.)

**SCWK 2307 Human Behavior and the Social Environment (3)**

(This is a WECM course number. Former course prefix/number SWAT 2378).

A basic framework for creating and organizing knowledge of human behavior and the social environment. Introduction of social system, life span, and strength approaches to understanding human behavior and environment impact. Emphasis on the impact of human diversity, discrimination, and oppression on the individual's ability to reach or maintain optimal health and well-being. (3 Lec.)

**SCWK 2311 Interviewing and Counseling Theories (3)**

(This is a WECM course number. Former course prefix/number SWAT 1371).

An introduction to Major theories of various treatment modalities including client-centered, psychodynamic, rational-emotive, and reality therapy. Topics include cognitive/behavioral approaches such as behavior modification, life skills training, and an introduction to experimental therapies. (3 Lec.)



**SCWK 2331 Abnormal Behavior (3)**

(This is a WECM course number. Former course prefix/number SWAT 1372).

An introduction to the literature concerning maladaptive behavior including characteristics, classification, diagnosis, and treatment modalities. Topics include factors associated with defining and identifying abnormal behavior. (3 Lec.)

**SOCIOLOGY****SOCI 1301 Introduction To Sociology (3)**

(This is a common course number. Former course prefix/number SOC 101)

This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015142)

**SOCI 1306 Social Problems (3)**

(This is a common course number. Former course prefix/number SOC 102)

This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015242)

**SOCI 2301 Marriage, Family, and Close Relationships (3)**

(This is a common course number. Former course prefix/number SOC 203)

Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015442)

**SOCI 2306 Human Sexuality (3)**

(This is a common course number. Former course prefix/number SOC 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015342)

**SOCI 2319 Race, Ethnicity and Community (3)**

(This is a common course number. Former course prefix/number SOC 204)

This course focuses on cultural, social, and institutional factors affecting relationships within and among ethnic, cultural, and racial groups. Emphasis is on current problems of intergroup relations, social movements, and related social changes, as well as community building and conflict resolution. The historic contributions of the groups may be presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**SOCI 2320 Field Studies In American Minorities (3)**

(This is a common course number. Former course prefix/number SOC 210)

Prerequisite: Sociology 1301 or Sociology 2319. Experience is provided in various minority community centers. Work is under professional supervision in a task-oriented setting. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**SOCI 2326 Social Psychology (3)**

(This is a common course number. Former course prefix/number SOC 207)

Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015140)

**SOCI 2370 Selected Topics (3)**

(Former course prefix/number SOC 209)

Prerequisite: Sociology 1301 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

**SOCI 2389 Applied Sociology Practicum (3)**

(This is a common course number. Former course prefix/number SOC 232)

An instructional program designed to integrate on-campus study with practical field experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior, and/or social institutions, and in the practice of community service. This course may be repeated for credit when field experiences vary. (1 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4501015142)

## SPANISH

### **SPAN 1311 Beginning Spanish (3)**

(This is a common course number.)

This course is an introduction to Spanish speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Spanish for more than one semester enroll in Spanish 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Spanish 1311 and wish to continue their studies of Spanish may register for Spanish 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

### **SPAN 1411 Beginning Spanish (4)**

(This is a common course number. Former course prefix/number SPA 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

### **SPAN 1412 Beginning Spanish (4)**

(This is a common course number. Former course prefix/number SPA 102)

Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

### **SPAN 2306 Spanish Conversation (3)**

(This is a common course number. Former course prefix/number SPA 207; SPA 208/SPAN 2370)

Prerequisite: Spanish 1411 and Spanish 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2311. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

### **SPAN 2311 Intermediate Spanish (3)**

(This is a common course number. Former course prefix/number SPA 201)

Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

### **SPAN 2312 Intermediate Spanish (3)**

(This is a common course number. Former course prefix/number SPA 202)

Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

## SPEECH COMMUNICATION

### **SPCH 1144 Speech Communication**

#### **Laboratory (1)**

(This is a common course number. Former course prefix/number SC 100)

This laboratory course focuses on students applying speech communication skills through service projects, internships, and leadership activities. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

### **SPCH 1145 Speech Communication Workshop (1)**

(This is a common course number. Former course prefix/number SC 110)

This laboratory course offers students a wide variety of applied speech communication experiences. This course may be repeated four times for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

### **SPCH 1311 Introduction To Speech Communication (3)**

(This is a common course number. Former course prefix/number SC 101)

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches. This course requires college-level reading and writing skills. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015135)

### **SPCH 1315 Fundamentals Of Public Speaking (3)**

(This is a common course number. Former course prefix/number SC 105)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015335)

### **SPCH 1318 Interpersonal Communication (3)**

(This is a common course number. Former course prefix/number SC 203)

This course presents theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. (3 Lec.)

(Coordinating Board Approval Number 2310015435)

**SPCH 1321 Business And Professional Communication (3)**

(This is a common course number. Former course prefix/number SC 209)

Theories and skills of speech communication as applied to business and professional situations will be studied. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015235)

**SPCH 1342 Voice And Articulation (3)**

(This is a common course number. Former course prefix/number SC 109)

Students may register for either Speech Communication 1342 or Drama 2336 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

**SUBSTANCE ABUSE**

(Substance Abuse Counselor Training)

**CMSW 1327 Treatment Modalities with Special Populations (3)**

(This is a WECM course number.)

Introduces the most commonly used and accepted treatment methods in the mental health and mental retardation field. Explores the role of the social service worker and treatment modalities utilized in the outpatient, inpatient, and day treatment areas as they apply to different special populations. (3 Lec.)

**DAAC 1304 Pharmacology of Addiction (3)**

(This is a WECM course number. Former prefix/number SCAT 1370.)

Psychological, physiological, and sociological effects of mood altering substances and behaviors and their implications for the addiction process are discussed. Emphasis on pharmacological effects of tolerance, dependency/withdrawal, cross addiction, and drug addiction. (3 Lec.)

**DAAC 1307 Addicted Family Intervention (3)**

(This is a WECM course number. Former prefix/number SCAT 2372.)

The student will discuss and explain the family as a dynamic system; explain the effects of addiction on the dynamics of a family system; and describe and differentiate between various family treatment processes and their applicability to traditional and nontraditional family systems. The student will discuss the impact of mood altering substances and behaviors as they relate to the family from a multicultural and transgenerational perspective; and discuss the role of the family in the addictive and recovery process. (3 Lec.)

**DAAC 1311 Counseling Theories (3)**

(This is a WECM course number. Former course prefix/number SCAT 1371.)

An introduction to major theories of various treatment modalities including Reality Therapy, Psycho-dynamic, grief therapy, Client-centered therapy, Rational-Emotive Therapy, Cognitive-behavioral approaches such as life skills training, behavior modification, and the introduction to experimental therapies as they relate to detoxification, residential, outpatient, and extended treatment. (3 Lec.)

**DAAC 1319 Introduction to Alcohol and Other Drug Addictions (3)**

(This is a WECM course number. Former course prefix/number SCAT 2371.)

Cause and consequences of addiction as they relate to the individual, family, community, and society are discussed. Response alternatives regarding intervention, treatment, education, and prevention are reviewed. Competencies and requirements for licensure in Texas are explained. Addiction issues related to diverse populations are presented. (3 Lec.)

**DAAC 1341 Counseling Alcohol and Other Drug Addictions (3)**

(This is a WECM course number. Former course prefix/number SCAT 2370.)

This course will focus on special skills and techniques in the application of counseling skills for the Alcohol and Other Drug (AOD) client. Design and utilization of treatment planning using a treatment team approach will be introduced. Confidentiality and ethical issues will be reviewed and practiced. (3 Lec.)

**DAAC 1343 Current Issues (3)**

(This is a WECM course number. Former course prefix/number SCAT 2373.)

A study of issues that impact addiction counseling. Special populations, dual diagnosis, ethics, gambling, and infectious diseases associated with addiction counseling will be investigated. The focus is to examine the various cultural strategies for counseling diverse clients. (3 Lec.)

### **DAAC 2366 Practicum (or Field Experience)-**

#### **Alcohol/Drug Abuse Counseling (3)**

(This is a WECM course number. Former course prefix/number SCAT 7472.)

Prerequisite DAAC 1304, 1307, 1311, 1341, 1343 and SCWK 2311, and SCWK 1305. The 336 contact hours must be completed at an approved practicum site. Practical general training and experiences in the workplace. The college with the employer develops 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. Roundtable seminar mandatory. (1 Lec., 20 Ext.)

## **THEATRE**

(See Drama and Dance)

## **WELDING**

### **WLDG 1381 Cooperative Education-Welder/Welding Technologist (3)**

(This is a WECM course number. Former course prefix/number WLD 104.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

# STUDENT CODE OF CONDUCT

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

## PURPOSE

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

## POLICIES, RULES, AND REGULATIONS

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

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

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

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

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

## DEFINITIONS

Definitions to be used in this policy are as follows:

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

## BILL J. PRIEST INSTITUTE FOR ECONOMIC DEVELOPMENT

The Provost of the Bill J. Priest Institute for Economic Development and College President are authorized to promulgate written regulations which apply only to students who are subject to provisions of the federal Job Training Partnership Act (JTPA), as amended, its regulations, and other similar federal programs. JTC or College regulations should be designed to foster good work habits, promote skills desired by local employers, and encourage success in obtaining and maintaining a job. JTPA students are subject to conduct standards in the code of student conduct as well as JTC or College regulations; however, the remainder of the code is not applicable to such students. A JTPA student who allegedly violates the code and/or JTC or College regulations must be given an opportunity to appeal expulsion, suspension, or other disciplinary sanctions in a manner determined by the Provost or College President. JTPA students may file grievances with the private industry council only.

## RESPONSIBILITY

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

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

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

"Cheating on a test" shall include:

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

- h. Bribing another person to obtain an unadministered test or information about an unadministered test.

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

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

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 Ablock® admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the VPSD for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by college personnel.)
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
  - b. a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

## DISCIPLINE

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

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

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

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

## DISCIPLINARY PROCEEDINGS

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

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

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

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

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

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

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

## SUMMONS

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

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

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

## DISPOSITION

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

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

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

## HEARING COMMITTEE

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

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

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

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

## NOTICE

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

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

## CONTENT OF NOTICE

The notice shall advise the student of the following rights:

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

## FAILURE TO COMPLY WITH NOTICE

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

## ROLE OF LEGAL COUNSEL

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

represents the college. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject the student to expulsion or suspension.

## PRELIMINARY MATTERS

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

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

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

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

## HEARING PROCEDURE

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

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

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

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

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

1. Persons present: the complainant, the VPSD and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:
  - a. Faculty Association
  - b. College Newspaper

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

## EVIDENCE

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

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

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

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

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

## RECORD

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

## PETITION FOR ADMINISTRATIVE REVIEW

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

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

A petition for review is informal but shall contain, in addition to the

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

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

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

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

## AUTHORIZED DISCIPLINARY PENALTIES

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

1. An "admonition" means a written reprimand from the VPSD to the student on whom it is imposed.
2. "Warning probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on college premises, and gambling.
4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.
5. "Bar against readmission" may be imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.
6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
7. "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
8. "Suspension of eligibility for official athletic and nonathletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings, or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities as illustrated by, but not limited, to the following: having intoxicating beverages in any college facility, with the exception of specific beverage-related courses



within the El Centro food service program; destroying property or student's personal property; giving false information in response to requests from the college; instigating a disturbance or riot; stealing, possession, use, sale, or purchase of illegal drugs on or off campus; any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.

9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.
10. "Suspension from the college" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.
11. "Expulsion" is permanent severance from the college.

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

## HAZING

### 1. Personal Hazing Offense

A person commits an offense if the person:

- a. engages in hazing;
- b. solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;
- c. intentionally, knowingly, or recklessly permits hazing to occur; or
- d. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the VPSD or other appropriate official of the institution.

### 2. Definition

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

- a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or any other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or any other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in the subsection;
- e. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

## STUDENT GRIEVANCE PROCEDURE

### DEFINITION

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

### SCOPE

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

### SEXUAL HARASSMENT

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

### INFORMAL PROCEDURES

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

### OTHER PROCEDURAL MATTERS

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

### FORMAL PROCEDURES

Procedures for appeals are as follows:

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;
    - d. any other relevant information.
  2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event or occurrence. The entire formal procedure should take no longer than 30 days.
  3. In conducting the appeal committee hearing, the VPSD or responsible employee is authorized to:
    - a. require any student or employee to provide a written statement along with any documents concerning the events and circumstances that may have given rise to the grievance;
    - b. require any student or employee to appear and testify;
    - c. question each individual who testifies; and
    - d. copy all documents.
- This is not an adversarial proceeding. A VPSD or responsible employee shall conduct a hearing in a professional and cooperative manner and all participants are expected to do likewise.
4. Failure to comply with a summons or order from the VPSD or responsible person may result in disciplinary action.
  5. The appeal committee shall base its decisions during a hearing and make a recommendation upon the common sense and good judgement of a reasonable person.
  6. The VPSD or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.
  7. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witness (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.

## COORDINATORS

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

### Cedar Valley College

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

### Brookhaven College

Maxine Rogers - Vice President of Business Services  
Section 504 and Title II Coordinator  
Lynn Levesque - Athletic Director  
Title IX Coordinator

### Eastfield College

Jim Jones - Vice-President of Business Services  
Section 504, Title II Coordinator  
Bob Flickner--Athletic Director, Title IX Coordinator

### El Centro College

Jim Handy - Assistant Dean of Student Services  
Section 504 and Title II Coordinator  
Bettie Tully - College Ombudsperson  
Title IX Coordinator

### Mountain View College

Dr. John Pruitt - Dean of Student Support Services  
Section 504, Title II Coordinator, and Title IX Coordinator

### North Lake College

Carole Gray, Coordinator, Disability and Supplemental Services  
Section 504, Title II, and Title IX Coordinator

### Richland College

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

## COMPUTER USE POLICY

### Purpose of Computer Use Policy

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

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

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

### Use of District Resources

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

## Freedom of Expression

Censorship is not compatible with the goals of the District. The District shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality. Access to information by a user may be blocked at the request of that user, or at the request of a minor user's parent.

## Privacy

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

## Intellectual Property

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

## Criminal and Illegal Acts

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

## Authorized Use

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

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

## Unauthorized Use

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

## Individual Responsibility for Use of Computing Resources and Facilities

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

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

#### Computer Software and Copyright Law

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

#### Computer Software Policy

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

### COMMUNICABLE DISEASE POLICY

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

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

#### Nondiscrimination

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

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

#### Confidentiality

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

#### Education

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

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

#### Counseling

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

### FIREARMS POLICY

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

### STUDENT RIGHT TO KNOW ACT

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

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

# Texas Department of Health

## Recommended Adult Immunization Schedule

Vaccine/ Toxoid/ Biological	Primary Schedule & Boosters	Indications	Major Precautions & Contraindications Other Than Primary Allergies	Special Considerations
Tetanus- Diphtheria Toxoid	2 doses (IM) 4 weeks apart with 3rd dose (booster) 6-12 months then a booster every 10 years.	All Adults		Consider Human Tetanus Immune Globulin (TIG) for dirty wounds in patients with incomplete immunizations.
Measles Mumps Rubella (MMR) Vaccine	1 dose (SC); boosters for measles are necessary for certain adults.	Measles/Mumps for adults born after 1/1/57 who lack a vaccine history for measles and mumps since their 1st birthday OR serological proof of immunity OR a physician validated statement of Measles/ Mumps illness. 2 doses of measles vaccine are recommended for persons at high risk of expo- sure (e.g. medical personnel). Rubella for any adult who lacks documentation of rubella vaccine since the 1st birthday OR serological proof of immunity.	Pregnancy; immuno- compromised hypersensitivity to neomycin and/or eggs	Persons vaccinated with killed measles vaccine (1963-1967) should be revaccinated with live measles vaccine; MMR is the vaccine of choice if the person is likely to be susceptible to more than 1 agent
Hepatitis B Vaccine	2 doses (IM) 4 weeks apart; 3rd dose 5 months after 2nd.	Adults at increased risk of occupational, environ- mental, social, or family exposure		
Influenza Vaccine (Split or Whole Vaccine)	1 dose annually (IM)	Adults with high-risk conditions; adults > or = 65 years old; health care workers	Hypersensitivity to eggs; may be given during pregnancy to high-risk patients.	
Pneumo- Coccal Poly- saccharide Vaccine (23 Valent)	1 dose (IM or SC); boosters after 6 years indicated for certain	Underlying health conditions; adults 65 years old and older; adults with anatomic or functional asplenia	Pregnancy	Immune response 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 2.09 AND 2.09A TEX. EDU. CODE**

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

# DCCCD Administration

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*Chair*



**Carla McGee**  
*Vice Chair*



**Charletta Compton**



**Diana Flores**



**Randy Leake**



**Pattie T. Powell**



**Jerry Prater**



**J. William Wenrich**  
*Chancellor*

## Dallas County Community College District Administration

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Vice Chancellor of Educational Affairs .....	Robert Aguero
Vice Chancellor of Planning and Development Affairs .....	Bill Tucker
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Director of Purchasing .....	Phillip Todd
Director of Resource Development .....	Lyndon McClure
Director of Technical Services .....	Paul Dumont

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# Distance Learning

Since 1972, the DCCCD has offered distance learning courses and programs. Over the years, these programs have evolved to embrace emerging technologies and expanded to meet increasing student demand. About 14,000 students enroll in distance education courses in the DCCCD each year.

Making distance learning options convenient and accessible to students is part of the DCCCD's mission. In a rapidly changing local, national and world community, the DCCCD is committed to delivering flexible, accessible, affordable and quality-driven education.

Distance learning is a collaborative effort of all seven colleges, each accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The program draws its strength from its faculty and the breadth of courses – from technical to baccalaureate-transfer classes – offered by the colleges. Faculty teaching distance learning courses also teach campus-based courses at one of the seven 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 functions 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, one of the nation's premier producers of educational telecommunications and distance learning products;
- DALLAS Teleconferences, awarding-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 institutes, state agencies and other public entities.

## Distance Learning Formats

DCCCD distance learning courses are offered in four formats. Each format requires a unique set of technologies essential to successful course completion.

### Telecourse

The telecourse allows you 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 the telephone, fax and mail. You are required to have access to local cable, KDTN public television, or a VHS format videocassette player.

**Your best source of information about all aspects of distance learning courses can be found on the web at <http://telecollege.dcccd.edu>**

### Online Courses

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

The courses may include campus-based requirements including orientations, testing and review sessions.

### Telecourse Plus Courses

The Telecourse Plus format incorporates the use of video and the online classroom. The course includes a pre-produced video series with print materials. You are required to have access to local cable, KDTN public television, or a VHS-format videocassette player. You are also required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions among faculty and students, and more. The courses may include campus-based requirements including orientations, testing and review sessions.

### Live-Interactive Television Course

A live-interactive television course uses one-way video and two-way audio. You must have access to a participating cable television system. Students may interact with the faculty by telephone, placing a call to a voice bridge system. The course may include campus-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 of Dallas, call toll free 1 (888) 468-4268.

### Campus-Based Distance Learning

DCCCD colleges offer a growing number of distance learning courses and programs each year. As DCCCD colleges identify student demand for distance learning instruction in specific programs and courses, the College, through its appropriate instructional division, begins the process of adding the distance delivery option for a specific program or course.

A campus-based distance learning course has more than 50 % of the instructional contact hours delivered at a distance, with occasional on campus instructional requirements. Most student services are delivered on campus.

Campus-based distance learning courses are offered using one or more of the distance learning delivery formats detailed previously. For a complete listing of campus-based distance learning courses offered district-wide by all of the DCCCD colleges, refer to the distance learning pages printed in your college's schedule of classes. A campus-based distance learning class schedule is also available on the web at <http://telecollege.dcccd.edu>, click on Class Schedules.

The “official” catalog of the Dallas County Community College District is on the web. This printed version is for your convenience. Changes made since the printed catalog's publication only can be found on the website at

[www.dcccd.edu/efc](http://www.dcccd.edu/efc)

