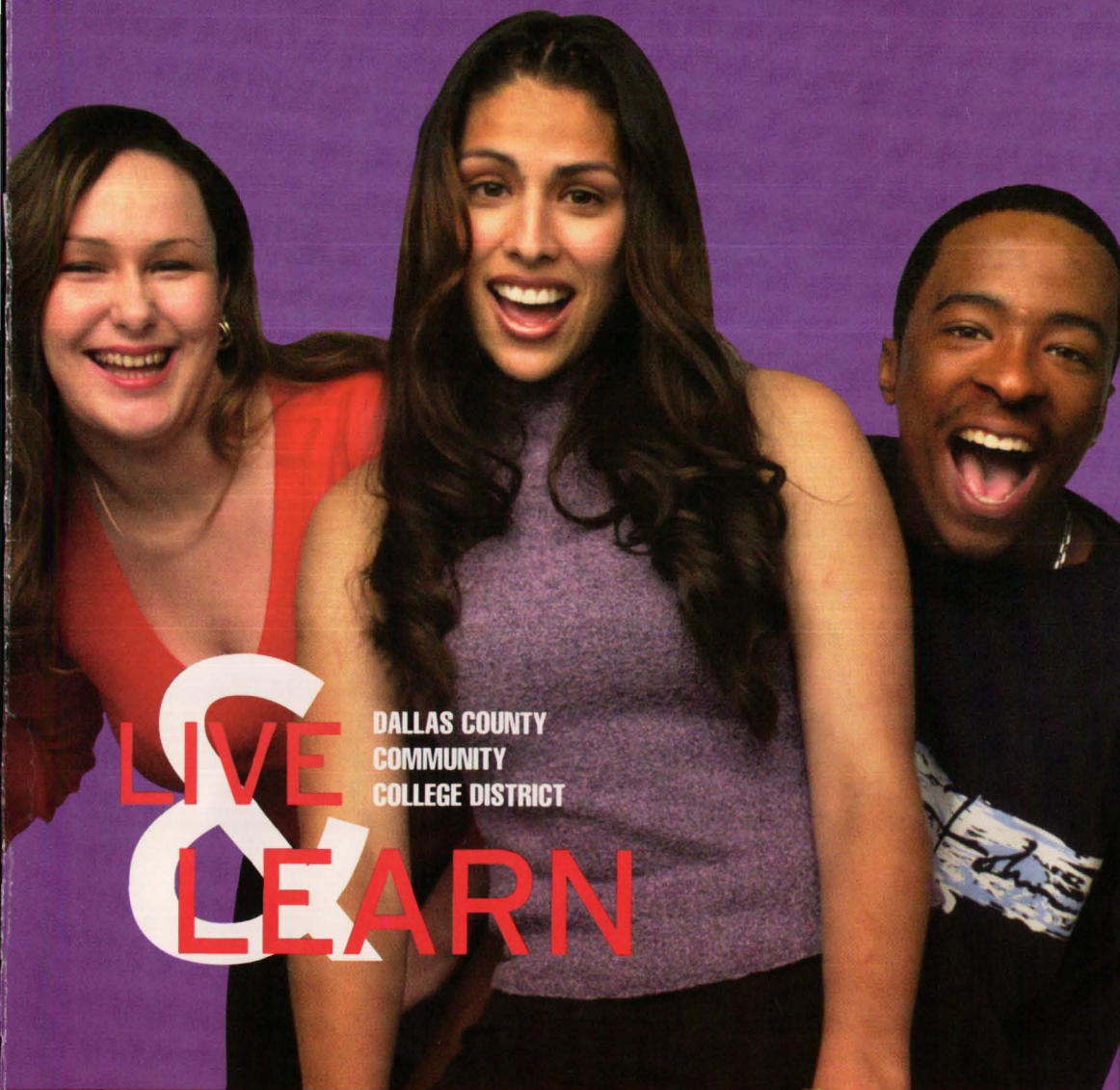
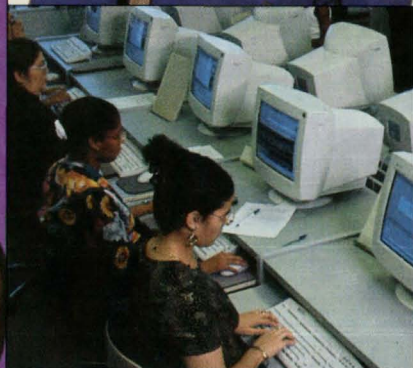


# Eastfield College

2003-2004 Catalog



**LIVE  
&  
LEARN**

DALLAS COUNTY  
COMMUNITY  
COLLEGE DISTRICT



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document.**

# Enrollment Process

## Enrollment Process for Continuing-College Transfer-Readmit Students

This form is provided to you at the Admissions Office (C-119) as part of your application process.

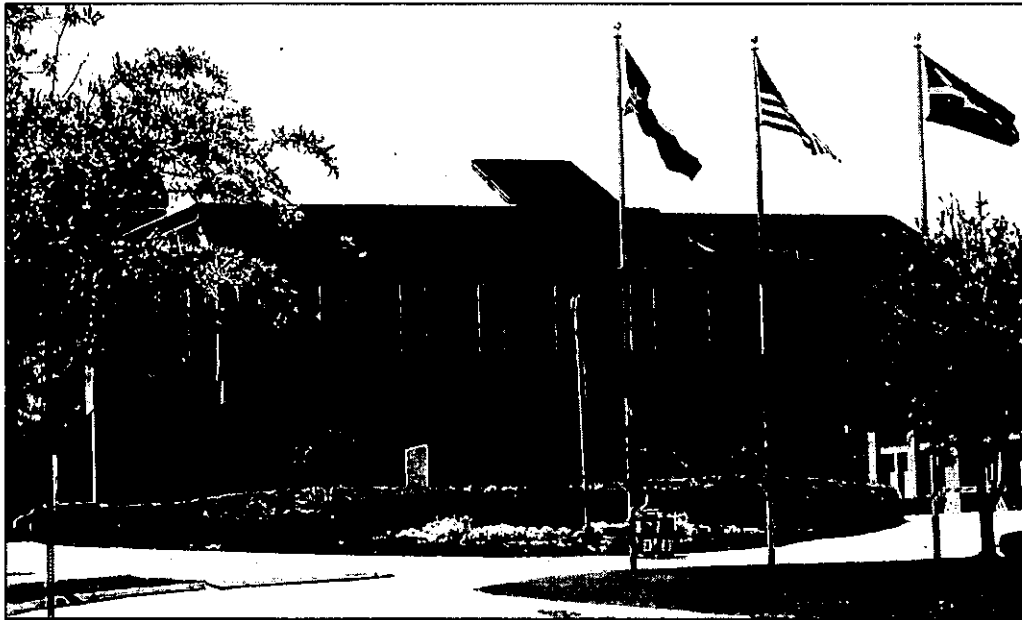
| A: ADMISSION   | B: ADVISEMENT   | C: REGISTER AND PAY  |
|--|---|--|
| <p>Application completed<br/>(An application is not required of continuing students.)</p> <p>All official transcripts on file from previous colleges?</p> <p>Degree plan on file?</p> <p>All blocks cleared?</p> <p>Registration information</p> <p>Class schedule</p> | <p>Prepare tentative schedule</p> <p>Self-advise unless required below</p> <p>Required if:</p> <ul style="list-style-type: none"> <li>on scholastic probation</li> <li>test for course placement (Advisor referral required)</li> <li>failed a section of TASP</li> </ul> <p>(Registration by an advisor is required)</p> <p>Select classes/days/times</p> <p>Complete schedule worksheet</p> <p>Ask about orientation!</p> | <p>Complete schedule worksheet</p> <p>Registration Center (C127)</p> <p>(Registration is required by an advisor if you have failed a section of TASP.)</p> <p>Tuition/Fee payment (C126)</p> <p><b>*Note payment due date on Registration Summary!</b></p> |

## Enrollment Process for Now-to-College Students

| #1: ADMISSION<br>Admissions Office (C119)  | #2: ASSESSMENT<br>Testing Center (C1140)  | #3: ACADEMIC<br>ADVISEMENT<br>Advisement Center (C120)  | #4: REGISTER AND PAY  |
|--|---|---|---|
| <p>Application completed</p> <p>Enrollment process</p> <p>Class schedule</p> <p>New student information</p> <p>Student Information Profile (SIP)</p> | <p>ACT, SAT, or TASP scores?</p> <p>(Beginning Fall 1998, ACT and SAT scores cannot be used for placement; however, appropriate scores can be used for TASP exemption.)</p> <p><b>PLACEMENT</b></p> <p>Alternative TASP tests (EFC uses ACCUPLACER) can only be taken for initial TASP testing, the TASP Test must be taken for all retakes.</p> <p>*Arrangements for special accommodations must be made <b>PRIOR</b> to being tested.</p> | <p>Prepare tentative schedule</p> <p>Advisor approval</p> <p>Select classes/days/times</p> <p>Fill in schedule worksheet</p> <p>Ask about orientation</p> | <p>Schedule worksheet</p> <p>Registration Center (C127)</p> <p>Tuition/Fee payment (C126)</p> <p><b>*Note payment due date on Registration Summary!</b></p> |



# 2003-2004 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, disability or sexual orientation.

## **Please Note:**

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



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# Academic Calendar

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

## Fall Semester, 2003

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

|                     |  |
|---------------------|--|
| August 18 (M)       | Faculty reports  |
| August 25 (M)       | Classes begin  |
| September 1 (M)     | Labor Day holiday  |
| September 8 (M)     | 12th class day   |
| November 13 (R)     | Last day to withdraw with a grade of "W"                               |
| November 27 (R)     | Thanksgiving holidays begin  |
| December 1 (M)      | Classes resume   |
| December 8-11 (M-R) | Final exams  |
| December 11 (R)     | Semester closes  |
| December 15 (M)     | Grades due in Registrar's Office by 10 a.m.                            |
| December 24 (W)     | College buildings and offices close for the holidays at end of workday |

## Winter Term, 2003/2004

*Note: Contact colleges for availability and schedules.*

## Spring Semester, 2004

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

|                 |   |
|-----------------|---|
| January 2 (F)   | College buildings and offices open                  |
| January 5 (M)   | Faculty reports                                     |
| January 12 (M)  | Classes begin                                       |
| January 19 (M)  | Martin Luther King, Jr. Day holiday                 |
| January 20 (T)  | Classes resume                                      |
| January 26 (M)  | 12th class day                                      |
| February 19 (R) | District Conference Day, faculty and administrators |
| February 20 (F) | Faculty professional development (TCCTA)            |
| March 8 (M)     | Spring Break begins                                 |
| March 11 (R)    | District Conference Day, professional support staff |
| March 12 (F)    | Spring holiday for all employees                    |
| March 15 (M)    | Classes resume                                      |

## Spring Semester, 2004 (continued)

|               |   |
|---------------|---|
| April 8 (R)   | Last day to withdraw with a grade of "W"    |
| April 9 (F)   | Holiday begins                              |
| April 12 (M)  | Classes resume                              |
| May 3-6 (M-R) | Final exams                                 |
| May 6 (R)     | Semester closes                             |
| May 6 (R)     | Graduation                                  |
| May 10 (M)    | Grades due in Registrar's Office by 10 a.m. |

## May Term, 2004

*Note: Contact colleges for availability and schedules.*

## Summer Sessions, 2004\*

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

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

|             |   |
|-------------|---|
| May 31 (M)  | Memorial Day holiday                        |
| June 1 (T)  | Classes begin                               |
| June 4 (F)  | 4th class day                               |
| June 4 (F)  | Class day (1st Friday class meeting)        |
| June 23 (W) | Last day to withdraw with a grade of "W"    |
| July 1 (R)  | Final exams                                 |
| July 1 (R)  | Semester closes                             |
| July 5 (M)  | Fourth of July holiday                      |
| July 6 (T)  | Grades due in Registrar's Office by 10 a.m. |

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

|              |   |
|--------------|---|
| July 7 (W)   | Classes begin                               |
| July 9 (F)   | Class day (1st Friday class meeting)        |
| July 10 (S)  | 4th class day                               |
| July 16 (F)  | Class day (2nd Friday class meeting)        |
| July 29 (R)  | Last day to withdraw with a grade of "W"    |
| August 5 (R) | Final exams/Semester closes                 |
| August 9 (M) | Grades due in Registrar's Office by 10 a.m. |

**\* Summer Sessions, 2004 - DCCCD Colleges' summer sessions can vary. Please see your college's class schedule or its website for updated times, dates and locations**

# 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 & Expanded Goals

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.

Eastfield College will

1. Provide access for all students and help them achieve their educational goals by offering a broad range of instructional and student support services including counseling and guidance.

2. Assist students in obtaining freshman-and sophomore-level knowledge and skills leading to employment and/or an associate degree and/or prepare them for transfer to baccalaureate degree-granting institutions.

3. Assist students in obtaining knowledge, skills, and services necessary to earn a certificate and/or applied associates degree and to succeed in technical-occupational careers.

4. Provide literacy, developmental education, and English for Speakers of Other Languages programs designed to prepare students to participate successfully in further academic and career opportunities.

5. Assist students seeking training for advancement in their current field, training for entry-level job skills, retraining for employment or personal enrichment through comprehensive continuing education, and workforce training.

6. Develop educational partnerships with business, industry, governmental entities, and civic organizations to enhance economic development.

7. Provide all students with personal, social, and cultural enrichment opportunities and encourage them to exercise their rights and responsibilities as citizens.

8. Employ a qualified, diverse staff and provide opportunities for professional development for staff members to enhance their skills and abilities.

9. Continuously study, analyze, and appraise the college's purposes, procedures, programs, activities, and organization to enhance institutional effectiveness.

## 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 Educational & Administrative Technology .....       | John Criswell .....   | 972-860-7651 |
| Dean of Instructional Support Services .....                | Emma Cronin .....     | 972-860-7169 |
| Dean of Resource & Community Development .....              | Cheryl Green .....    | 972-860-7107 |
| Dean of Student Support Services .....                      | Reva Rattan .....     | 972-860-7032 |
| Dean of Workforce & Economic Development .....              | Lindle Grigsby .....  | 972-860-7198 |

## EASTFIELD COLLEGE ADMINISTRATION (continued)

|  |                         |              |
|--|-------------------------|--------------|
| Dean of Admissions, Advisement & Testing .....                   | Linda Richardson .....  | 972-860-7105 |
| Assistant Dean of Institutional Effectiveness .....              | Constance Howells ..... | 972-860-8325 |
| Director of Academic Advising & TASP .....                       | Frank Blair .....       | 972-860-7932 |
| Director of Admissions/Evening Administration .....              | Charles E. Helton ..... | 972-860-7010 |
| 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 Marketing & Communications .....                     | Sharon Cook .....       | 972-860-7629 |
| Director of Student Programs & Resources & Health Services ..... | Donnine Ballance .....  | 972-860-7190 |
| Director of Talent Search Program .....                          | Joseph Cuevas .....     | 972-860-7273 |
| Director of Upward Bound Program .....                           | Romilio Castillo .....  | 972-860-7284 |
| ADA Compliance Officer .....                                     | Jim Jones .....         | 972-860-7603 |

## INSTRUCTIONAL DIVISION DEANS

|  |                                      |                   |
|--|--------------------------------------|-------------------|
| Academic Support .....                             | Vivian Dennis-Monzingo/Interim ..... | 972-860-7108      |
| 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      |
| Social Sciences and Human Services .....           | Richard Cinclair .....               | 972-860-7156      |

## EASTFIELD COLLEGE FACULTY AND ADMINISTRATION

|  |   |
|--|---|
| <b>Alba, Elias</b> ..... Automotive Technology<br>Cedar Valley College, A.A.S.; Univ. of North Texas, Teaching Certificate;<br>Universal Technical Institute, Diesel Technician  | <b>Burris, Danny</b> ..... Heating, Ventilation & AC<br>Eastfield College, A.A.S.; Le Toumeau Univ., B.S.   |
| <b>Arocha, Maria</b> ..... Director of Enrollment Management<br>Eastfield College, A.A.; Univ. of Texas at Dallas, B.A.;<br>Amber University, M.S.   | <b>Bush, George</b> ..... Social Work/Substance Abuse<br>Bishop College, B.A.; Ball State Univ., M.A.   |
| <b>Ballance, Donnine</b> ..... Dir. of Student Programs & Resources & Health Svcs.<br>Baylor Univ., B.A.; Texas Woman's Univ., M.Ed.; Further<br>study: Amber Univ., Texas A&M Univ. at Commerce   | <b>Caratini, Maria Prado</b> ..... Program Director, Workforce Education<br>Pontifical Catholic Univ. of Puerto Rico, B.A., M.Ed.   |
| <b>Balvin, Kenneth</b> ..... Physical Education<br>Springfield College, B.S., M.S.; Further study: Ohio State Univ.,<br>Azusa Pacific College  | <b>Caropresi, Patsy</b> ..... Director of Career Services<br>El Centro College, A.A.; Univ. of North Texas, B.S.; Texas Woman's<br>Univ., M.A.; Further study: Amberton Univ.   |
| <b>Baynham, Don</b> ..... Dean, Business and Information Systems<br>Eastfield College, A.A.S.; Abilene Christian Univ., B.B.A., M.S.<br>Further study: Amber Univ., Univ. of Texas at Dallas; Univ. of North Texas   | <b>Carpenter, Robert W.</b> ..... Accounting<br>Univ. of North Texas, B.B.A., M.B.A.; C.P.A. State of Texas;<br>Further study: Univ. of North Texas, Western State College of Colorado  |
| <b>Beaver, Nancy</b> ..... Child Development<br>Univ. of Texas at Austin, B.S.; Univ. of North Texas, M.Ed.  | <b>Carr, Laura V.</b> ..... Interpreter Training Program<br>Illinois State Univ., B.S.; New York Univ., M.A.; Further study:<br>Univ. of Massachusetts, Gallaudet Univ., Texas A&M Univ. at Commerce,<br>Univ. of North Texas, Univ. of LaVerne, Amberton Univ. |
| <b>Bellamy, Johnnie</b> ..... Associate Dean of Workforce Education<br>Univ. of North Texas, B.B.A.; M.Ed.   | <b>Castillo, Romilio</b> ..... Director of Upward Bound Program<br>Univ. of Texas at Dallas, B.S.   |
| <b>Bennett, James</b> ..... Developmental Mathematics<br>Univ. of Texas at Austin, B.A.; Univ. of Houston, M.S.;<br>Further study: Texas A&M Univ. at Commerce   | <b>Cate, Franklin M.</b> ..... History<br>Texas A&M Univ. at Commerce, B.A.; Univ. of Virginia, M.A.;<br>Further study: Univ. of Texas, Vanderbilt Univ.  |
| <b>Blair, Frank</b> ..... Director of Academic Advising & TASP<br>Univ. of Texas at Austin, B.A.   | <b>Christian, Allen L.</b> ..... Mathematics<br>Arlington State College, B.S.; Texas A&M Univ. at Commerce, M.S.; Univ.<br>of North Texas, Ed.D.  |
| <b>Boldt, Chris E.</b> ..... Mathematics<br>Texas Tech Univ., B.B.A.; Texas Christian Univ., M.S.; East Texas<br>State Univ., Ed.D.; Further study: Texas Christian Univ., Univ. of<br>North Texas, Univ. of Texas at Austin, Syracuse Univ., Univ. of<br>Colorado at Boulder, Univ. of Hawaii, Stanford Univ., Ohio Univ. | <b>Cinclair, Richard</b> ..... Dean, Social Sciences and Human Services<br>Northern State College, B.S.; Univ. of Wisconsin, M.S.; Ball State<br>Univ., Ph.D.   |
| <b>Bowers, James</b> ..... Developmental Reading<br>Arizona State Univ., B.A., M.A.  | <b>Clayton, Glenn N., Jr.</b> ..... English<br>Univ. of North Texas, B.A., M.A.; Further study: Texas A&M Univ. at<br>Commerce, Univ. of North Texas  |
| <b>Brown, Harryette Stover</b> ..... English<br>Southern Methodist Univ., B.A., M.A.; Texas Woman's Univ., Ph.D.;<br>Further study: Univ. of North Texas, Texas A&M Univ. at Commerce,<br>Texas Woman's Univ.  | <b>Cook, Sharon</b> ..... Director of Marketing and Communications<br>Baylor Univ., B.A.  |
| <b>Brumbach, Virginia</b> ..... English<br>Cumberland College, A.A.; Western Kentucky State Univ., B.A.;<br>Baylor Univ., M.A.; Univ. of North Texas, Ed.D.; Post-doctoral,<br>Texas Univ., North Texas Univ., Texas Christian Univ.   | <b>Criswell, John</b> ..... Dean, Educational & Administrative Technology<br>Sam Houston State Univ., B.S.  |
| <b>Budd, Rose A.</b> ..... Developmental Writing<br>Shortwood College (Jamaica), Teaching Certificate;<br>Southern Methodist Univ., B.A., M.A.; Univ. of North Texas, M.L.S.;<br>Kellogg Institute, Appalachian State Univ.,<br>Developmental Education Specialist   | <b>Cronin, Emma</b> ..... Dean of Instructional Support Services<br>Univ. of Oklahoma, B.A.; Univ. of North Texas, M.L.S.; Further study: East<br>Texas State Univ., Texas Woman's Univ., New Mexico Highlands Univ.  |
|  | <b>Cuevas, Joseph B.</b> ..... Director of Talent Search Program<br>Purdue Univ., B.A.; Ball State Univ., M.A.; Univ. of Texas at Austin, M.E.;<br>Further study: Univ. of Iowa, Univ. of Wisconsin at Madison, Texas A&M<br>Univ. at Commerce                  |
|  | <b>Dale, Charles W.</b> ..... Electronics<br>Southeastern State College of Oklahoma, B.S.; Southern Illinois<br>Univ., M.S.; Texas A&M Univ. at Commerce, Ed.D.   |



- Danforth, David** ..... Digital Imaging  
Eastern New Mexico Univ., B.S.
- Dennis-Monzingo, Vivian** ..... Mathematics  
Texas A&M Univ. at Commerce, B.A., M.S., Ed.D.;  
Further study: Univ. of North Texas
- Doroshov, Michael** ..... Computer Information Systems  
Univ. of Alabama, B.S., M.A.; Further study: Univ. of Alabama
- Dye, Arch** ..... Electronics  
Mountain View College, A.A.S.; Univ. of Texas at Dallas, B.S.;  
Texas A&M Univ. at Commerce, M.S.
- Ealey, Selena** ..... Visiting Scholar, Developmental Reading  
Texas A&M Univ., M.Ed.
- Egedigwe, Eges** ..... Computer Information Systems  
Univ. of Ife (Nigeria), B.S.; Atlanta Univ., M.S., M.B.A.; Further study:  
Michigan State Univ.; Univ. of North Texas
- Emery, John** ..... Assistant Dean of Continuing Education  
Univ. of the State of New York, B.A.; Webster University, M.B.A.
- Erwin, Robert J.** ..... Theatre  
Univ. of South Florida, B.A.; Univ. of Alberta, M.F.A.; Further study:  
Paul Mann's Acting Workshop, New York City
- Felder, Bob** ..... Economics  
Sam Houston State Univ., B.A., M.A.
- Fitzsimmons, Mary Ann** ..... Program Director, Workforce Education  
Univ. of Dayton, B.S.; Further study: Kansas State Univ.
- Flickner, Robert E.** ..... Physical Education  
Bethel College, B.S.; Kansas Univ., M.S.; Further study: Depaul Univ.,  
Chapman Univ., United States Sports Academy, Emporia State Univ.
- Forrest, Mary L.** ..... Speech  
Univ. of North Texas, B.A.; Southern Methodist Univ., M.F.A.;  
Univ. of North Texas, Ed.D.
- Fowler, Dyanne** ..... Visiting Scholar, English  
Univ. of Texas at Arlington, B.A., M.A.
- Fox-Ball, Christine M.** ..... Spanish  
Univ. of Texas at Austin, B.A.; Texas A&M Univ. at Commerce, M.A.;  
Further study: Texas Tech Univ.
- Gammage, Judie K.** ..... Computer Information Systems  
Southern Methodist Univ., B.A., M.L.A.; Univ. of North Texas, Ph.D.
- Green, Cheryl** ..... Dean, Resource and Community Development  
Yale Univ., B.A.; Ohio State Univ., M.A.; Further study: Southern  
Methodist Univ.
- Grigsby, Lindie** ..... Dean, Workforce and Continuing Education  
Univ. of North Texas, Ed.D.
- Hegar, E. Alylene** ..... Psychology  
Texas Tech Univ., B.A.; Univ. of North Texas, M.Ed., Ed.D.
- Helton, Charles E.** ..... Director of Admissions/Evening Administration  
Texas A&M Univ. at Commerce, B.S.; Further study: Texas A&M Univ. at  
Commerce
- Henry, Robert** ..... Physical Education  
Southern Methodist Univ., B.A.; Univ. of Illinois, M.S.; Further study:  
Univ. of Texas, Univ. of North Texas, Texas A&M Univ. at Commerce,  
Texas Tech Univ., Texas A&M Univ.
- Henson, Jerry C.** ..... History/Religion  
Hardin-Simmons Univ., B.A.; Southwestern Baptist Theological  
Seminary, B.D.; Baylor Univ., Ph.D.
- Holman, Morris H.** ..... History  
Texas A&M Univ. at Commerce, B.A., M.A.; Dallas Theological Seminary,  
M.A.B.S.; Further study: Univ. of North Texas
- Howell, James** ..... Assistant Dean of Institutional Effectiveness  
East Texas State Univ., B.B.A., M.B.A.
- Howells, Constance** ..... Director of Institutional Research  
Pan American Univ., B.A.; Univ. of Texas at Dallas, M.A.
- Huston, Elizabeth** ..... English  
Univ. of Houston, B.A.; Texas Woman's Univ., M.A., Ph.D.
- Hutchins, Micheal E.** ..... Computer Aided Design & Drafting  
East Texas State Univ., B.S., M.S., Ed.D.
- Jackson, Gloria H.** ..... Social Work/Substance Abuse  
Jackson State Univ., M.A.; Alcorn State Univ., B.A.
- Jacquez, Mary Alice** ..... Counselor  
Eastern New Mexico Univ., B.S., M.A.; Further study: Amber Univ.,  
Texas A&M Univ. at Commerce
- Jenkins, Curt** ..... Program Director, Automotive Technology  
Univ. of Texas at Dallas, B.S.; Texas A&M Univ. at Commerce, M.S.
- Jessen, Joel A.** ..... Human Development  
Univ. of Iowa, B.A., M.A.
- Johnson, Chris** ..... Program Director, Physical Education  
Northwest Missouri Univ., B.S., M.S.
- Johnson, Sarah B.** ..... Visiting Scholar, Psychology  
Mountain View College, A.A.S.; Univ. of Texas at Arlington, B.A.; Texas  
A&M Univ. at Commerce, M.S.; Further study: Univ. of Texas at Austin
- Jones, Jim** ..... Vice President of Business Services  
Univ. of Texas at Arlington, B.B.A.; Amber Univ., M.S.
- Joseph, Betsy** ..... English  
Univ. of North Texas, B.A.; Univ. of North Texas, M.A.
- Jurhee, Stacey** ..... Government  
El Centro College, A.S.; Eastern New Mexico Univ., B.S., M.A.;  
The Ohio State Univ., M.A.; Clark Atlanta Univ., Ph.D.
- Justice, Mahlon G. "Jay"** ..... Physics  
Millersville Univ., B.A.; The Pennsylvania State Univ., M.S.
- Keenan, Donnelle** ..... Developmental Writing  
Univ. of North Carolina at Chapel Hill, B.A.; Univ. of Oklahoma, M.Ed.;  
Kellogg Institute, Appalachian State Univ., Developmental Specialist;  
Further Study: Univ. of North Texas, Univ. of Oklahoma
- Kelley, Kate** ..... Director of Human Resources  
Univ. of Mary Hardin-Baylor, B.S.; Further study: Univ. of  
Mary Hardin-Baylor, Institute for Applied Management and Law
- Kirk, David** ..... Computer Science/Computer Information Systems  
Texas A&M Univ. at College Station, B.S.; Univ. of Texas at Dallas, M.S.;  
Further study: Univ. of Texas at Dallas
- Kirkpatrick, James Michael** ..... Computer Aided Design & Drafting  
Oklahoma City Univ., B.I.A.; Univ. of North Texas, M.Ed., Ed.D.
- Knight, Carl E.** ..... Biology  
Michigan State Univ., B.S., M.S., Ph.D.
- Kozlowski, Gerald** ..... Dean, Communication Arts and Applied Technologies  
Eastfield College, A.A.S.; Univ. of North Texas, B.A.;  
Texas A&M Univ. at Commerce, M.S.; Further study: Univ. of North  
Texas; Spanish Language Institute
- Leos, Camilo** ..... Developmental Mathematics  
Univ. of Texas at Austin, B.A.; Southern Methodist Univ., M.L.A.
- Lewis, Rita R.** ..... Mathematics  
Sam Houston State Univ., B.S.; East Texas State Univ., M.S.
- Liston, Curtis** ..... Automotive Technology  
Texas State Technical College, A.A.
- Lucky, Harrell C.** ..... Music  
Southern Nazarene Univ., B.M.Ed.; Southwestern Baptist Seminary,  
M.C.M., D.M.E.; Further study: Academy of Music, Vienna, Austria
- Madriguera, Enric F.** ..... Music  
Oscar Espla Conservatory of Music, Spain, Diploma; Univ. of Texas at  
Dallas, M.A., Ph.D.; Further study: Royal Conservatory, Madrid and  
NEH Fellow at Univ. of Kentucky, Lexington
- Marshall, Karan** ..... Child Development  
Univ. of North Texas, B.A.; Texas Woman's Univ., M.S.
- Martin, M. Diane** ..... Vice President of Instruction  
Univ. of North Texas, B.A.; California State College at Fullerton, M.A.;  
Univ. of Texas at Austin, Ph.D.
- Martin, Michael** ..... Program Director, Physical Education  
Louisiana Tech Univ., B.S., M.A.
- Massey, Aaron W.** ..... Psychology  
Southwest Texas State, B.S.; Texas A&M Univ. at Commerce, M.S.;  
Further study: Texas A&M Univ. at Commerce, Univ. of North Texas,  
Abilene Christian Univ., Texas A&M Univ.
- Mathus, Don L.** ..... Physical Education  
South Plains College, A.A.; Texas Tech Univ., B.S., M.S.;  
Further study: Univ. of North Texas
- McCoy, David L.** ..... Photography  
Southeastern State College of Oklahoma, B.A.; Texas A&M Univ., M.S.,  
Ed.D.
- McMahon, Jerry D.** ..... Chemistry  
Texas Tech Univ., B.S.; Princeton Univ., M.A.
- Mewhinney, Christina E.** ..... Chemistry  
Mary Washington College of the Univ. of Virginia, B.S.; Texas Woman's  
Univ., M.S.; Further study: Univ. of Texas at Dallas, Univ. of North Texas
- Milam, William** ..... Automotive Technology  
Eastfield College, A.A.S.; Further Study: Texas A&M Univ. at Commerce
- Moorhead, Michael** ..... English  
Texas Tech Univ., B.A., M.A.; Further study: Texas Tech Univ.
- Morris, Michael** ..... English  
Texas A&M Univ. at Commerce, B.A., M.A.
- Mosby, Larry E.** ..... Computer Aided Design & Drafting  
Prairie View A&M, B.S.; Univ. of North Texas, M.S.; Further study:  
Univ. of Texas at Austin
- Mouledous, Pierrette M.** ..... Piano  
Performer's Certificate, Ecole Normale de Musique;  
Southern Methodist Univ., M.M.
- Neil, Mary Lou** ..... English  
Texas Christian Univ., B.A.; Univ. of Dallas, M.A.;  
Further study: Univ. of Dallas
- Ojeda, Carlos** ..... Auto Body Technology  
Eastfield College, A.A.S.
- Oliver, Tammy** ..... Biology  
Texas Woman's Univ., B.S., M.S.
- Ortiz, Phillip** ..... Visiting Scholar, Social Work/Substance Abuse  
Univ. of Dallas, B.A.; Univ. of Texas at Arlington, M.A.

|   |   |
|---|---|
| <b>Palmer, Ursula</b> .....   | Psychology  |
| Salve Regina College, B.A.; Univ. of Arizona, M.S.;<br>Texas A&M Univ. at Commerce, Ed.D.   |   |
| <b>Penney, Jane A.</b> .....  | Sociology   |
| Texas A&M Univ. at Commerce, B.S., M.S.   |   |
| <b>Phillips, Jim G.</b> .....   | Counselor   |
| Texas A&M Univ. at Commerce, B.A., M.A., Ed.D.;<br>Further study: Univ. of North Texas  |   |
| <b>Piffard, Ana M.</b> .....  | Spanish   |
| Pan American Univ., B.A., M.A.; Further study: Univ. of Texas<br>at Arlington, Univ. of Texas at Dallas   |   |
| <b>Pool, Rodger A.</b> .....  | President   |
| New Mexico State Univ., B.S., M.A., Ed.D.   |   |
| <b>Porter, Jackie</b> .....   | Program Director, Business & Information Systems      |
| El Centro College, A.A.S.; Bishop College, B.A.; Further study: Univ. of<br>Dallas, Amberton Univ.  |   |
| <b>Presley, Mark W.</b> .....   | Dean, Science, Mathematics, and Physical Education    |
| Franklin & Marshall College, A.B.; Univ. of Montana, M.S.; West Virginia<br>Univ., Ph.D.  |   |
| <b>Preston, David E.</b> .....  | Computer Information Systems                          |
| Texas A&M Univ. at Commerce, B.S., M.S.; Univ. of North Texas, Ed.D.  |   |
| <b>Rattan, Reva O.</b> .....  | Dean of Student Support Services                      |
| Univ. of Texas Health Science Center at Dallas, B.S.  |   |
| <b>Rawlins, John Clayton</b> .....  | Electronics   |
| Southern Methodist Univ., B.S.E.E.; Texas A&M Univ. at Commerce,<br>M.S.Ed.   |   |
| <b>Richardson, Douglas M.</b> .....   | Management  |
| Univ. of North Texas, B.B.A., M.B.A.; Further study: Univ. of North Texas,<br>Texas A&M Univ. at Commerce   |   |
| <b>Richardson, Linda</b> .....  | Dean, Admissions, Advisement & Testing                |
| Univ. of North Texas, B.A.; Amberton Univ., M.S.  |   |
| <b>Robinson, Yvonne Metoyer</b> .....   | Computer Information Systems                          |
| Univ. of the District of Columbia, B.S.; Univ. of North Texas, M.B.E.;<br>Texas A&M Univ. at Commerce, Ed.D.  |   |
| <b>Saenz, Matilda Delgado</b> .....   | Dean, Arts & Letters                                  |
| Incarnate Word College, B.A.; Texas A&I Univ., M.A.;<br>Texas Woman's Univ., Ph.D.  |   |
| <b>St. Clair, Anita J.</b> .....  | Developmental Writing                                 |
| Abilene Christian Univ., B.S.E.; Univ. of North Texas, M.B.E.;<br>Further study: Southern Methodist Univ., Univ. of North Texas,<br>Texas A&M Univ. at Commerce   |   |
| <b>Sather, Beth</b> .....   | Program Director, Workforce Education                 |
| Ohio Univ., B.S.  |   |
| <b>Schmitt, Allan B.</b> .....  | Developmental Mathematics                             |
| Univ. of Texas at Austin, B.E.S., M.S.E.E., Ph.D.E.E.   |   |
| <b>Scott, Sandra Saucedo</b> .....  | Child Development                                     |
| Texas Woman's Univ., B.A., M.A.   |   |
| <b>Sharp, Robert G.</b> .....   | American History                                      |
| Whitworth College, B.A.; Purdue Univ., M.A.; Further study:<br>Univ. of Denver, Univ. of New Mexico   |   |
| <b>Sherrill, Theodore B., III</b> .....   | Biology   |
| Lamar State Univ., B.S.; Texas A&M Univ.  |   |
| <b>Shilling, Gerald</b> .....   | Economics   |
| Univ. of Central Oklahoma, B.B.A.; Univ. of Dallas, M.B.A.  |   |
| <b>Smith, Maryle Bea</b> .....  | Business  |
| Univ. of North Texas, B.B.A., M.B.E.; Further study: Texas A&M Univ. at<br>Commerce, Univ. of North Texas   |   |
| <b>Swindling, James A.</b> .....  | Developmental Reading                                 |
| Daytona Beach Community College, A.A.; Florida State Univ., B.A., M.S.;<br>Kellogg Institute, Appalachian State Univ., Developmental Education<br>Specialist; Further study: Univ. of Nevada, Texas A&M Univ. at Commerce |   |
| <b>Sykes, Arthur</b> .....  | Director of Facilities Services                       |
| Bowling Green Univ., B.A.; Further study: Governors State Univ.,<br>Kansas State Univ., California Coast Univ.  |   |
| <b>Valdez, Laura</b> .....  | Visiting Scholar, Teacher Prep                        |
| Texas Woman's Univ., B.S.; Texas A&M Univ., M.S.  |   |
| <b>Villalpando, Alma</b> .....  | Program Director, Workforce Education                 |
| Texas Woman's Univ., B.S.   |   |
| <b>Wadhams, John</b> .....  | Philosophy  |
| Asbury Theological Seminary, M.S.   |   |
| <b>Wattley-Gee, Allyson K.</b> .....  | Speech Communication                                  |
| Howard Univ., B.A., M.Ed., Ph.D.  |   |
| <b>Whisnant, Robert A., Jr.</b> .....   | Humanities  |
| Univ. of South Florida, B.A., M.A.; Further study: Texas A&M Univ. at<br>Commerce   |   |
| <b>Wilson, S. Neal</b> .....  | Program Director, Workforce Education                 |
| Abilene Christian Univ., B.S.; Texas A&M Univ. at Commerce, M.S.<br>Further study: Texas A&M Univ. at Commerce  |   |
| <b>Wilson-Pusey, Sonia</b> .....  | Coordinator, Office Technology Program                |
| El Centro College, A.A.A.S.; Northwood University, B.B.A.;<br>Further study: Texas A&M Univ. at Commerce  |   |
| <b>Windrow, Kathy</b> .....   | Art and Art History                                   |
| Southern Methodist Univ., B.F.A., M.F.A., M.A.  |   |
| <b>Winn, Jerry M.</b> .....   | Developmental Mathematics                             |
| Oklahoma Univ., B.S.E.E.; Southern Methodist Univ., M.S.  |   |
| <b>Winter, Sabine</b> .....   | Visiting Scholar, Journalism                          |
| Univ. of North Texas, B.A., M.J.; Further study: Univ. of North Texas,<br>Texas Woman's Univ.   |   |
| <b>Wyatt, Susan Skinner</b> .....   | Child Development                                     |
| Texas Woman's Univ., B.S., M.S., Ph.D.  |   |
| <b>Zamora, Felix A.</b> .....   | Vice President of Student & Institutional Development |
| School for International Training, B.I.S.; Southern Methodist<br>Univ., M.P.A.; Further study: Univ. of Texas at Arlington  |   |

# General Information

## Accreditation

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

## Guarantee for Job Competency

The college makes certain guarantees to its students who earn its Associate in Applied Sciences degree or who complete a certificate program. If an Associate in Applied 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 the college under the conditions of the guarantee policy.

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

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





## Guarantee For Transfer Credit

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

Another means of ensuring the transferability and applicability of all courses within an Associate in Arts or an Associate in Sciences is to follow specific degree plans in specific majors that are called Fields of Study. A Field of Study plan has the approval of the Texas Higher Education Coordinating Board. The entire plan of courses

is designed to transfer as a block of courses to all Texas public colleges and universities when the student majors in the specific Field of Study at the transfer institution.

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

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



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

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

written plan with the receiving institution must be executed; and

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

The college works with a number of institutions to develop Transfer Guides. These include such as the University of North Texas, Texas A&M-

Commerce, the University of Texas at Arlington, the University of Texas at Dallas, Texas Woman's University, Texas Tech University, Amberton University, Dallas Baptist University, Baylor University, Southern Methodist University, and others. In order to secure such a guarantee, students should begin the process in the college Counseling/Advisement Center to work closely with an advisor.

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

# Information about the Dallas County Community College District

## History

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

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

More than three decades of growth and progress are a credit to the vision of Dallas area citizens. In May 1965, Dallas County voters created the Dallas County Junior College District and approved a \$41.5 million bond issue to finance it. The next year, El Centro College began serving students in downtown Dallas. Eastfield College in Mesquite and Mountain View College in 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 Priest Institute and the R. Jan LeCroy Center for Educational Telecommunications, both named for former DCCCD chancellors. The Bill Priest Institute opened south of downtown Dallas in 1989, serving individuals and businesses of all sizes with training programs customized to meet their needs. The LeCroy Center is one of the largest producers of distance education products in the nation.

## DCCCD Aligned Plan 1998-2004

The Dallas County Community College District Aligned Plan provides the overall direction to the Dallas County Community College District for all planning. The Aligned Plan includes the goals of the District, and the indicators are the vehicles for reporting on institutional performance to the Board of Trustees. The goals for the DCCCD are listed randomly, and no hierarchical order is intended. Each DCCCD location is responsible for adopting strategies and processes for achieving the goals. Each location may also establish additional indicators as desired.

## Mission & Purpose

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

- technical programs up to two years in length leading to associate degrees or certificates;
- vocational programs leading directly to employment in semi-skilled and skilled occupations;
- freshman and sophomore courses in arts and sciences;
- continuing adult education programs for occupational or cultural upgrading;
- compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- workforce development programs to meet local and statewide needs;
- adult literacy and other basic skills programs for adults; and other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the District's Board in the best interest of post-secondary education in Texas.

## DCCCD Philosophy

The Dallas County Community Colleges, Institute for Economic Development, and Center for Educational Telecommunications are teaching, learning, and 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 by seeking full formula funding from the State and maintain a balance between the District's local revenue sources with about 40% from tuition sources and 60% tax revenues;
- seeks to maintain the highest possible credit ratings consistent with other institutional goals and objectives;
- 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 learning 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 which will provide a balanced workforce which reflects the ethnic composition of the adult workforce of 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 re-tool both its students and its employees.

## **DCCCD Goals, Objectives, and District-Wide Indicators**

### **Goal 1/A - Career Preparation**

DCCCD students will obtain the knowledge, skills, and services needed to succeed in jobs and careers that meet the area workforce needs.

Objective 1 – To increase the number of students who are successfully employed in careers related to their successful completion of a DCCCD career program.

#### **Indicators**

1. Number of degrees/certificates awarded and licensure/certification exams passed.
2. Number/percent employed in jobs related to field of study.
3. Number/percent of students satisfied with educational and technical training.<sup>1</sup>
4. Number/percent of employees satisfied with job performance of DCCCD completers.<sup>1</sup>

Note: <sup>1</sup> Follow-up survey is conducted every other year.

### **Goal 1/B - Transfer Preparation**

DCCCD students will obtain the freshman and sophomore level knowledge, skills, and services needed to succeed in earning a baccalaureate degree.

Objective 1 – To increase the number of students who transfer to a baccalaureate degree-granting institution.

#### **Indicators**

5. Number of academic degrees awarded.
6. Number of students who transfer.
7. Persistence of students after transfer to Texas public senior institutions.
8. Success of students after transfer compared to four-year native senior institution students.

### **Goal 2 - Continuing Education**

DCCCD students will obtain quality continuing education to enrich their lives personally, socially, and culturally and to upgrade occupational and job skills.

Objective 1 – To increase the number of students who are satisfied with the quality of their DCCCD continuing education.

#### **Indicators**

9. Contact hours by workforce-related training and other continuing education courses.
10. Enrollments by workforce-related training and other continuing education courses.
11. Number of repeat students.

### **Goal 3 - Basic Skills**

DCCCD students will acquire basic literacy skills and developmental education to live more functionally and become ready to participate successfully in college-level curricula.

Objective 1 – To increase the number of students who demonstrate exit competencies in basic literacy and college-readiness skills.

#### **Indicators**

12. Number who pass TASP after remediation.
13. Success of developmental completers in college-level courses.
14. Number/percent of ESL course completers (credit and non-credit).
15. Number/percent of developmental studies course completers.

### **Goal 4 - Distance Learning**

DCCCD will use existing and emerging telecommunication technologies to provide convenient and flexible access to accredited and lifelong learning opportunities to students and workforces.

Objective 1 – To increase the number of students served by distance learning.

#### **Indicators**

16. Percentage of students who completed courses and the percentage of students who successfully completed courses.
17. Number of students from inside and outside of Dallas County enrolled in distance learning.

### **Goal 5 - Access**

The DCCCD student body will reflect the demographic characteristics of the Dallas County adult population and will persist in achieving their individual learning goals.

Objective 1 – To increase the number of Dallas County students.

Objective 2 - To obtain a balance in the DCCCD student population that reflects the adult population of Dallas county.

Objective 3 – To increase the retention rate of students toward meeting their individual learning goals.

#### **Indicators**

18. Extent student body reflects Dallas County adult population and other special populations.
19. Percent of Dallas County adult population served.
20. Number of credit students who return the following semester.
21. Number of credit students.



## Goal 6 - Economic Development

The DCCCD in partnership with business, industry, and governmental entities prepares a quality workforce to enhance economic development.

Objective 1 – To increase the number of educational partnerships with business, industry, and government.

### Indicators

22. Number of firms entering into contracts.
23. Number of dollars generated from contracts.
24. Number/percent of firms repeating contracts.
25. Number of persons trained through contracts.
26. Number of contract training hours generated.

## Goal 7 – Citizenship

DCCCD students will acquire the knowledge and skills needed to succeed in and contribute to a global community, to understand the value of lifelong learning, and to exercise their rights and responsibilities as citizens.

Objective 1 – To increase the number of students who indicate that they have improved knowledge and skills stated in Goal #7 as a result of their experiences in DCCCD.

### Indicators

27. Student participation in service learning.
28. Former student survey responses to citizenship-oriented questions.
29. Indicators to be determined on theme selected for current year.



### Other District Special and On-Going Indicators

- 1) Student Success Model
- 2) Retention Research Report
- 3) LBB Performance Measures
- 4) THECB Institutional Effectiveness Measures

## The DCCCD and Innovation

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is comprised of 19 outstanding community colleges and districts throughout North America. The League Alliance includes more than 700 community and technical colleges from around the world. The League's purpose is to encourage innovation, experimentation, institutional transformation, and the continuing development of the community college movement internationally. Membership commits the District to research, evaluation and cooperation with other community college districts. The goal is to serve the community with the best educational programs and to make a positive difference in the lives of students.

## Commonly Used Terms & Abbreviations

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

**Add:** During any single semester to enroll in additional course(s) after 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 online at [www.dcccd.edu](http://www.dcccd.edu).

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

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

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

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

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

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

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

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

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

**DALLAS TeleCollege Virtual Class:** Courses offered through DALLAS TeleCollege are defined as "virtual classes." A DALLAS TeleCollege virtual class requires that all instruction and student services be delivered at a distance with no college 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 colleges of the DCCCD.

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

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

**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.

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

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

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

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

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

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

**Grade points:** See *Grades & Transcripts*.

**Grades:** See *Grades & Transcripts*.

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

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

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

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

**Online Courses:** Online courses are delivered using only computers and computer peripherals. Students are required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, 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 colleges of the DCCCD as long as the total number of hours meets the part-time requirement.

**Performance grade:** A grade of "A," "B," "C," "D" or "F." This does not include the grades of "W," "I," "E" or "WX" See

*Grades & Transcripts* for more on grades and grade point averages.

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

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

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

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

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

**Technical/Occupational 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.

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

**Telecourse:** The telecourse allows the student to work and learn independently, with 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.

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

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

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

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



# Getting Started

*General Admissions Policy* The college's open door admissions policy ensures that every person who can benefit from higher education has the opportunity to enroll. Students admitted are automatically admitted to the seven colleges of the Dallas County Community College District composed of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland colleges.

*Admitted students may take courses at any of the colleges under certain conditions.*

## How to Enroll

1. Complete an Application for Admission. Applications are also available from any Admissions Office and on the Internet at <https://www1.dcccd.edu/stuapp/>.

2. Submit all of the following with your Application for Admission: • Proof of Texas residency (for those who wish to be considered residents for tuition purposes), • Scores from college entrance exams (SAT, ACT) taken in the last five years, • Scores from the Texas Assessment of Academic Skills Program (TAAS) taken in the last three years, • Scores from the Texas Academic Skills Program (TASP) OR scores from the Alternative assessment to the TASP, • GED certificate (required for students who have taken the GED exam), • Official transcripts from high school are recommended for students with no college experience, • Official transcripts from all colleges previously attended (required for students with college experience).

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

Please refer to the college credit class schedule for registration dates. "Late" registration will no longer be made available.

### Immunizations

The college does not require proof of immunizations for admission to most programs.

However, all prospective students should have adequate immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis (See Texas Department of Health's Recommended Adult Immunization Schedule.) Some health-related programs require specific immunizations prior to admission; that information is outlined in student orientations for those programs.

### HOT TIPS!

**Applying early is a good idea because an early start ensures you have plenty of time to visit with an advisor and plan your course schedule.**

### Important Information You Need to Know

#### about Bacterial Meningitis

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

#### WHAT ARE THE SYMPTOMS?

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

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

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

#### **HOW IS BACTERIAL MENINGITIS DIAGNOSED?**

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

#### **HOW IS THE DISEASE TRANSMITTED?**

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

#### **HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?**

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

#### **WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?**

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

#### **CAN THE DISEASE BE TREATED?**

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

#### **HOW CAN I FIND OUT MORE INFORMATION?**

• Contact your own health care provider. • Contact your Student Health Center at:  
Brookhaven -- 972-860-4195  
Cedar Valley - 972-860-8277  
Eastfield -- 972-860-7190  
El Centro -- 214-860-2113  
Mountain View -- 972-860-8699  
North Lake -- 972-273-3170  
Richland - 972-238-6135

• Contact your local or regional Texas Department of Health office at  
817-264-4551.

• Contact web sites:  
[www.cdc.gov/ncidod/dbmd/diseaseinfo](http://www.cdc.gov/ncidod/dbmd/diseaseinfo); [www.acha.org](http://www.acha.org)

#### **Student Identification**

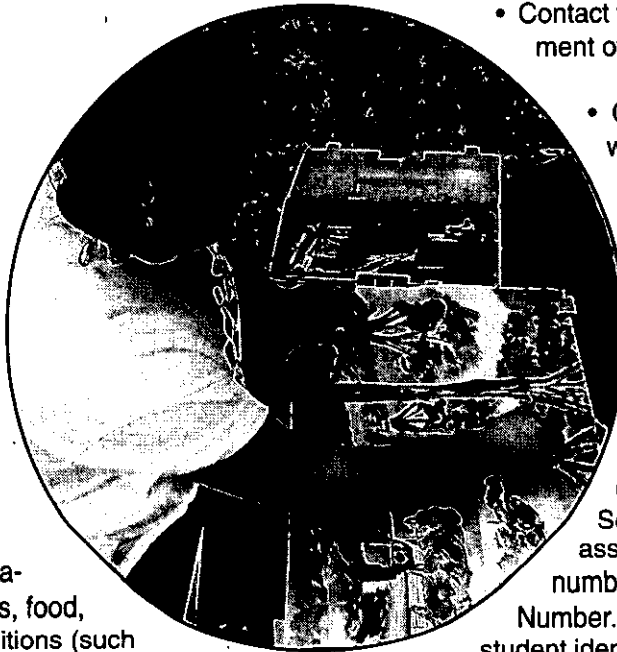
When you apply, you are asked to furnish a Social Security number. This number ensures the accuracy of your student records. If you do not have a Social Security Number, or do not choose to use the Social Security Number, the college will assign you a student identification number other than your Social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

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

- First time student
- Student concurrently enrolled in high school & DCCCD
- High school student enrolled in dual credit programs
- Transfer students
- Former students
- 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 the college, 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 College

If you are still enrolled in high school you may be admitted under the following conditions: \* If you have completed your junior year in an accredited high school, you may be admitted with your high school principal's written recommendation. You must also present scores on TASP or the alternative assessment with results indicating your ability to complete college-level work. Generally, 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 the college Vice President of Instruction or designate. Upon approval, you may take no more than two courses each semester. However, if you meet specific conditions, you may be permitted to enroll for three courses.
- 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 college;
  - Agree to limitations on conditions of admission. You may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
  - Receive approval from College's Vice President of Instruction or designate.
- 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 the college.
  - Agree to limitations on conditions of admission. You may take no more than two courses each semester; and
  - Receive approval from the Vice President of Instruction or designate.
- High school students are generally not admitted into developmental courses unless a contract for such services exists between the college and the school.



## High School Students Enrolled in Dual Credit Programs

Dual Credit Programs are instructional partnerships between a public school district, a private secondary school or a home school and the college. 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. Public school students wishing to enroll in level-one certificate (TASP waived) programs must have met TAAS standards by passing all sections of the exit-level TAAS or through end-of-course exams.
- High school students are generally limited to enrolling in two dual credit courses per semester. You may be permitted to enroll in more than two courses if recommended to do so by your high school principal or appropriate home school "official" and under one of the following conditions:
  - Achieve a minimum GPA of 3.00 on at least two college courses taken in previous semesters; or
  - Prove you have passed all sections of 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, you are eligible for admission for enrollment from an accredited collegiate institution as defined in the Acceptance of Credit in Transfer section (next) if you meet the following conditions:

- You must present a complete transcript bearing the seal and signature of college/university official of each institution attended. Transcripts must be submitted before you enroll and should include the previous admission record and evidence of honorable dismissal. If you do not submit transcripts prior to enrolling, you can be blocked from a number of courses that require taking certain prerequisites. Transcripts received become the permanent property of the college. If you have earned a baccalaureate and/or graduate degrees from accredited colleges and universities, you may submit a copy of a college/university diploma in lieu of transcripts. However, 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 designated school official or 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 unless you are TASP exempt or will be enrolled at this college for only one semester or two summer sessions.

## Acceptance of Credit in Transfer

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

It is the college's responsibility not to transfer credits received from any United States institution not so accredited except where signed agreements between the college and other institutions exist. However, if you have gained proficiency through completing coursework from non-accredited institutions, you may receive college credit through credit-by-examination and, in some circumstances, credit by experience. Appropriate Dallas County Community College personnel will complete course-by-course evaluations as needed for degree or program planning. The institution will inform transfer students of the amount of credit that will transfer prior to the end of the first academic term in which they are enrolled. Once the student has been

notified that the credits have been evaluated, the student may look at the results at <http://econnect.dcccd.edu/econnect>.

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

### Academic Forgiveness Policy

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

### Former Students

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

### Aliens who are Residents of Texas

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

- Graduated from a Texas public or private high school or received the equivalent of a high school diploma in Texas;

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

### International Students

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

- Contact the college to request international student admission information;
- Provide an official TOEFL (Test of English as a Foreign Language) score of 530 or higher on the paper/pencil version or a TOEFL score of 197 or higher on the computerized version to meet the English proficiency requirement for college level classes. Intensive English students are recommended to have at least 430 or higher on the paper pencil version of TOEFL or 117 or higher on the computerized version of TOEFL. The TOEFL requirement may be waived for the intensive English programs of the DCCCD through approved methods as outlined by the college. If you meet one of the following criteria, you will be excused from the TOEFL requirement for admissions to college level courses:

- You are a graduate of an accredited U.S. college or university; or
- You are a native speaker of English from a country in which English is the primary language of the majority as documented by the Cambridge Encyclopedia of Languages. (See international admissions advisor for list of approved countries.); or
- You have an institutional TOEFL score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version from the University of North Texas, the University of Texas at Arlington, or University of Texas at Dallas; or
- You have successfully completed the final level of an intensive English program of the DCCCD; or
- You can present documented completion of the final level of an intensive English language program that is approved by the DCCCD through an established agreement.

- Show documented evidence of sufficient financial support for the academic year; \* International students must provide official written medical proof of freedom from tuberculosis through either a negative Mantoux tuberculin skin test or chest X-ray that was given in the United States within the last one (1) year. Out-of-country students must undergo testing for freedom from tuberculosis upon arrival in the United States before registration in classes is allowed.

The DCCCD does recommend that all prospective students have adequate immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis (see Texas Department of Health's Recommended Adult Immunization Schedule).

- Submit official transcripts from each high school, college or university previously attended with a minimum of "C" average;

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

- In addition to the requirements stated above, if you are an international student wishing to transfer from another U.S. institution, you must also: • Present documentation indicating valid non-immigrant status;
- Provide official transcripts or documented proof verifying that you are "in-status" and have been pursuing a full course of study during the term immediately preceding the transfer from the institution last authorized by INS for attendance. International students are subject to the requirements of the Texas Academic Skills Program (TASP).

Upon admission, students must present all original immigration documents including a valid (arrival/ departure record) and an unexpired passport to be copied and kept on file. F-1 students must receive and secure the Form I-20AB from each new school attended. F-1 students must enroll in a minimum of 12 credit hours and maintain full-time enrollment during each regular semester in order to maintain visa status. It is strongly recommended that F-1 students obtain health insurance for the duration of their studies in the college. After admission, international students must present TASP scores or take the alternate assessment unless otherwise exempt. If adequate English proficiency is not demonstrated through this assessment, placement in additional English language and/or Math courses will be required.

## Evaluation of Foreign Credentials

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

International Student Advisor's Office. You, the student, are expected to pay all costs of translation and/or evaluation of foreign credentials. Evaluations of foreign credentials completed by individuals and/or by professional evaluation services are subject to review and approval by the head of Admissions and/ or the college Registrar.

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

After you are admitted, but prior to registration, you must either present TASP scores or take the college 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 is your responsibility to be aware of all TASP regulations. For more information or to take a practice test, visit <http://www.tasp.nesinc.com>.



## 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 college 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.

- In the exact following order, take and fail a section of the college 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 college 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, Math 1414 or a higher level math course for which any of the above Math courses are prerequisites.

*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 college 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 the TASP, QuickTASP or college alternate assessment, you must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. The college Instructional Vice President may exempt you from this requirement under limited circumstances (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 college 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.

## Exceptions to TASP Requirements

You must have TASP, QuickTASP or college alternate assessment (an approved TASP alternate test) scores on file prior to enrolling for college-level courses. If you meet any of the following conditions, you are exempt or waived from the TASP requirements:



## Permanent Exemptions

- 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 have a baccalaureate or higher degree; \* You have ACT/SAT or TAAS scores which meet state standards for an exemption;
- 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 transfer 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 Meeting TASP Requirements.)
- You are a student who graduates from a public high school or an accredited private high school in any state with a grade point average of 3.5 or higher on a 4.0 scale or the equivalent and completed the recommended or advanced high school curriculum or an equivalent or similar curriculum at an accredited private high school or at a high school outside of Texas. This exemption is effective only for a student who enrolls in an institution of higher education on or before the second anniversary of the date the student graduated from high school.

## Temporary Waivers

- You enroll in certain certificate programs;
- 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;
- You are an out-of-state student enrolled in official distance education courses.

- You are a self-declared casual, enrichment, or non-degree seeking student. You must be tested on TASP, QuickTASP, or the college 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.
- You are a student who is serving full-time, active duty as a member of the armed forces of the United States. Members of the National Guard or other less-than-full-time military groups will not qualify.

All other students are subject to TASP requirements.

### When Tests Are Administered

The college alternate assessment and QuickTASP are offered at the college Assessment/Testing Center throughout the year at various times. Please contact the Assessment/Testing Center for specific information regarding college 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.

### Transferring Assessment Scores

If you take a state approved alternate assessment test for TASP, accumulate any collegiate hours, and later transfer to another Texas public college or university, the receiving institution will honor your officially transcribed scores. If you transfer from another Texas public college or university to this college, the college will honor your officially transcribed state-approved alternate assessment (for TASP) scores.

### TASP Assistance

The college 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
- LeCroy Center: Lakendra Higgs (972)-669-6417
- Mountain View College: Kathy Taylor (214) 860-8557
- North Lake College: Deena Reeve (972) 273-3127
- Richland College: Teddy Krekula (972) 238-6115

Additional TASP information can be found at the Texas Higher Education Coordinating Board's web site:  
[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 college TASP Coordinator.

# Money Matters

## Tuition

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

| <i>Category of Tuition</i> | <i>Dallas County Residents</i>              | <i>Other Texas Residents<br/>(Out of County Residents)</i> | <i>Out of State/<br/>Out of Country</i>      |
|----------------------------|---|--|--|
| <i>Full Tuition</i>        | \$30 per credit hour<br>with a \$30 minimum | \$50 per credit hour<br>with a \$50 minimum                | \$80 per credit hour<br>with a \$200 minimum |

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

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

## Residency

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

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

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

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

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





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

### Tuition Installment Pay Plan (TIPP)

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

- A nonrefundable, \$15 charge is due when the installment plan is initiated, which must be before the first day of classes.
- Tuition for flexible-entry courses may not be paid in installments unless registered for prior to the official certification date of the term in which the pay plan is initiated.
- Course credit may be denied if payment in full has not been made by the end of the semester.
- A promissory note must be signed when the first payment is made.
- If courses are dropped, the refund (if any) is applied to the balance due.
- If courses are dropped and no refund is due, the balance must still be paid in full.
- A \$10 late charge is applied to a late payment (maximum of \$20 per pay plan).
- Payment due dates and amounts are  $\frac{1}{2}$  before the official institutional first day of classes,  $\frac{1}{4}$  before start of the 6<sup>th</sup> class week, and the final  $\frac{1}{4}$  before start of the 11<sup>th</sup> class week.

### HOPE Scholarship and Lifetime Learning Tax Credits

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

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

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



## Reciprocal Tuition Agreements

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

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

## Tuition Rebate Program

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

- Must have enrolled in a Texas public institution of higher education in fall 1997 or thereafter;
- Must have been a resident of Texas and entitled to pay in-state tuition at all times while pursuing the degree;
- Must have received a baccalaureate degree from a Texas public university; and

- Must have **attempted** no more than three hours in excess of the minimum number of semester hours required to complete the degree in the catalog under which graduated. Hours attempted includes transfer credits, course credits earned exclusively by examination, courses that are dropped after the official census date, and for-credit developmental/remedial courses.

The college has academic advisors to help students plan their course of study at the community college to maximize their chances of qualifying for this rebate when they graduate from a university with a baccalaureate degree.

## Refund of Tuition

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

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

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

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

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

## Returned Checks

When the Business Office receives returned checks, it notifies students in writing. You must pay the amount of the check plus a check fee with cash or a cashier's check within the time limits prescribed by the notification letter you receive. (A returned check fee of \$20 will be charged for each returned item except in case of bank error.) If the bank for any reason returns a check for tuition, the College Business Office may submit the check to the Justice of the Peace for appropriate legal action and collection. The Vice President of Student Development may also implement disciplinary procedures. You may be dropped from courses if check(s) are returned. Additionally, you may be blocked from further enrollment until all costs are paid.

## Additional Charges

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

# Dallas County Community College District

## Tuition—All Semesters

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

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

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

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

Tuition for all semesters is as follows:

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

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

**Effective Date:** Summer, 2003

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

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

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

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

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

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

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

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

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

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

# College Financial Aid

## Financial Aid

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

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

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

## Eligibility Requirements for Financial Aid

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

- Be a U.S. citizen or an eligible non-citizen;
- Have a demonstrated financial need;
- Be making satisfactory academic progress (as defined by the college) in the course of study;
- Not be in default on a Federal Perkins Loan, Federal Stafford Loan, or Federal PLUS Loan;

- Be enrolled at the college for the purpose of obtaining a degree or certificate;
- Have a high school diploma or G.E.D., or meet special ability-to-benefit requirements;
- Be registered with the selective service if required to do so; and
- Not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant.

## Eligibility Requirements for Texas Residents who are Non-Citizens

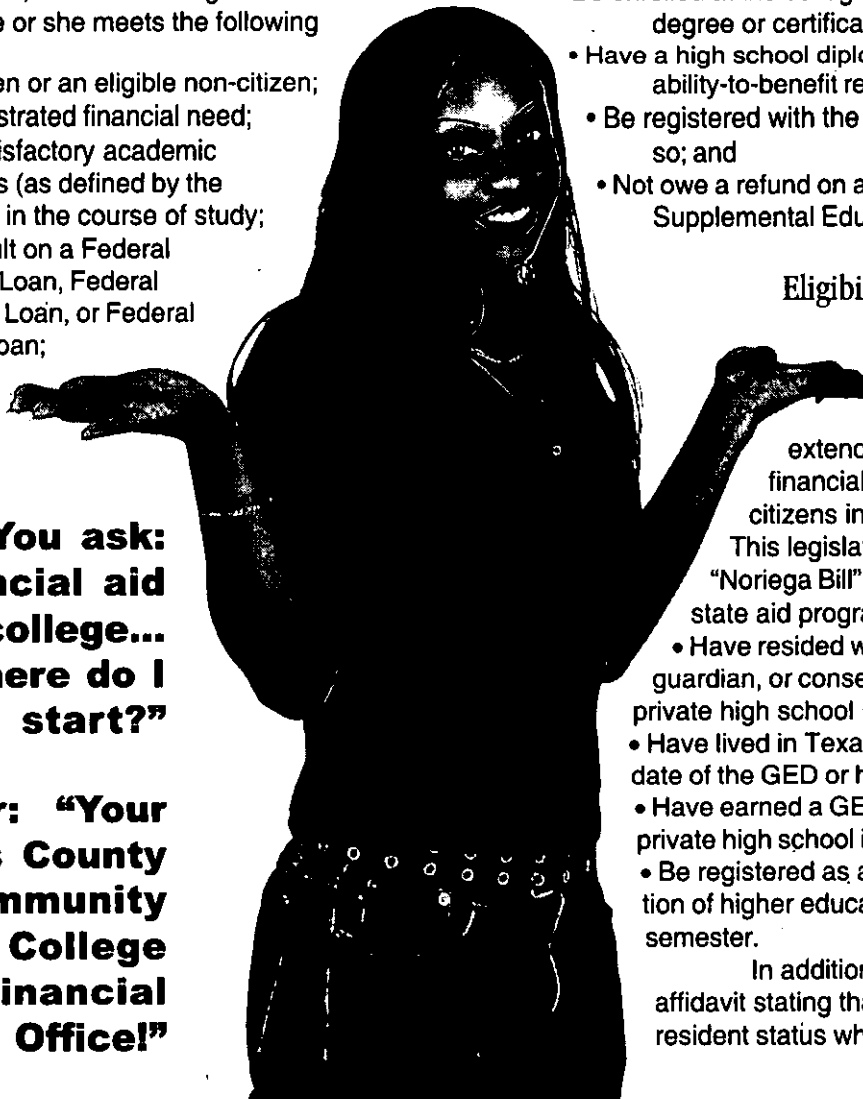
The Texas State legislature extended eligibility for state student financial aid programs to certain non-citizens in the 2001 legislative session. This legislation is known as HB 1403 or the "Noriega Bill". To receive assistance from state aid programs the student must:

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

In addition, these individuals must sign an affidavit stating that they will apply for permanent resident status when they are eligible.

**You ask:**  
**"Financial aid**  
**for college...**  
**Where do I**  
**start?"**

**Answer: "Your**  
**Dallas County**  
**Community**  
**College**  
**Financial**  
**Aid Office!"**



## Types of Aid Available

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

### Federal Pell Grant

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

### Federal Supplemental Educational Opportunity Grant (FSEOG)

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

### Texas Public Educational Grant (TPEG)

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

### Toward EXcellence, Access and Success (TEXAS) Grant

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

- Must be Texas resident,
- Have completed the recommended or advanced high school curriculum or its equivalent,
- Enroll at least  $\frac{3}{4}$  time in an undergraduate degree or certificate program,
- Receive their first award in this grant program within 16 months of high school graduation, and
- Have not been convicted of a felony or a crime involving a controlled substance.

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

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

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

- Must be Texas resident,
- If applying for a first-time award, have a family contribution of no more than \$2,000 and have earned less than 30 credit hours,
- Are enrolled at least  $\frac{1}{2}$  time in an associate's degree or certificate program at a two-year college in Texas,
- Have not been granted an associate's or a bachelor's degree, and
- Have not been convicted of a felony or a crime involving a controlled substance.

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

### Leveraging Educational Assistance Partnership Program (LEAP, formerly SSIG)

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

### Rising Star Program

Each year, the Rising Star Program makes a promise to graduating seniors in Dallas County high schools. If you graduate from high school, demonstrate a modest level of academic potential, and have specific financial need, the DCCCD Foundation, Inc. guarantees you the opportunity to earn an associate's degree or job certification from any of the seven DCCCD colleges. The message that college is possible through the Rising Star program is an important one to send to students in Dallas County. The DCCCD Foundation is building a special endowment to make this a permanent opportunity for elementary and junior high school students who get the message early. Rising Star scholarships cover all direct costs, up to \$2,200, for tuition, books, and other charges associated with enrollment at a DCCCD college. For more information, visit [www.dcccd.edu/fdn](http://www.dcccd.edu/fdn).

Academic eligibility requirements for Rising Star scholarships are 1) graduation from a Dallas County public high school or Dallas CAN! Academy, and 2) ranking in the top 40% of the graduating class OR having at least a "B" average in a standard high school curriculum OR passing the TASP test (or DCCCD alternative test) before enrolling in college classes. Financial eligibility is based on number of people in the household and the annual family income.



## Foundation and College Scholarships

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

## Stafford and PLUS Loans

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

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

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

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

## Emergency Short-term Loans

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

## Tuition Installment Pay Plan

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

## Part-time Employment

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

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

## Tuition Exemptions

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

- AFDC students,
- American (other than U.S.) hemisphere students,
- Blind or deaf students,
- Children of disabled firemen and peace officers,
- Children of prisoners of war or persons missing in action,
- Early high school graduation students,
- Salaried fire fighters enrolled in fire science courses,
- Foster-care students,
- Highest ranking high school graduate,
- ROTC/National Guard students,
- Senior citizens, and
- Veterans and dependents

For a full list and the criteria for eligibility, visit [www.collegefortexans.com](http://www.collegefortexans.com) or contact the Texas Higher Education Coordinating Board at 1-800-242-3062.





## Vocational Rehabilitation

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

## American Indian/Native American Students

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

## Veterans' Educational Benefits

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

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

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

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

## Financial Aid Application Process

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

1. The *Free Application for Federal Student Aid* (FAFSA) is available upon request from the college financial aid office or from a local high school. Applicants should complete information on themselves and their spouses or parents (if applicable), and obtain the appropriate signatures as outlined in the directions for the FAFSA. The FAFSA can be filed with the government processor in one of the following ways:

- By mail: This method will require four to six weeks to receive a Student Aid Report (SAR); or,
- By FAFSA on the web: Submitting the FAFSA to the government processor can be done over the Internet. The address to the website is <http://www.fafsa.ed.gov>. This method can take less than a week for the government to process.

2. Financial aid awards will be made only after the FAFSA results have been sent to the college by the government processor and the entire financial aid application process has been completed. If a student's record is selected for verification (a review of the FAFSA data), all required documentation and corrected FAFSA information must be received before the application process is complete.

3. An Award Notification Letter is sent to each student who completes the application process and for whom aid eligibility can be determined. The Award Notification Letter contains the names and amounts of the financial aid awards that the student is eligible to receive. The letter also contains important information about restrictions and conditions that can affect the ability of the student to receive the amounts awarded.

4. Financial aid awards will be disbursed by the Business Office of each college according to the regulations of each award program.

## Release of Financial Aid Disbursements

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

In general, aid may be applied to applicable tuition and fees no earlier than ten days prior to the start of classes each semester. Any excess amount of awards, up

to \$500, remaining after tuition and fees are paid that can be allowed to pay for textbooks and supplies will be released to eligible students no earlier than ten days prior to the start of classes, also.

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

### Priority Processing Dates

| <i>SARS received by (date)</i> | <i>For the period of</i> |
|--------------------------------|--------------------------|
| April 1                        | The next summer sessions |
| May 1                          | The next academic year   |
| October 1                      | The next spring semester |

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

### Class Registration Deadlines

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

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

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

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

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

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

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

## Distance Learning

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

## Standards for Satisfactory Academic Progress (SAP)

Colleges of the DCCCD are required by law to formulate standards to gauge the progress of students receiving financial assistance through federal, state, or institutional student aid programs by applying both qualitative and quantitative measurements to academic work. [34 CFR 668.16(e)]

A maximum time limit for the completion of a degree, a comparison of attempted to completed credit hours, and a minimum cumulative grade point average (CGPA) are used by the DCCCD to measure satisfactory academic progress. Satisfactory progress is reviewed at least once per academic year, at the end of the spring semester.

Students who do not meet either the qualitative or quantitative standards at the end of the spring semester will be placed on suspension. An exception to this rule is for students who exceed the overall time limits for program completion. Once the maximum time frame is reached the student is suspended from receiving additional financial assistance to complete that program at the end of that particular academic term.

## Quantitative Progress

Federal student aid regulations state that student eligibility cannot extend past 150% of the stated length of a student's program of study. Associate degree programs in the DCCCD may require up to 72 semester credit hours for completion. Therefore, a student who is working toward an associate degree must complete that program within 108 attempted semester credit hours (72 hrs. x 1.5).

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

Credit-hour courses completed with a grade of "C" or higher will not be counted in the enrollment status for determining financial aid funding levels. However, repeated attempts of successfully completed courses will count toward the overall maximum time frame. As indicated in the above paragraph, at the end of the academic term in which the maximum number of allowed hours has been attempted, the student loses eligibility for financial assistance to complete that program.

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

### Requirements for Hours Completed

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

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

## Qualitative Progress

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

## Reinstatement Procedures

Students who have lost eligibility to receive financial aid as a result of financial aid suspension must complete the number of deficient hours or deficient grade points using their own resources and attain the minimum standards of satisfactory academic progress before becoming eligible to re-apply for aid. If the student on suspension meets the minimum required standards prior to the end of the next academic year, a request for reinstatement to good standing may be submitted in writing to the Financial Aid Office. If a determination is made that the student is qualified for reinstatement, the upgraded status will become effective with the start of the next period of enrollment.

## Appeals Procedures

The DCCCD recognizes that students sometimes encounter circumstances beyond their control that can adversely affect their academic progress. Any student subject to suspension of financial aid eligibility may appeal to the Director of Financial Aid for a review of the decision. The appeal must be made to the director at the college where the student is planning to enroll. The appeal must be submitted in writing and must include an explanation and documentation of the reason(s) why the minimum academic standards required by this policy were not achieved, and that the adversity has been resolved.

All appeals must be attached to an Appeal of Financial Aid Suspension form that can be obtained from the Financial Aid Office. The Director of Financial Aid will review the appeal and the student will be notified by the Financial Aid Office, in writing, within five working days of the appeal decision. All documents pertinent to the appeals process become part of the student's financial aid record. If the petition is denied, the student has the right to request that the appeal decision be reconsidered by the college administrator to whom the financial aid office reports. The decision of the supervising administrator is final.

The administrator shall also have the authority to place conditions upon the receipt of any financial aid for those cases in which aid is reinstated.

## Students' Rights and Responsibilities

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

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

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

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

# College 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 Advising/Registration Offices for additional information.*

### Follow these steps:

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

## Assessment Procedures

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

The assessment program is comprised of several parts. You complete a questionnaire that documents information about your career and work plans, previous academic achievement and other relevant information. Your basic skills in reading, writing and mathematics are also assessed; this information may come from ACT, SAT, previous college-level work or from scores on the standardized tests administered at the college. If you have 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 or in the college class schedule, published each semester.

If you are not exempt from TASP, you must take the TASP (Texas Academic Skills Program) or the college 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 are 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 to help you clarify goals, identify career and occupational interests, and research information about senior institutions.

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

## Flexible Entry Courses

In keeping with its commitment to meet individual educational needs, the college offers flexible entry courses. These courses are often self-paced, allowing you to work at your own speed. You should be aware of the time specified

by the college that course requirements need to be completed. You should check with the Registrar to determine times for registration in these courses. You must obtain approval to enroll in these courses.

## Recommended Academic Load

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. You must receive permission from the appropriate college official to carry a heavier load. If you are employed and carrying a full load (12 credit hours or more), it is recommended that you not work more than 20 hours per week. If you work more than 20 hours, you should consider reducing your academic load proportionately.

The recommended load limit for day or evening students who are employed full-time is six credit hours. The recommended load limit in a six-week summer session is six credit hours. For shortened terms, you may not enroll for more credit hours than the total number of weeks the class meets; i.e. for a 3 week term, you may register for no more than 3 credit hours. Contact your college advisor for specific information.

## Change of Schedule

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



## Classification of Students

### *Freshman:*

A student who has completed fewer than 30 credit hours.

*Sophomore:* A student who has completed 30 or more credit hours.

*Part-time:* A student carrying fewer than 12 credit hours in a fall or spring semester.

### *Full-time:*

A student carrying 12 or more credit hours in a fall or spring semester.

## Distance Learning

Since 1972, the colleges of the DCCCD have 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 colleges of the DCCCD each year.

Making distance learning options convenient and accessible to students is part of the college mission. In a rapidly changing local, national and world community, the college is committed to delivering flexible, accessible, affordable and quality-driven education.

Distance learning is a collaborative effort of all seven of the DCCCD 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 college.

Faculty members teach distance learning courses through the R. Jan LeCroy Center and through the college location. Faculty ensures the continued success of distance learning courses by facilitating vigorous student interaction via multiple technologies.

## Distance Learning Formats

The college offers distance learning courses in four formats. Each format requires a unique set of technologies essential to successful course completion.

### Telecourse

A telecourse allows you to work and learn independently and may include college-based requirements such as orientations, testing, and review sessions. The course includes a pre-produced video series with print materials. Class interaction is offered via the telephone, fax and mail. You are required to have access to local cable, KDTN public television, or a VHS format videocassette player.

### Online Course

An online course is 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 course may include college-based requirements including orientations, testing and review sessions.

## Telecourse Plus Course

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 college-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 college-based requirements including orientations, testing and review sessions.

## College-Based Distance Learning

The college offers a growing number of distance learning courses and programs each year. As the college identifies 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 college 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.

College-based distance learning courses are offered using one or more of the distance learning delivery formats detailed previously. For a complete listing of college-based distance learning courses offered district-wide by all of the DCCCD colleges, refer to the distance learning pages printed in the schedule of classes. A college-based distance learning class schedule is also available on the web at <http://telecollege.dcccd.edu>, click on Class Schedules.



**Don't put it off...  
Apply for admission today.**

# Learner Services

## Student Programs and Resources

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

SPAR staff plans and presents a variety of programs and activities for students and the surrounding community. These programs may include 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 volunteer opportunities offer you opportunities to develop skills that enrich your quality of life.

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

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

## Assessment/Testing Center

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

- Academic testing (instructors' tests, make-up exams, self-paced exams and distance education testing)

- Assessment testing (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 appropriate faculty member for psychometric testing.

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

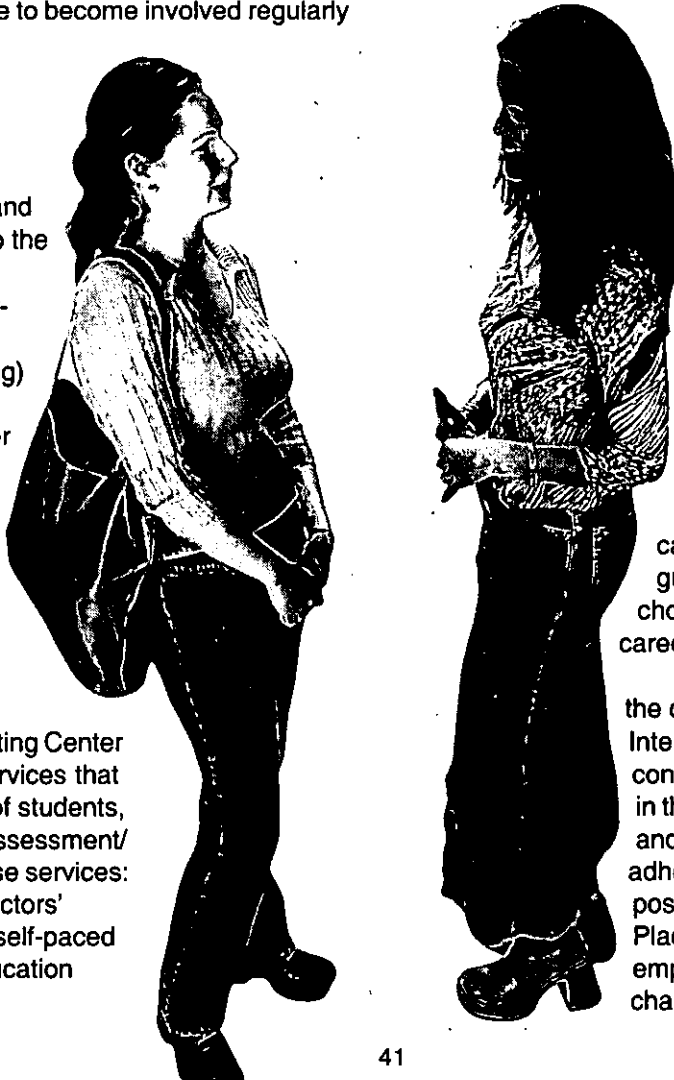
*The Code of Student Conduct provisions regarding disruptive behavior and/or academic dishonesty apply equally to Assessment/Testing Centers and classrooms. Irregularities will be referred to the proper authorities for disciplinary action.*

See the Code of Student Conduct.

## Career Planning and Job Placement Services

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

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



## Disability Services/Special Services Offices

The Disability Services/Special Services Office offers a variety of support services for students with disabilities or special requirements. Services are coordinated to fit the individual needs of the student and may include sign language interpreting, computer-aided real-time translation (CART) services, note-taking services, tutoring, reader/scribe services, use of assistive technology, loan of specialized equipment such as audio tape recorders, and talking calculators, and providing large print materials. Academic and career advisement services, special testing arrangements, priority registration, and extensive information and referral services are also available.

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

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

For additional information, contact the Disability Services/Special Services Office at the college.



## Health Services and Insurance

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

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

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

We recommend that all prospective students have adequate immunization for bacterial meningitis, diphtheria, rubella, rubella, mumps, tetanus and poliomyelitis (See the **Texas Department of Health's Recommended Adult Immunization Schedule**. <https://www1.dcccd.edu/cat0203/admiss/immune.cfm>)

Optional student health insurance, with optional coverage for spouse and children, is available through outside vendors. These limited coverage policies are administered by an insurance company at a cost outlined by the insurance company. Students may acquire a list of vendors from their college Health Center or International Student Advisor Office.

## Housing

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

## Library

The college library orients students to the information environment. The staff introduces the tools needed to

navigate an increasingly complex world of information resources. Through orientation and research classes, the library provides information skills to help you achieve your academic goals.

The college library has an information center where you can receive assistance in using 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. The library has a growing collection of books and journals on a variety of subject areas to support academic transfer programs and technical/occupational programs. In addition, there are special collections available of career materials, pamphlets, newspapers, popular magazines and technical periodicals. Other resources provided may include slides, tapes, compact discs, computer software, videotapes, films, digital videodisks and electronic books. 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.

## College Police Departments

Campus safety is provided within the framework of state law to protect and police buildings and grounds. All state laws apply to the campus community. College Police

Department officers are licensed Peace Officers of the State of Texas; they are specifically trained and educated to protect life and both college and personal property. These officers are vested with full authority to enforce all Texas laws and rules, regulations, and college policies, including the Code of Student Conduct.

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

## Student Organizations

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

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

## Tutoring Services

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

## Athletics

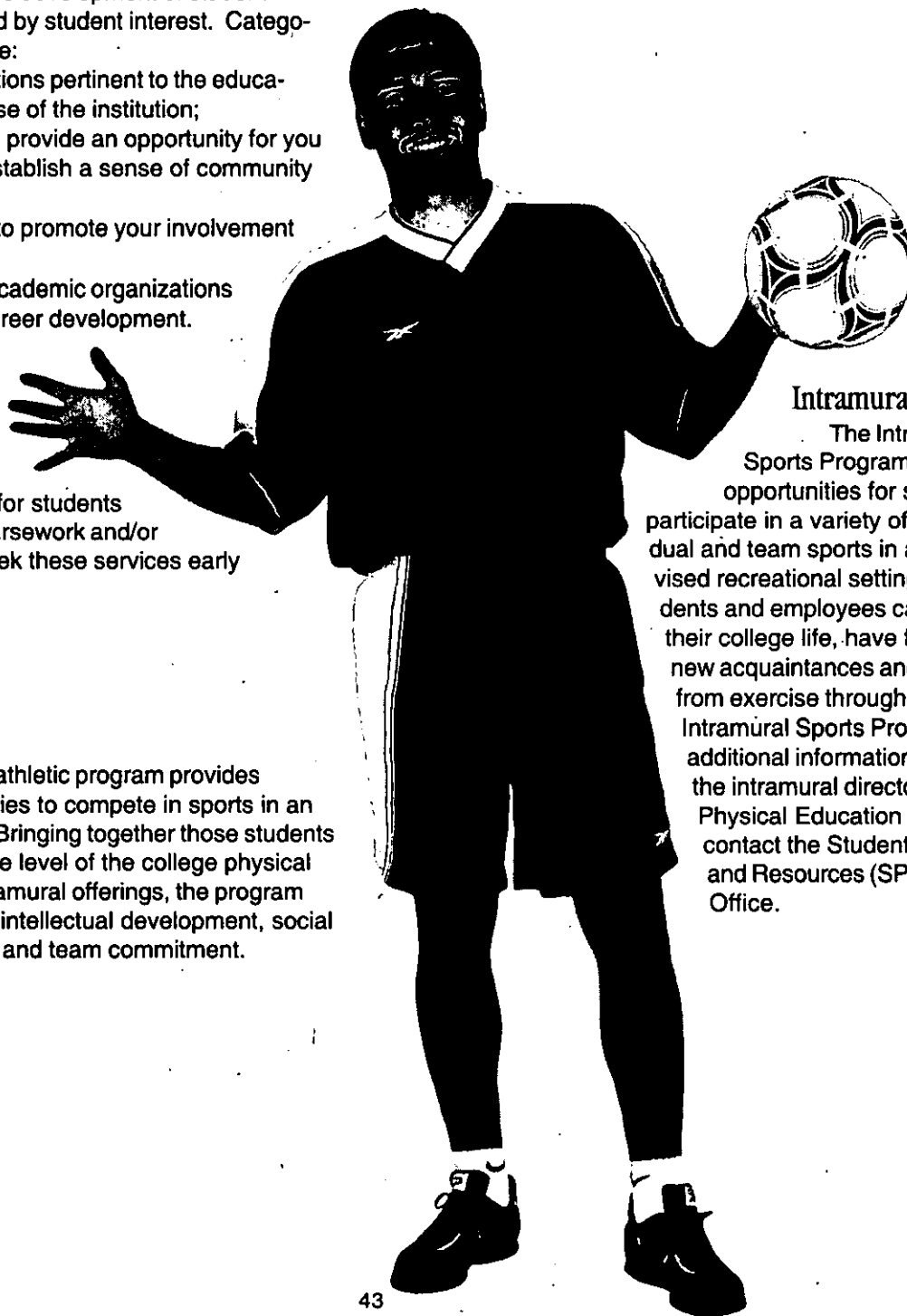
### Intercollegiate Athletics

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

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

### Intramural Sports

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



# Academic Information

## Degree Requirements

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

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

*If you enroll in the college of 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.

For any degree or certificate earned in the college a student must earn at least 25% of the credit hours required for graduation through instruction (not credit-by-examination) by the college of the DCCCD granting the award. The degree must be awarded by a college that offers the program in which you majored. The Registrar must approve correspondence work for graduation credit. If you qualify for a degree from more than one college of the DCCCD, you must indicate which college is to award the degree.

### *Associate in Arts/Associate in Sciences Degrees*

These degrees are designed as the equivalent of the first half of a baccalaureate degree. Both are general plans and may or may not satisfy the requirements of a specific transfer university. Students desiring to transfer should seek one of these degrees after consultation with the college Counseling/Advising Center. However, in keeping with Texas State law, students who complete the 48 hour



credits of the core curriculum are assured that the core should transfer to any Texas public college or university; in such instances, the core should be substituted for the core requirements of the receiving institution. Therefore, in pursuing a degree, students are encouraged to complete the entire core within the college. However, care should be taken in the selection of math and science courses to ensure that those courses also meet requirements of the proposed major at the transfer institution.

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

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

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

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

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

## *Fields of Study*

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

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

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

### *Field of Study Degrees*

- Associate in Sciences Degree with a Field of Study in Business
- Associate in Arts Degree with a Field of Study in Computer Science
- Associate in Arts Degree with a Field of Study in Criminal Justice
- Associate in Sciences Degree with a Field of Study in Engineering Technology—Computer Engineering Technology
- Associate in Sciences Degree with a Field of Study in Engineering Technology—Construction Engineering Technology
- Associate in Sciences Degree with a Field of Study in Engineering Technology—Electrical Engineering Technology
- Associate in Sciences Degree with a Field of Study in Engineering Technology—Electronics Engineering Technology
- Associate in Sciences Degree with a Field of Study in Engineering Technology—Manufacturing Engineering Technology
- Associate in Arts Degree with a Field of Study in Music
- Associate in Sciences Degree with a Field of Study in Teacher Preparation for Pre-K - Grade 4
- Associate in Sciences Degree with a Field of Study in Teacher Preparation for Grades 4-8 Certification

## Associate in Arts/Associate in Sciences

### *"Emphasis" Degrees*

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

### *Emphasis Degrees*

- Associate in Arts Degree with an Emphasis in Art
- Associate in Arts Degree with an Emphasis in Journalism
- Associate in Sciences Degree with an Emphasis in Mathematics
- Associate in Arts Degree with an Emphasis in Photographic/Imaging
- Associate in Arts Degree with an Emphasis in Teacher Preparation—Teacher Preparation General Education
- Associate in Arts Degree with an Emphasis in Teacher Preparation—Urban Education

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

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

- History 1301 and 1302 (6 credit hours)
- Government 2301 and 2302 (6 credit hours)
- English 1301 (3 credit hours)
- A college level math course numbered 1300 or above (3 credit hours)
- A speech communications course (3 credit hours), IF a speech course is required.
- 3 credit hours to be selected from Arts 1301, 1303, 1304, Dance 2303, Drama 1301, 2366, Humanities 1301, Music 1306, 1308, 1309.

The remaining hours will be comprised of courses equivalent to those designated by the student's selected private or out-of-state transfer institution as being applicable



to the baccalaureate degree being sought. In no case will course prerequisites be waived. Students who qualify for an Associate in Arts or the Associate in Sciences degree will be granted that degree rather than the Associate in College/University Transfer degree. Students who qualify for the Associate in Arts or the Associate in Sciences degree are not eligible for the Associate in College/University Transfer degree.

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

### *Associate in Applied Sciences Degree*

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

Students must have a minimum of 60 credit hours, 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 (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.

- 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 (except 1170); Cultural Studies 2370; Dance; Drama (except 1170); American Sign Language Program; English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342 OR 2343; Foreign Language - Chinese, French, German, Greek, Italian, Japanese, Korean, Latin, Portuguese, Russian, Spanish, or Vietnamese; Humanities, Music (except 9176), 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 prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the *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 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 *Career and Technical Programs*.

## Older Course Work Taken

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

## STUDENTS WHO PLAN TO TRANSFER

### Core Curriculum

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

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

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

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

The core curriculum includes courses that satisfy specific exemplary educational objectives.

## COMPONENT AREA OF COMMUNICATION

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

1. To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
2. To understand the importance of specifying audience and purpose and to select appropriate communication choices.

3. To understand and appropriately apply modes of expression, i.e., descriptive, expository, narrative, scientific, and self-expressive, in written, visual and oral communications.
4. To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
5. To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
6. To develop the ability to research and write a documented paper and/or to give an oral presentation.

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

## COMPONENT AREA OF MATHEMATICS

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

- To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.
- To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.
- To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.
- To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.
- To interpret mathematical models such as formulas, graphs, tables, and schematics, and draw inferences from them.
- To recognize the limitation of mathematical and statistical models.
- To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

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

## COMPONENT AREA OF NATURAL SCIENCES

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

- To understand and apply method and appropriate technology to the study of natural sciences.

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

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

## COMPONENT AREA OF HUMANITIES AND VISUAL AND PERFORMING ARTS

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

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

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

## COMPONENT AREA OF SOCIAL AND BEHAVIORAL SCIENCES

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

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

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

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

### COMMUNICATIONS – 9 credit hours

*(Select each of the following)*

- English 1301: *A grade of "C" or better required*
- English 1302, and

- Speech 1311\* or any Foreign Language Course 1311 or higher, or American Sign Language course

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

### MATHEMATICS – 3 credit hours

*(Select one from the following)*

- Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, 2442, or higher level. *A grade of "C" or better required.*

### LAB SCIENCES – 8 credit hours

*(Select two from the following)*

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

Note: This requirement cannot be met by using the following combinations:

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

### SOCIAL/BEHAVIORAL SCIENCES –

15 credit hours

*(Select each of the following)*

- History 1301, 1302;
  - Government 2301, 2302
- (Select one from the following)*
- Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319

### HUMANITIES/

### VISUAL AND PERFORMING ARTS –

9 credit hours

*(Select one from each of the three groupings)*

- I.
  - Arts 1301, 1303, 1304
  - Dance 2303
  - Drama 1310, 2366
  - Humanities 1301
  - Music 1306, 1308, 1309
- II.
  - English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333
- III.
  - Cultural Studies 2370
  - History 2321, 2322, 2380, 2381
  - Philosophy 1301, 2306, 2307, 2316, 2317
  - Religion 1304

### OTHER – 4 credit hours

*(Select each from the following)*

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

## Academic Transfer Programs

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

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

## Earning an Associate Degree Prior To Transferring

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

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

## 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 college of the DCCCD, 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) 860-2185.

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.

## 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.

If you are undecided about a major at the university, you may decide to take courses in the core curriculum as these will transfer to all Texas public universities. During the first semester, you should investigate your interests. By the second or third semester, you should begin to develop a clear sense of which senior institution you will attend and the requirements for your chosen degree program. Working closely with a counselor or advisor, and using current information from four-year institutions, you should follow the Associate in Arts / Associate in Sciences Degree plan because many of the required courses are often required at four-year institutions.

The counseling and advising personnel at the college can help you develop a degree plan for almost any major. The following are some of the four-year majors you can begin in the college:



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

Marine Biology  
Marketing  
Mathematics  
Medical Technology  
\*Medicine  
Meteorology  
Microbiology  
Music  
Music Education  
Nursing  
Occupational  
Therapy  
Oceanography  
Optometry  
Pharmacy  
Philosophy  
Photojournalism  
Physical Education  
Physical Science  
Physical Therapy  
Physics  
Political Science  
Psychology  
Public Relations  
Radio/TV/Film  
Recreation  
Social Work  
Sociology  
Speech  
Communication  
Speech Pathology  
Teacher Preparation  
Telecommunications  
Theatre  
\*Veterinary  
Medicine  
Wildlife Mgt.  
Zoology

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

- Details on the Transfer Guarantee Program
- Educational resources for students and counselors/advisors.
- DCCCD – University Articulation Agreements

## College Resources for Transfer Students

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

## Transfer Guides

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

Accounting  
Advertising Art  
Aerospace Engineering  
Agriculture  
Architecture  
Art  
Biology  
Business Administration  
Chemical Engineering  
Chemistry  
Civil Engineering  
Computer Science  
Criminal Justice  
Dental Hygiene  
E-Commerce  
Economics  
Electrical Engineering  
English  
Exercise and Sports Studies  
Fashion Design  
Fashion Merchandising  
Finance  
Foreign Languages  
Geography  
Geology  
History  
Motel & Restaurant  
Management  
Industrial Engineering  
Interior Design

Kinesiology  
(Exercise  
and Sports  
Science)  
Legal Science  
Management  
Marketing  
Mathematics  
Medical Technology  
Music  
Music Education  
Nursing  
Occupational  
Therapy  
Pharmacy  
Photojournalism  
Physical Education  
Physical Therapy  
Physician Assistant  
Physics  
Political Science  
Pre-Law  
Pre-Medicine  
Pre-Veterinary  
Medicine  
Psychology  
Radio/TV/Film  
Social Work  
Sociology  
Speech  
Speech Pathology/  
Audiology  
Teacher Preparation  
Theatre  
Undecided

## Special Opportunities for Students Wishing to Transfer

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

On this website, students will find:

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

Although officials at the various universities 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 transfers to each specific senior institution. This information can be helpful to you if you have selected a senior institution but have not chosen a major yet. You should note that the transfer equivalencies shown on these guides offer information on how, or if, courses are generally accepted by the senior institution, and do not indicate how these courses will apply toward a particular major or degree program. A counselor or advisor can assist you in determining whether courses apply to a particular major.

### Common Course Numbering System

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

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



### Choosing A Catalog Year

The college catalog has a "life" of 5 years. This means that from the time you enter the college until you graduate, you may elect to utilize the requirements of any catalog during that 5-year period. If you plan to transfer, you should keep a copy of the catalog of the year in which you entered, the catalog of the university to which you wish to transfer, and the transfer guide valid at the time you enrolled at the college. You may wish to maintain a copy of all course syllabi, particularly if you plan to transfer to either a private university or one located out of state.

### Other Things to Consider

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

- Application deadlines,
- Minimum grade-point average requirements,
- Limits on the number of credit hours that are acceptable in transfer,
- Policies regarding acceptance of repeated courses,
- Housing information, and
- Financial aid application procedures.

Of equal importance is a personal visit to the chosen institution. Many senior institutions plan special activities and campus visitation periods where you can meet with representatives from all areas of the institution.

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

### Career and Technical Programs

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

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

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

Certificate and associate degree Career and Technical Programs are offered at the college; these programs are designed for you to complete within one or two years. The Bill Priest Institute 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.

## Credit-By-Examination

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

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

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

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

**Important Notice: Students who meet the minimum passing standard on Computerized CLEP exams will be awarded "CR". The option for a letter grade is not currently available.**

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



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

**Important Notice:** Students who meet the minimum passing standard on Computerized CLEP Exams will be awarded "CR". The option for a letter grade is not currently available.

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

*\*See Advisement for test limitations for these computerized CLEP exams*

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

*CLEP Exams (CLEP General Exams are NOT approved). There are no paper/pencil CLEP Tests available.*

*\* See College Testing Center for test limitations on these computerized CLEP tests.*

| <i>Test Name</i>                                | <i>Minimum Score</i> | <i>Credits</i> | <i>Course(s)</i>            |
|---|----------------------|----------------|-----------------------------|
| Intro Accounting (version retired in 7/95)      | 47                   | 6              | ACCT 2301, 2302             |
| Principles of Accounting                        | 45                   | 6              | ACCT 2301, 2302             |
| Intro Management (version retired in 7/94)      | 47                   | 3              | BMGT 1303                   |
| Principles of Management                        | 46                   | 3              | BMGT 1303                   |
| General Biology                                 | 46                   | 8              | BIOL 1406, 1407             |
| Intro to Business Law                           | 51                   | 3              | BUSI 230                    |
| General Chemistry                               | 47                   | 8              | CHEM 1411, 1412             |
| Intro. Macroeconomics (version retired in 7/94) | 48                   | 3              | ECON 2301                   |
| Intro. Microeconomics (version retired in 7/94) | 47                   | 3              | ECON 2302                   |
| Principles of Macroeconomics                    | 44                   | 3              | ECON 2301                   |
| Principles of Microeconomics                    | 41                   | 3              | ECON 2302                   |
| English Literature                              | 46                   | 6              | ENGL 2322, 2323             |
| American Literature                             | 46                   | 6              | ENGL 2327, 2328             |
| College French 1 and 2 (version retired 7/97)   | 39                   | 8              | FREN 1411, 1412             |
| College Level French Language                   | 42                   | 8              | FREN 1411, 1412             |
| College German 1 and 2 (version retired 7/95)   | 40                   | 8              | GERM 1411, 1412             |
| College Level German Language                   | 36                   | 8              | GERM 1411, 1412             |
| College Level German Language                   | 42                   | 14             | GERM 1411, 1412, 2311, 2312 |
| *American Government                            | 47                   | 3              | GOVT 2302                   |

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

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

## AP Advanced Placement Examinations

| <i>Test Name</i>                      | <i>Minimum Score</i> | <i>Credits</i>                 | <i>Course(s)</i>            |
|---------------------------------------|----------------------|--------------------------------|-----------------------------|
| Art History                           | 3                    | 6                              | ARTS 1303, 1304             |
| Biology                               | 3                    | 8                              | BIOL 1406, 1407             |
| Calculus AB                           | 3                    | 5                              | MATH 2513                   |
| Calculus BC                           | 3                    | 9                              | MATH 2414, 2513             |
| Chemistry                             | 3                    | 8                              | CHEM 1411, 1412             |
| Computer Science A                    | 3                    | 8                              | COSC 1315                   |
| Computer Science AB                   | 3                    | 6                              | COSC 1315, 2315             |
| English – Language and Comp           | 3                    | 3                              | ENGL 1301                   |
| *English – Literature and Comp        | 3                    | (3 hours of Literature - ENGL) |                             |
| *French – Language                    | 3                    | 8                              | FREN 1411, 1412             |
| *French – Language                    | 4                    | 11                             | FREN 1411, 1412, 2311       |
| *French – Language                    | 5                    | 14                             | FREN 1411, 1412, 2311, 2312 |
| *German – Language                    | 3                    | 8                              | GERM 1411, 1412             |
| *German – Language                    | 4                    | 11                             | GERM 1411, 1412, 2311       |
| *German – Language                    | 5                    | 14                             | GERM 1411, 1412, 2311, 2312 |
| Government & Politics – US            | 3                    | 3                              | GOVT 2302                   |
| Government – Comparative and Politics | 3                    | 3                              | GOVT 2371                   |
| History – European                    | 3                    | 6                              | HIST 2311, 2312             |
| History – US                          | 3                    | 6                              | HIST 1301, 1302             |
| Macroeconomics                        | 3                    | 3                              | ECON 2301                   |
| Microeconomics                        | 3                    | 3                              | ECON 2302                   |
| Music Theory                          | 3                    | 3                              | MUSI 1311                   |
| Physics B                             | 3                    | 8                              | PHYS 1401, 1402             |
| Psychology                            | 3                    | 3                              | PSYC 2301                   |
| *Spanish – Language                   | 3                    | 8                              | SPAN 1411, 1412             |
| *Spanish – Language                   | 4                    | 11                             | SPAN 1411, 1412, 2311       |
| *Spanish – Language                   | 5                    | 14                             | SPAN 1411, 1412, 2311, 2312 |
| Studio Art-Drawing                    | 3                    | 3                              | ARTS 1316                   |

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

### DANTES

| <i>Test Name</i>                   | <i>Minimum Score</i> | <i>Credits</i> | <i>Course(s)</i> |
|------------------------------------|----------------------|----------------|------------------|
| Principles of Financial Accounting | 49                   | 3              | ACCT 2301        |
| Introduction to Business           | 46                   | 3              | BUSI 1301        |
| Lifespan Developmental Psychology  | 46                   | 3              | PSYC 2314        |

## CERTIFIED PROFESSIONAL SECRETARY (CPS) EXAM

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

| <i><b>Before WECM</b></i> | <i><b>2001 WECM Course Name</b></i> | <i><b>Hours</b></i> |
|---------------------------|-------------------------------------|---------------------|
| OFCT 1373                 | POFT 1309                           | 3 hours             |
| OFCT 1376                 | POFT 2301                           | 3 hours             |
| OFCT 1377                 | POFI 1301                           | 3 hours             |
| OFCT 1378                 | No Course Available                 | 3 hours             |
| OFCT 1380                 | POFI 1345 or POFI 1349              | 3 hours             |
| OFCT 2370                 | POFT 1302                           | 3 hours             |

### Continuing Education Programs

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

Continuing education instructors are professionals from the community chosen for their knowledge, expertise and experience in their fields. Training and instruction are offered as courses, programs, seminars, workshops and distance learning opportunities. Registration is continuous, convenient and customer-oriented with new classes starting throughout the year on weekdays and weekends both during the day and evening hours. Continuing education classes are offered at the college and in a variety of locations throughout the community. For specific information on public course offerings, contact college and request a current Continuing Education Schedule or find it online at [www.dcccd.edu](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 transcribed upon successful completion of all requirements, competencies and learning outcomes for approved workforce education courses. In all recognized educational circles, one CEU is equal to 10 contact hours of participation in an organized continuing education or extension experience. The CEU is a means of recording and accounting for continuing education activities and meeting the certification requirements of certain professional organizations.

### Credit for Experiential Learning

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

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

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

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

## Developmental Education

Developmental education courses are designed to provide students with the basic academic skills necessary for success in college-level courses and to pass TASP (Texas Academic Skills Program). Students enrolling in college-level courses who fail a portion of the state mandated TASP Test or an alternative test given by the college will be required to participate continuously in developmental coursework in reading, writing, and/or math until the standard for the failed section is met. Many levels of developmental reading, writing, and math classes are offered to enable students to complete the prerequisites for college level work and to satisfy TASP requirements. Developmental courses are listed in the catalogue as DREA for developmental reading, DWRI for developmental writing, and DMAT for developmental math. These courses carry institutional credit but do not count toward a degree or certificate. Failure to attend and participate appropriately in the required developmental coursework as determined by the college will result in administrative withdrawal from all college-level coursework. Students who wish to improve skills in reading, writing, and math may also enroll in developmental courses even if not required to do so because of low test scores. Instructional formats vary and may include computer-based, self-paced, lecture, and online offerings.



## Evening & Weekend College

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

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

## External Learning Experiences for Career and Technical Programs

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

learned concepts and theories in a workplace setting. Four types of external learning experiences are available: co-ops, practica, internships and clinicals. Clinical experiences must take place in a health care setting and you must not be paid for the learning experience.

External Learning Experience work sites must be approved by the college, and employers must be willing to enter into training agreements with the college and the student/employee. The college will assist you in seeking approved employment, if needed. Career and Technical Programs that include external learning experiences are indicated in this catalog. Prior to enrolling in one of these courses, you must consult with the program's External

Learning Experience Coordinator. External Learning Experience Student Handbook can be found at [http://www.dcccd.edu/vcea/work/ele\\_student\\_handbook.htm](http://www.dcccd.edu/vcea/work/ele_student_handbook.htm).

## 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. The college may offer special sections of Human Development courses that emphasize various issues such as understanding multi-cultural concepts, making life transitions, and appreciating gender differences for special populations including women returning to school, adults making career or job changes, at-risk students, young adults, or academically under-prepared students.

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

## International Studies/Study Abroad Opportunities

An important part of the commitment of the colleges of the DCCCD to enhancing student appreciation and understanding of diverse cultures is its international studies and study abroad programs. Therefore, any program offered by another college of the DCCCD is open to students of this college. These programs are available in a variety of countries during fall and spring semesters and in the summer and are available to students of this college.

Semester-length programs are currently available in England, France, Costa Rica, 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. College faculty teach these courses, which normally last two to four weeks. In previous years, these courses have been offered in Austria, Australia, China, Dominican Republic, France, Great Britain, Italy, Jamaica, Mexico, Portugal, Russia, Senegal, and Spain. For information about any of the semester or summer programs, contact the District Office of Student and Academic Programs 214-860-2410 or contact the study abroad advisor of the college. There are also other non-semester length courses offered during the year.

Texas residents enrolled in colleges that are members of the North Texas Community College Consortium may enroll in DCCCD international courses by paying "in-District" tuition. These colleges

include: Brookhaven, CedarValley, 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 at Marshall and Waco, Trinity Valley, Tulsa, Tyler, Vernon, Weatherford and the University of North Texas.

### Non-Credit Student (Audit)

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

### Reserve Officers Training Corps

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

ROTC credits may be used to complete a college degree by applying them toward elective credit. Military science may be declared as a minor course of study in many degree programs at The University of Texas at

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

### Service Learning

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



### Servicemen's Opportunity College

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

### Tech Prep

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

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

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

- Choose a Tech Prep career program offered at your high school after reviewing options with your high school counselor.
- Complete the suggested high school Tech Prep classes with a minimum overall average of 80.
- Ask the high school counselor to fill out a "Transfer of Tech Prep College Credit" form.
- *Within 15 months after high school graduation:*
- enroll in the DCCCD college where the Tech Prep associate degree is offered
- meet with a Tech Prep advisor at the college
- declare a major and file a degree plan in a related Associate in Applied Science (AAS) degree or Certificate Program.

For more information about current Tech Prep programs, contact your high school counselor or career and technology teacher or call the college's Tech Prep office.

## Tomorrow's Teachers

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

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

## Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a statewide inventory of workforce education courses offered for semester credit hours and Continuing Education Units (CEUs). These courses are offered by the colleges to respond rapidly to the needs of business and industry. The WECM offers a means for the college to continually design

and update high, quality workforce courses by receiving input from business and industry and community college faculty throughout Texas.

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

## Student Obligations

### Attending Classes

You are expected to attend regularly all classes in which you enroll. You have the responsibility to attend class and to consult with the instructor when an absence occurs.

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

*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 Texas Education 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 the following: By mail or FAX to the registrar indicating which courses and by including your social security number or college I.D. number and signature; through the college online registration system; or through the "telephone registration" system. A drop/withdrawal request by any means must be received in the Registrar's Office by the official drop/withdrawal deadline. No drop or withdrawal requests are accepted by telephone unless through the "telephone registration" system. If you drop a class or withdraw from the college before the official drop/withdrawal deadline, you will receive a "W" (Withdraw) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar and the current class schedule. See Refund Policy for possible refund eligibility.

**Students who withdraw from a mandated remediation course as a result of TASP requirements must also withdraw from all college-level courses.**

## Students Called into Active Duty

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

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



## Grades & Transcripts

### Grades and Grade Point Average

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

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

\*Used only with developmental studies courses.

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

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

Total Credit Hours: 12      Total Grade Points: 35

$$35/12 = 2.93$$

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

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

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

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

An Incomplete Contract is used to assign an incomplete grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor,



you, and the appropriate division dean and submitted with the final grade report. When an Incomplete Contract must be submitted without your signature, the instructor must include a statement indicating that the you are aware of and agree with the contract.

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

An "E" grade may be given when an instructor wishes to indicate that you have made progress in a developmental studies course. An "E" grade is non-punitive and is not computed. The "E" grade provides more flexibility for re-enrollment, particularly for students who do not achieve a C-level grade in a course. An "E" grade indicates that you participated in a course according to 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. In college-level courses (those numbered above 1000), the number of credit hours a course has is indicated by the second digit of the course number. A course numbered 1301 is a 3-hour credit course, one numbered 2401 is a 4-hour course, etc.

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

## Grade Reports/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, address or e-mail address. This will ensure that your student records are accurate and that grade reports, other important documents, and notices are sent to the correct residence.**



## Transcript of Credit

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

Upon your written request, the Registrar's Office will send an official transcript you or to any

college or agency named. A minimum of two working days is required for processing. A transcript will be released only if all obligations to the DCCCD have been settled.

Transfer credits from other institutions are not recorded on transcripts. If you desire a transcript of work completed at another institution, you must secure it from that institution.

## Transcript Evaluations

If you have completed course work at a regionally accredited college or university, and you will be working toward an associate degree or a certificate at the college, you should contact the Registrar's Office to request a transcript evaluation.

## Transcript Request

To request a free copy of your transcript, write or fax the Admissions Office at the campus you last attended. The registrar needs a dated and signed request that includes the following:

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

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

## Probation, Suspension & Dismissal

### Scholastic Probation

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

### Scholastic Suspension

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

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

### 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 of the institution.

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

## Graduation Requirements

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

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

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

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

## Associate Degree Plans

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

## Certificate Plans

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

## Graduation Ceremony

An annual graduation ceremony is held at the conclusion of the spring semester. Participation is ceremonial only and confers on a student no rights to a degree. If you graduate in December, you may participate in the next commencement if you desire; likewise if you graduate in July or August, you may participate in the spring commencement if you desire, but you are not required to do so. You should notify the Registrar's Office if you wish to participate in the commencement ceremony. Instructions for graduation are mailed to all candidates prior to commencement.

## 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 citizen-

ship, and leadership potential. Many scholarship opportunities are available including the USA All-American Scholarships and the Guistwhite Scholarship Program.

## Who's Who Among Students in American Community Colleges

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



## Bill Priest Institute

### Business and Industry Services

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

### Job Profiling and Matching

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

## ACT Center

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

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

## tompeters! company

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

## ISO 9000 Implementation

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



## Fast Track Business Software Workshops

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

## Office Space and Services

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

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

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

## Small Business Development Centers

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

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

Nationally certified counselors address:

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

### North Texas Small Business Development Center

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

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



## DALLAS TeleCollege

Technology is revolutionizing almost every aspect of your life. The Internet is used for everything from trading stocks to grocery shopping. As a direct result of these advances and growth, there are more options available to you regarding your education. The DCCCD is continuously creating more technology-based options and making them available to you.

DALLAS TeleCollege is the DCCCD's "virtual campus." This virtual campus allows you access to college courses without coming to the campus buildings. DALLAS TeleCollege continuously increases access to DCCCD programs and courses offered via distance learning by coupling instruction that can be offered at a true-distance, without campus-based requirements, with an array of student services accessible to students anywhere, anyplace. Today, the Associate of Arts and Associate of Science degrees are available at a distance through the virtual campus.

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

### Admissions

DALLAS TeleCollege Admissions is located at the R. Jan LeCroy Center for Educational Telecommunications. DALLAS TeleCollege admissions policies are those of the DCCCD. See Getting Started. DALLAS TeleCollege is a collaborative effort of all seven DCCCD colleges. You may apply for admissions to the DCCCD online, or for more information about DALLAS TeleCollege Admissions contact the office directly at: <http://telecollege.dcccd.edu>.

DALLAS TeleCollege Admissions  
9596 Walnut St.  
Dallas, TX 75243-2112  
Phone: (972) 860-7828  
If outside of Dallas: 1 (888) 468-4268

### Registration

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

DALLAS TeleCollege class schedules are available online at the DALLAS TeleCollege homepage at <http://telecollege.dcccd.edu>. DALLAS TeleCollege offers regular semester (fall, spring and summer) courses, following the Academic Calendar of the DCCCD. In addition, the DALLAS

TeleCollege offers many courses through Open Enrollment. Open Enrollment sections are 16-week sessions that begin every month.

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

DALLAS TeleCollege Registration  
9596 Walnut St.  
Dallas, TX 75243-2112  
Phone: (972) 860-7828  
If outside of Dallas, toll-free: 1 (888) 468-4268

## Advising

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

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

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

## Financial Aid

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

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

## Learning Resources

DALLAS TeleCollege makes available and maintains various learning resources. The DALLAS TeleCollege library is made possible through a partnership with Richland College. The online library makes available the latest in web-based library and reference tools including online databases, the DCCCD library catalog, online research assistance, an online "Ask a Librarian" feature, bibliographies, quotations and more. The DALLAS TeleCollege Library may be accessed through the DALLAS TeleCollege homepage at <http://telecollege.dcccd.edu>.

DALLAS TeleCollege also supports a variety of learning resources in the areas of study skills and writing skills. The DALLAS TeleCollege Online Writing Lab allows you to submit short questions about grammar, punctuation, and spelling. The Online Writing Lab staff will read and comment on short essays sent via e-mail.

For more information about these and other learning resources available through DALLAS TeleCollege, visit the homepage, at <http://telecollege.dcccd.edu>.

# Degrees Offered

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

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

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

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

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

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

- Associate in Arts Degree with an Emphasis in Art
- Associate in Arts Degree with an Emphasis in Journalism
- Associate in Sciences Degree with an Emphasis in Mathematics
- Associate in Arts Degree with an Emphasis in Photographic/Imaging
- Associate in Arts Degree with an Emphasis in Teacher Preparation—Teacher Preparation General Education
- Associate in Arts Degree with an Emphasis in Teacher Preparation—Urban Education

***See other degrees and certificates under Associate in Applied Sciences.***

# ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCES DEGREES

Available at all DCCCD Colleges

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

1. Complete a minimum of 61 credit hours including all the required courses listed.
2. Earn a grade of "C" or better in English 1301, Speech 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.

Students completing the requirements may select to receive the Associate in Arts or Associate in Sciences degree title. **These degrees may be taken through a combination of on-campus and distance education offerings, or if planned correctly, the degree may be completed entirely through distance education.** Receiving institutions are not required to accept a grade below "C" in transfer.

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

| Course Requirements for the AA/AS Degrees  | Credit Hours |
|--|--------------|
| <b>COMMUNICATIONS</b><br><i>Select each of the following:</i><br>English 1301 (A grade of "C" or better required.), English 1302, and Speech 1311 (A grade of "C" or better required.)   | 9            |
| <b>MATHEMATICS</b><br>(A grade of "C" or better required.)<br><i>Select one from the following:</i><br>Math 1314, 1324, 1332, 1333, 1348; 1414, 2342, or 2412 or higher level  | 3            |
| <b>LAB SCIENCES</b><br><i>Select two from the following:</i><br>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<br>NOTE: This requirement <i>cannot</i> be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425. | 8            |
| <b>SOCIAL/BEHAVIORAL SCIENCES</b><br><i>Select each from the following:</i><br>History 1301, 1302; Government 2301, 2302<br><i>Select one from the following:</i><br>Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319  | 15           |
| <b>HUMANITIES/VISUAL AND PERFORMING ARTS</b><br><i>Select one from each of the three groupings:</i><br>I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309<br>II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333<br>III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304                             | 9            |
| <b>INSTITUTIONAL OPTIONS</b><br><i>Select each from the following:</i><br>Physical Education 1164 and Computer Science 1300 or higher level COSC course  | 4            |
| <b>ELECTIVE CREDITS</b>  | 13           |
| <b>Total Credit Hours</b>  | 61           |



# Fields of Study Offerings

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

***Field of Study in Business—Available at all DCCCD colleges***

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

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

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

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

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

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

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

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

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

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

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

***Field of Study in Music—Available at all DCCCD colleges***

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

***Field of Study in Teacher Preparation for Pre-K - Grade 4—Available at Brookhaven, Cedar Valley, Eastfield, Mountain View & Richland Colleges***

TECA 1303, 1311, 1318 and 1354.

***Field of Study in Teacher Preparation for Grades 4-8 Certification—Available at Brookhaven, Eastfield, Mountain View & Richland Colleges***

EDUC 1301; TECA 1354; Math 1350 and 1351.

# ASSOCIATE IN SCIENCES DEGREE WITH A FIELD OF STUDY IN BUSINESS

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

Available at all DCCCD Colleges

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

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

1. Complete a minimum of 61 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, Speech 1315, and Math 1324;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

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

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

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

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

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

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

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

1. Complete a minimum of 67 credit hours including the courses listed below;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the first college-level math course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

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

| Course Requirements for the AS Degree Computer Science Field of Study   | Credit Hours |
|---|--------------|
| <b>COMMUNICATIONS</b><br><i>Select each of the following:</i><br>English 1301 (A grade of "C" or better required.), English 1302, and Speech 1311 (A grade of "C" or better required.)  | 9            |
| <b>MATHEMATICS</b><br><sup>1</sup> Math 2513<br>(A grade of "C" or better required in the first college-level math course.)   | 5            |
| <b>LAB SCIENCES</b><br><i>Select each from the following:</i><br><sup>2</sup> Physics 2425<br><sup>3</sup> Physics 2426   | 8            |
| <b>SOCIAL/BEHAVIORAL SCIENCES</b><br><i>Select each of the following:</i><br>History 1301, 1302; Government 2301, 2302<br><i>Select one from the following:</i><br>Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316;<br>Sociology 1301, 1306, 2319  | 15           |
| <b>HUMANITIES/VISUAL AND PERFORMING ARTS</b><br><i>Select one from each of the three groupings:</i> <ol style="list-style-type: none"> <li>I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309</li> <li>II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333</li> <li>III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304</li> </ol> | 9            |

continued on next page

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

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

- <sup>1</sup> Mathematics 2513 has the prerequisite of Mathematics 2412, which has the prerequisite of Mathematics 1316, which has the prerequisite of Mathematics 1314 or 1414, which has the prerequisite of two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or 0093.
- <sup>2</sup> Physics 2425 has the prerequisite of credit or concurrent enrollment in Mathematics 2513.
- <sup>3</sup> Physics 2426 has the prerequisite of Physics 2425 and credit or concurrent enrollment in Mathematics 2414.
- <sup>4</sup> Computer Science 1436 is not part of the Computer Science major requirements at The University of Texas at Austin, University of Texas at Arlington, University of Texas at Dallas, and Texas A & M University.
- <sup>5</sup> Computer Science 1437 has the prerequisite of Computer Science 1436. Computer Science 1437 is not part of the Computer Science major requirements at The University of Texas at Austin. Preparatory courses such as Computer Science 1436 and Computer Science 1437 will assist students that need additional background but do not apply toward the computer science major requirements.
- <sup>6</sup> Computer Science 2436 has the prerequisite of Computer Science 1437.
- <sup>7</sup> Computer Science 2425 has the prerequisite of Computer Science 1436. Computer Science 2425 is not part of the Computer Science major requirements at The University of Texas at Austin or Texas A & M University, but may be applied to general degree requirements.
- <sup>8</sup> Mathematics 2414 has the prerequisite of Mathematics 2513 or equivalent. Some universities require the completion of Mathematics 2315 as well; Mathematics 2315 has the prerequisite of Mathematics 2414.

# ASSOCIATE IN SCIENCES DEGREE WITH A FIELD OF STUDY IN CRIMINAL JUSTICE

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

Available at Cedar Valley, Eastfield, and Mountain View Colleges

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

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

1. Complete a minimum of 63 credit hours including the courses listed below;
2. Earn a grade of "C" or better in English 1301, Speech 1315, and Math 1324;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

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

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

# ASSOCIATE IN ARTS DEGREE WITH A FIELD OF STUDY IN MUSIC

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

Available at all DCCCD Colleges

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

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

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

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

1. Complete a minimum of 66 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, 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.

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

continued on next page

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

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

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

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

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

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

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

1. Complete a minimum of 61 credit hours as shown below;
2. Earn a grade of "C" or better in English 1301, 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.

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

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



# ASSOCIATE IN SCIENCES DEGREE WITH A FIELD OF STUDY IN TEACHER PREPARATION FOR GRADES 4-8 CERTIFICATION

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

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

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

1. Complete a minimum of 61 credit hours as shown below;
2. Earn a grade of "C" or better in English 1301, 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.

| Course Requirements for the AS Degree in Teacher Preparation  | Credit Hours |
|---|--------------|
| <b>COMMUNICATIONS</b><br><i>Select each of the following:</i><br>English 1301 (A grade of "C" or better required.), English 1302, and Speech 1311 (A grade of "C" or better required.)  | 9            |
| <b>MATHEMATICS</b><br>(A grade of "C" or better required.)<br>Math 1314 or Math 1414 or higher level  | 3-4          |
| <b>LAB SCIENCES</b><br><i>Select two from the following:</i><br>Biology 1406, 1407, 1408 and 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426<br>NOTE: This requirement <i>cannot</i> be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425.   | 8            |
| <b>SOCIAL/BEHAVIORAL SCIENCES</b><br><i>Select each of the following:</i><br>History 1301, 1302; Government 2301, 2302; Psychology 2301   | 15           |
| <b>HUMANITIES/VISUAL AND PERFORMING ARTS</b><br><i>Select one from each of the three groupings:</i><br>I. Arts 1301 or Music 1306<br>II. English 2326, 2327, 2328, 2331, 2332, or 2333<br>III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; or Religion 1304   | 9            |
| <b>INSTITUTIONAL OPTIONS</b><br><i>Select each of the following:</i><br>Physical Education 1164 and Computer Science 1300 or higher level COSC course   | 4            |
| <b>REQUIRED TEACHER PREPARATION FOR GRADE 4-8 CERTIFICATION FIELD OF STUDY COURSES</b><br><i>Select each of the following:</i><br>EDUC 1301; TECA 1354; Math 1350, 1351   | 12           |
| <b>ELECTIVE CREDITS</b><br><i>Select 1 additional hour or one* of the following:</i><br>CDEC 1359*; EDUC 1325*; GEOG 1301*; Any 3-4 hour Spanish course<br>*Before taking one, student should ensure the course is the correct one as approved by the university where the student plans to transfer and count it in their Bachelor of Science with a major in one of the following disciplines: Mathematics, Science, Mathematics/Science Composite, Social Sciences/Language Arts Composite, or Interdisciplinary Studies (Generalist and Bilingual Generalists). | 1-4          |
| <b>Total Credit Hours</b>   | <b>61-65</b> |

Student's transcript will indicate the Field of Study has been completed upon successful completion of the following courses: EDUC 1301; TECA 1354; Math 1350 and 1351.

# Emphasis Degrees

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

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

***Associate in Arts Degree with an Emphasis in Journalism—Available at Brookhaven, Eastfield, North Lake and Richland Colleges.***

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

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

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

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

# ASSOCIATE IN ARTS DEGREE WITH AN EMPHASIS IN ART

Available at all DCCCD Colleges

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

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

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

1. Complete a minimum of 61 credit hours including all the required courses listed.
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.

| Course Requirements for the AA Degree Emphasis in Art   | Credit Hours |
|---|--------------|
| <b>COMMUNICATIONS</b><br><i>Select each of the following:</i><br>English 1301 (A grade of "C" or better required.), English 1302, and Speech 1311 (A grade of "C" or better required.)  | 9            |
| <b>MATHEMATICS</b><br>(A grade of "C" or better required.)<br><i>Select one from the following:</i><br>Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, 2442 or higher level  | 3            |
| <b>LAB SCIENCES</b><br><i>Select two from the following:</i><br>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<br>NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425.   | 8            |
| <b>SOCIAL/BEHAVIORAL SCIENCES</b><br><i>Select each from the following:</i><br>History 1301, 1302; Government 2301, 2302<br><i>Select one from the following:</i><br>Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319   | 15           |
| <b>HUMANITIES/VISUAL AND PERFORMING ARTS</b><br><i>Select one from each of the three groupings:</i><br>I. Arts 1303, 1304<br>II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333<br>III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304   | 9            |
| <b>INSTITUTIONAL OPTIONS</b><br><i>Select each from the following:</i><br>Physical Education 1164 and Computer Science 1300 or higher level COSC course   | 4            |
| <b>ART EMPHASIS</b><br>This 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.<br><i>Select three from the following:</i><br>ARTS 1311, 1312, 1316, 1317<br><i>Select two from the following:</i><br>ARTS 1303, 1304, 1311, 1312, 1316, 1317, 2313, 2316, 2323, 2324, 2326, 2333, 2341, 2346, 2356 or 2366 | 13           |
| <b>Total Credit Hours</b>   | <b>61</b>    |

# ASSOCIATE IN ARTS DEGREE WITH AN EMPHASIS IN JOURNALISM

Available at Brookhaven, Eastfield, North Lake and Richland Colleges

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

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

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

1. Complete a minimum of 61 credit hours including all the required courses listed;
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.

| Course Requirements for the AA Degree Emphasis In Journalism  | Credit Hours |
|---|--------------|
| <b>COMMUNICATIONS</b><br><i>Select each of the following:</i><br>English 1301 (A grade of "C" or better required.), English 1302, and Speech 1311 (A grade of "C" or better required.)  | 9            |
| <b>MATHEMATICS</b><br>(A grade of "C" or better required.)<br><i>Select one from the following:</i><br>Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, or 2412 or higher level   | 3            |
| <b>LAB SCIENCES</b><br><i>Select two from the following:</i><br>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<br>NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425. | 8            |
| <b>SOCIAL/BEHAVIORAL SCIENCES</b><br><i>Select each from the following:</i><br>History 1301, 1302; Government 2301, 2302<br><i>Select one from the following:</i><br>Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319   | 15           |
| <b>HUMANITIES/VISUAL AND PERFORMING ARTS</b><br><i>Select one from each of the three groupings:</i> <ol style="list-style-type: none"> <li>I. Arts 1301, 1303, 1304</li> <li>II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333</li> <li>III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304</li> </ol>                                  | 9            |
| <b>INSTITUTIONAL OPTIONS</b><br><i>Select each from the following:</i><br>Physical Education 1164 and Computer Science 1300 or higher level COSC course   | 4            |
| <b>JOURNALISM EMPHASIS</b><br><i>Select each of the following:</i><br>Journalism 1307, 2309, 2311, and 1129 or 2129 or 2130<br><i>Select one from the following:</i><br>Journalism 1335, 2315, 2327   | 13           |
| <b>Total Credit Hours</b>   | <b>61</b>    |

# ASSOCIATE IN SCIENCES DEGREE WITH AN EMPHASIS IN MATHEMATICS

Available at all DCCCD Colleges

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

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

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

1. Complete a minimum of 61 credit hours including all the required courses listed;
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.

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

# ASSOCIATE IN ARTS DEGREE WITH AN EMPHASIS IN TEACHER PREPARATION - TEACHER PREPARATION GENERAL EDUCATION

Available at Brookhaven and Eastfield Colleges

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

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

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

1. Complete a minimum of 61 credit hours including all the required courses listed;
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.

| Course Requirements for the AA Degree Emphasis in Teacher Preparation   | Credit Hours |
|---|--------------|
| <b>COMMUNICATIONS</b><br><i>Select each of the following:</i><br>English 1301 (A grade of "C" or better required.), English 1302, and Speech 1311 (A grade of "C" or better required.)  | 9            |
| <b>MATHEMATICS</b><br>(A grade of "C" or better required.)<br><i>Select one from the following:</i><br>Math 1314 or 1414  | 3            |
| <b>LAB SCIENCES</b><br><i>Select two from the following:</i><br>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<br>NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 and 1408; CHEM 1405 and 1411; PHYS 1401 and 1405; PHYS 1401 and 2425; PHYS 1405 and 2425. | 8            |
| <b>SOCIAL/BEHAVIORAL SCIENCES</b><br><i>Select each of the following:</i><br>History 1301, 1302; Government 2301, 2302; Psychology 2301   | 15           |
| <b>HUMANITIES/VISUAL AND PERFORMING ARTS</b><br><i>Select one from each of the following:</i><br>I. Arts 1301, or Music 1306<br>II. English 2326, 2327, 2328, 2331, 2332, 2333<br>III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304  | 9            |
| <b>INSTITUTIONAL OPTIONS</b><br><i>Select each of the following:</i><br>Physical Education 1164 and Computer Science 1300 or higher level COSC course   | 4            |
| <b>TEACHER PREPARATION GENERAL EDUCATION EMPHASIS</b><br><i>Select each of the following:</i><br>EDUC 1301, 1325, 2301; EDTC 1321<br>One additional course brings to a total of 61 or more credit hours. Students are encouraged to take a foreign language by local agreement.   | 13           |
| <b>Total Credit Hours</b>   | <b>61</b>    |

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 2003-2004 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 Nurse Intern Enhanced Skills Cert.   |    |    | •  |    |    |    |    |
| Auto Body Technology AAS                           |    | •  |    |    |    |    |    |
| Auto Body Metal Technician Certificate             |    | •  |    |    |    |    |    |
| Auto Body Painter Certificate                      |    | •  |    |    |    |    |    |
| Auto Body Shop Management Certificate              |    | •  |    |    |    |    |    |
| Auto Body Technology Certificate                   |    | •  |    |    |    |    |    |
| Automotive Technology                              | •  | •  | •  |    |    |    |    |
| Dealership-Sponsored Technician AAS                | •  |    |    |    |    |    |    |
| Service Technician AAS                             | •  | •  | •  |    |    |    |    |
| Chassis Service Technician Certificate             | •  | •  | •  |    |    |    |    |
| Electronics and Climate Controls 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                      |    |    |    | •  |    |    |    |
| Biotechnology AAS                                  |    |    | •  | •  |    |    |    |
| Biotechnology Certificate                          |    |    | •  | •  |    |    |    |
| Business Administration AAS                        | •  | •  | •  | •  | •  | •  | •  |
| Business Trainee I Skills Achievement Award        | •  |    |    |    |    |    |    |
| Business Trainee II Skills Achievement Award       | •  |    |    |    |    |    |    |
| Business Trainee III Skills Achievement Award      | •  |    |    |    |    |    |    |
| Human Resources Assistant Certificate              | •  | •  |    | •  | •  |    |    |
| Child Development Associate                        | •  | •  |    |    |    |    |    |
| Administrator Enhanced Skills Certificate          | •  | •  |    |    |    |    |    |
| Administrative Certificate                         | •  | •  |    |    |    |    |    |
| Child Development Assoc. Skills Ach. Award         | •  | •  |    |    |    |    |    |

| Career Educational Programs                         | BH | CV | EF | EC | MV | NL | RL |
|---|----|----|----|----|----|----|----|
| Early Childhood Intervention Specialist             | •  | •  |    |    |    |    |    |
| Early Childhood Training Certificate                | •  | •  |    |    |    |    |    |
| Infant-Toddler Certificate                          | •  | •  |    |    |    |    |    |
| School-Age Caregiver Certificate                    | •  | •  |    |    |    |    |    |
| Special Child Skills Achievement Award              | •  | •  |    |    |    |    |    |
| Commercial Music                                    |    | •  |    |    |    |    |    |
| Arranger/Composer/Copyist AAS                       |    | •  |    |    |    |    |    |
| Music Retailing AAS                                 |    | •  |    |    |    |    |    |
| Music Retailing Certificate                         |    | •  |    |    |    |    |    |
| Performing Musician AAS                             |    | •  |    |    |    |    |    |
| Performing Musician Certificate                     |    | •  |    |    |    |    |    |
| Recording Technology AAS                            |    | •  |    |    |    |    |    |
| Recording Technology One-Year Certificate           |    | •  |    |    |    |    |    |
| Recording Technology Two-Year Certificate           |    | •  |    |    |    |    |    |
| Computer-Aided Design & 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 Graphics AAS                               |    | •  |    |    | •  |    |    |
| Computer Graphics Certificate                       |    | •  |    |    | •  |    |    |
| Computer Information Technology                     | •  | •  | •  | •  | •  | •  | •  |
| Cisco Networking Asst. Skills Achievement Award     |    |    | •  |    |    |    |    |
| Cisco Networking Intern Skills Achievement Award    |    |    | •  |    |    |    |    |
| C Programming Skills Achievement Award              | •  |    |    |    |    |    |    |
| Computer Networking AAS                             | •  | •  |    | •  | •  |    |    |
| DBA Certificate                                     |    |    | •  | •  | •  |    |    |
| Info. Tech. Sup. Spec. I Market. Skills Ach. Award  |    |    | •  |    |    |    |    |
| Info. Tech. Sup. Spec. II Market. Skills Ach. Award |    |    | •  |    |    |    |    |
| 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                      | •  | •  | •  | •  | •  | •  | •  |
| Personal Computer Support AAS                       | •  | •  | •  | •  | •  | •  | •  |
| Personal Computer Specialist Certificate            | •  | •  | •  | •  | •  | •  | •  |
| Personal Computer Technician Certificate            | •  | •  | •  | •  | •  | •  | •  |
| Personal Computer User Certificate                  | •  | •  | •  | •  | •  | •  | •  |
| Personal Computer Technology Skills Ach. Award      | •  |    |    |    |    |    |    |
| Software Programmer/Developer AAS                   | •  | •  | •  | •  | •  | •  | •  |
| Software Programmer/Developer Assistant Cert.       | •  | •  | •  | •  | •  | •  | •  |
| continued on next page                              |    |    |    |    |    |    |    |

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 2003-2004 Technical/Occupational Programs Offered On Our Campuses

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| Career Educational Programs                      | BH | CV | EF | EC | MV | NL | RL |
|--|----|----|----|----|----|----|----|
| Unix AAS   | •  |    |    |    |    | •  | •  |
| Unix Administrator Certificate                   | •  |    |    |    |    | •  | •  |
| Unix Skills Achievement Award                    | •  |    |    |    |    |    |    |
| Visual Basic Programming Skills Ach. Award       | •  |    |    |    |    |    |    |
| Web Developer Specialist Certificate             | •  | •  | •  | •  | •  | •  | •  |
| WIN2000/.NET Networking Certificate              |    |    |    |    |    |    | •  |
| Construction Management and Technology AAS       |    |    |    |    |    | •  |    |
| Construction Technology AAS                      |    |    |    |    |    | •  |    |
| Construction Technology Certificate              |    |    |    |    |    | •  |    |
| Criminal Justice AAS                             |    | •  | •  |    | •  |    |    |
| Human Services Enhanced Skills Certificate       |    |    | •  |    | •  |    |    |
| Law Enforcement Enhanced Skills Certificate      |    | •  | •  |    | •  |    |    |
| Criminal Justice Certificate (45 hours)          |    | •  | •  |    | •  |    |    |
| Criminal Justice Certificate (30 hours)          |    | •  | •  |    | •  |    |    |
| Diagnostic Medical Sonography AAS                |    |    |    | •  |    |    |    |
| Diagnostic Medical Sonography Adv. Tech. Cert.   |    |    |    | •  |    |    |    |
| Digital Imaging Technology AAS                   |    |    | •  |    |    |    |    |
| Digital Photography Certificate                  |    |    | •  |    |    |    |    |
| Electronic Pre-Press Certificate                 |    |    | •  |    |    |    |    |
| Echocardiology Technology AAS                    |    |    |    | •  |    |    |    |
| Echocardiology Technology Advanced Tech. Cert.   |    |    |    | •  |    |    |    |
| Educational Personnel AAS                        |    |    |    | •  |    | •  |    |
| Bilingual/ESL AAS                                |    |    |    | •  |    | •  |    |
| Educational Assistant Certificate                |    |    |    | •  |    | •  |    |
| Electrical Technology AAS                        |    |    |    |    |    | •  |    |
| Electrical Construction AAS                      |    |    |    |    |    | •  |    |
| Electrical Construction Certificate              |    |    |    |    |    | •  |    |
| Electrical Technology Certificate                |    |    |    |    |    | •  |    |
| Electronic Commerce AAS                          | •  | •  |    |    | •  | •  | •  |
| Business Specialist Certificate                  | •  | •  |    |    | •  | •  | •  |
| Technology Specialist Certificate                | •  | •  |    |    | •  | •  | •  |
| Electronic Telecommunications AAS                |    |    | •  |    |    |    |    |
| 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       |    |    | •  |    |    |    |    |
| Electronics Technology AAS                       |    |    |    |    |    | •  | •  |
| Automated Manufacturing Enhanced Skills Cert.    |    |    |    |    |    | •  | •  |

| Career Educational Programs                        | BH | CV | EF | EC | MV | NL | RL |
|--|----|----|----|----|----|----|----|
| Computer Maintenance Enhanced Skills Cert.         |    |    |    |    | •  | •  |    |
| Network Specialist Certificate                     |    |    |    |    | •  |    |    |
| Semiconductor Manufacturing Technology AAS         |    |    |    |    | •  | •  |    |
| Emergency Medical Services                         | •  |    |    |    |    |    |    |
| Paramedicine AAS                                   | •  |    |    |    |    |    |    |
| Emergency Medical Technician Basic Certificate     | •  |    |    |    |    |    |    |
| Engine Technology                                  |    | •  |    |    |    |    |    |
| Motorcycle Mechanics Certificate                   |    | •  |    |    |    |    |    |
| Outboard Mechanics Certificate                     |    | •  |    |    |    |    |    |
| Small Engine Mechanics Certificate                 |    | •  |    |    |    |    |    |
| Engineering Technology                             |    |    | •  |    |    |    | •  |
| CAD/CAM Certificate                                |    |    |    |    |    |    | •  |
| Computer-Aided Design AAS                          |    |    |    |    |    |    | •  |
| Electronics Technology AAS                         |    |    |    |    |    |    | •  |
| Electronics Technology Certificate                 |    |    |    |    |    |    | •  |
| Integrated Circuit Layout AAS                      |    |    | •  |    |    |    | •  |
| Integrated Circuit Layout Certificate              |    |    | •  |    |    |    | •  |
| Computer-Aided Design Skills Ach. Award            |    |    |    |    |    |    | •  |
| Parametric Automated Design Skills Ach. Award      |    |    |    |    |    |    | •  |
| Fashion Design                                     |    |    |    | •  |    |    |    |
| Apparel Design AAS                                 |    |    |    | •  |    |    |    |
| Pattern Design AAS                                 |    |    |    | •  |    |    |    |
| Theatrical Costume Design Certificate              |    |    |    | •  |    |    |    |
| Food And Hospitality Institute                     |    |    |    | •  |    |    |    |
| Bakery/Pastry AAS                                  |    |    |    | •  |    |    |    |
| Bakery/Pastry Certificate                          |    |    |    | •  |    |    |    |
| Certified Food and Hospitality Manager Certificate |    |    |    | •  |    |    |    |
| Culinary Arts AAS                                  |    |    |    | •  |    |    |    |
| Basic Culinary Skills Certificate                  |    |    |    | •  |    |    |    |
| Food and Hospitality Service AAS                   |    |    |    | •  |    |    |    |
| Food and Hospitality Service Certificate           |    |    |    | •  |    |    |    |
| Geographic Information Systems Technology Cert.    |    |    | •  |    | •  |    |    |
| Health Information Management AAS                  |    |    |    |    | •  |    |    |
| Medical Records Coder Certificate                  |    |    |    |    | •  |    |    |
| Hospitality Management AAS                         |    |    |    |    |    | •  |    |
| Hospitality Management Certificate                 |    |    |    |    |    | •  |    |
| Interior Design AAS                                |    |    |    | •  |    |    |    |
| Interior Design Advanced Technical Certificate     |    |    |    | •  |    |    |    |
| International Business & Trade AAS                 |    |    |    |    |    |    | •  |
| Import/Export Certificate                          |    |    |    |    |    |    | •  |
| International Business & Trade Certificate         |    |    |    |    |    |    | •  |
| International Business & Trade Skills Ach. Award   |    |    |    |    |    |    | •  |
| Internet Development Technologies AAS              |    |    |    | •  |    |    |    |
| Interactive Media Development Certificate          |    |    |    | •  |    |    |    |
|  |    |    |    |    |    |    |    |
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# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 2003-2004 Technical/Occupational Programs Offered On Our Campuses

BH - Brookhaven College   CV - Cedar Valley College   EF - Eastfield College   EC - El Centro College  
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| Career Educational Programs                      | BH | CV | EF | EC | MV | NL | RL |
|--|----|----|----|----|----|----|----|
| Web Application Development Certificate          |    |    |    | •  |    |    |    |
| Web Application Development Specialization Cert. |    |    |    | •  |    |    |    |
| Web Site System Administration Certificate       |    |    |    | •  |    |    |    |
| Interpreter Training Program AAS                 |    |    | •  |    |    |    |    |
| Deaf Studies Certificate                         |    |    | •  |    |    |    |    |
| Invasive Cardiovascular Technology AAS           |    |    |    | •  |    |    |    |
| Invasive Cardiovascular Tech. Adv. Tech. Cert.   |    |    |    | •  |    |    |    |
| Logistics Technology AAS                         | •  |    |    |    |    | •  |    |
| Logistics Technical Certificate                  |    |    |    |    |    | •  |    |
| Management AAS                                   | •  | •  | •  | •  | •  | •  | •  |
| Management Certificate                           | •  | •  | •  | •  | •  | •  | •  |
| Supervisor Certificate                           |    | •  |    |    | •  | •  |    |
| Leadership Marketable Skills Achievement Award   | •  |    |    |    |    |    |    |
| Marketing Careers                                | •  | •  |    |    |    |    |    |
| Business Marketing AAS                           | •  | •  |    |    |    |    |    |
| Department Manager Enhanced Skills Certificate   | •  | •  |    |    |    |    |    |
| Call Center Specialist Skills Achievement Award  | •  |    |    |    |    |    |    |
| Customer Service Representative Certificate      | •  | •  |    |    |    |    |    |
| Retail/Wholesale Business Specialist Certificate | •  | •  |    |    |    |    |    |
| Fashion Marketing AAS                            | •  |    |    |    |    |    |    |
| Department Manager Enhanced Skills Certificate   | •  |    |    |    |    |    |    |
| Visual Merchandising Assistant Certificate       | •  |    |    |    |    |    |    |
| Medical Assisting Certificate                    |    |    |    | •  |    |    |    |
| Medical Laboratory Technology AAS                |    |    |    | •  |    |    |    |
| Medical Staff Services AAS                       |    |    |    | •  |    |    |    |
| Medical Transcription Certificate                |    |    |    | •  |    |    |    |
| Mortgage Banking AAS                             |    |    |    |    |    | •  |    |
| Designate Certificate                            |    |    |    |    |    | •  |    |
| Intern Skills Achievement Award                  |    |    |    |    |    | •  |    |
| Multimedia Technology                            |    |    |    |    |    | •  |    |
| Multimedia Web Design AAS                        |    |    |    |    |    | •  |    |
| Internet Communications Level I Certificate      |    |    |    |    |    | •  |    |
| Internet Communications Level II Certificate     |    |    |    |    |    | •  |    |
| Multimedia Developer Level I Certificate         |    |    |    |    |    | •  |    |
| Multimedia Developer Level II Certificate        |    |    |    |    |    | •  |    |
| Visual Design Level I Certificate                |    |    |    |    |    | •  |    |
| Visual Design Level II Certificate               |    |    |    |    |    | •  |    |
| Office Technology                                | •  | •  | •  | •  | •  | •  | •  |
| Administrative Support Certificate               | •  | •  | •  | •  | •  | •  | •  |
| Executive Assistant AAS                          | •  | •  | •  | •  | •  | •  | •  |
| Executive Assistant-Tech Prep Navy Yeoman AAS    | •  | •  | •  | •  | •  | •  | •  |
| Office Assistant Certificate                     | •  | •  | •  | •  | •  | •  | •  |
| Software Application Specialist Certificate      | •  | •  | •  | •  | •  | •  | •  |
| Ornamental Horticulture Technology               |    |    |    |    |    | •  |    |
| Greenhouse Florist AAS                           |    |    |    |    |    | •  |    |
| Interiorscape Design AAS                         |    |    |    |    |    | •  |    |

| Career Educational Programs                       | BH | CV | EF | EC | MV | NL | RL |
|---|----|----|----|----|----|----|----|
| Interiorscape Certificate                         |    |    |    |    |    |    | •  |
| Landscape Management AAS                          |    |    |    |    |    |    | •  |
| Landscape Nursery AAS                             |    |    |    |    |    |    | •  |
| Florist Certificate                               |    |    |    |    |    |    | •  |
| Landscape Gardener Certificate                    |    |    |    |    |    |    | •  |
| Paralegal AAS                                     |    |    |    | •  |    |    |    |
| Paramedic Certificate                             |    |    |    | •  |    |    |    |
| Patient Care Technician Certificate               | •  |    |    |    |    |    |    |
| Certified Nursing Asst. Skills Achievement Award  | •  |    |    |    |    |    |    |
| Plumbing and Pipefitting Construction AAS         |    |    |    |    |    | •  |    |
| Plumbing and Pipefitting Const.-Pipefitting Cert. |    |    |    |    |    | •  |    |
| Plumbing and Pipefitting Const.-Plumbing Cert.    |    |    |    |    |    | •  |    |
| Radiologic Sciences AAS                           |    |    |    | •  |    |    |    |
| Real Estate AAS                                   | •  |    |    |    | •  | •  |    |
| Building Property Management AAS                  |    |    |    |    |    | •  |    |
| Facilities Management Administrator Certificate   |    |    |    |    |    | •  |    |
| Real Estate Certificate                           | •  |    |    |    | •  | •  |    |
| Systems Maintenance Tech. & Admin. Certificate    |    |    |    |    | •  |    |    |
| Respiratory Care AAS                              |    |    |    | •  |    |    |    |
| Semiconductor Manufacturing                       |    |    |    |    |    |    | •  |
| Equipment Technician AAS                          |    |    |    |    |    |    | •  |
| Operator Certificate                              |    |    |    |    |    |    | •  |
| Small Business Academy Certificate                |    |    |    | •  |    |    |    |
| Social Work Associate-Generalist AAS              |    |    |    | •  |    |    |    |
| Human Services Certificate                        |    |    |    | •  |    |    |    |
| Substance Abuse Counseling AAS                    |    |    |    | •  |    |    |    |
| Substance Abuse Counseling Certificate            |    |    |    | •  |    |    |    |
| Surgical Technologist Certificate                 |    |    |    | •  |    |    |    |
| Travel, Exposition and Meeting Management AAS     |    |    |    |    |    |    | •  |
| Certificate in Meetings                           |    |    |    |    |    |    | •  |
| Travel, Exposition and Meeting Management Cert.   |    |    |    |    |    |    | •  |
| Veterinary Technology AAS                         | •  |    |    |    |    |    |    |
| Large Animal Veterinary Assisting                 | •  |    |    |    |    |    |    |
| Small Animal Veterinary Assisting                 | •  |    |    |    |    |    |    |
| Video Technology AAS                              |    |    |    |    |    | •  |    |
| Video Technology Enhanced Skills Certificate      |    |    |    |    |    | •  |    |
| Multimedia Specialist Certificate                 |    |    |    |    |    | •  |    |
| Visual Communications AAS                         | •  |    |    |    |    |    |    |
| Visual Communications Enhanced Skills Cert.       | •  |    |    |    |    |    |    |
| Visual Communications Certificate                 | •  |    |    |    |    |    |    |
| Vocational Nursing Certificate                    |    |    |    | •  |    |    |    |
| Welding Technology AAS                            |    |    |    |    | •  |    |    |
| Welding Certificate                               |    |    |    |    | •  |    |    |
|   |    |    |    |    |    |    |    |
|   |    |    |    |    |    |    |    |
|   |    |    |    |    |    |    |    |
|   |    |    |    |    |    |    |    |

# AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL

*Cedar Valley, Eastfield and North Lake only*

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

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

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| HART 1401 Basic Electricity for HVAC .....  | 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 2449 Heat Pumps .....  | 4               |
| +Elective Math Elective .....   | 3               |
|   | 15              |
| <b>SEMESTER III</b>   |                 |
| HART 2436 Air Conditioning Troubleshooting OR ..  | 4               |
| HART 1380 Cooperative Education - Heating,<br>Air Conditioning and Refrigeration<br>Technologies/Technician OR.....           | (3)             |
| HART 1368 Practicum (or field experience)-<br>Heating, Air Conditioning and<br>Refrigeration<br>Technologies/Technician ..... | (3)             |
| HART 2438 Air Conditioning Installation and<br>Startup .....  | 4               |
| HART 2445 Air Conditioning Systems Design.....  | 4               |
| ++Elective Natural Science Elective .....   | 4               |
|   | 15-16           |

|   |    |
|---|----|
| <b>SEMESTER IV</b>                                      |    |
| SPCH 1311 Introduction to Speech<br>Communication ..... | 3  |
| PSYC 2302 Applied Psychology .....                      | 3  |
| +++Elective Humanities/Fine Arts .....                  | 3  |
| ++++Elective .....                                      | 3  |
| ++++Elective .....                                      | 3  |
|   | 15 |

Minimum Hours Required ..... 60-61

+Elective -3 cr. hrs. - Math elective must be selected from any three-credit DCCCD approved course list for MATH.

++Elective - 4 cr. hrs - Natural Science Elective must be selected from any four-credit DCCCD approved course list for Natural Science.

+++Elective - 3 cr. hrs. - Humanities/Fine Arts elective must be selected from any three-credit DCCCD approved course list for Humanities/Fine Arts.

++++Elective - must be selected from any three-credit course from the DCCCD approved lists from Humanities/Fine Arts, Social/Behavioral Science, Natural Science, or 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.

## 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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| HART 2436 Troubleshooting OR   | 4               |
| HART 1380 Cooperative Education – Heating,<br>Air Conditioning and Refrigeration<br>Technologies/Technician OR             |                 |
| HART 2380 Cooperative Education - Heating,<br>Air Conditioning and Refrigeration<br>Technologies/Technician OR             |                 |
| HART 1368 Practicum (or field experience)-<br>Heating, Air Conditioning and<br>Refrigeration<br>Technologies/Technician OR |                 |
| HART 2368 Practicum (or field experience)-<br>Heating, Air Conditioning and<br>Refrigeration<br>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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| HART 1401 Basic Electricity for HVAC  | 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 2449 Heat Pumps OR   | 4               |
| HART 1380 Cooperative Education - Heating,<br>Air Conditioning and Refrigeration<br>Technologies/Technician OR          | (3)             |
| HART 1368 Practicum (or field experience)-<br>Heating, Air Conditioning and<br>Refrigeration<br>Technologies/Technician | (3)             |
|   | 11-12           |
| Minimum Hours Required  | 23-24           |

# AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL TECHNICIAN III

*This award is pending Texas Higher Education  
Coordinating Board approval effective Fall 2003.*

*Cedar Valley, Eastfield and North Lake only*

(Certificate)

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

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

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| HART 1401 Basic Electricity for HVAC .....  | 4               |
| HART 1403 A/C Control Principles .....  | 4               |
| HART 1407 Refrigeration Principles .....  | 4               |
| <b>Select two from the following:</b> .....   | <u>6</u>        |
| ENGL 1301 Composition I .....   | (3)             |
| SPCH 1311 Introduction to Speech<br>Communication .....   | (3)             |
| +Elective Math Elective .....   | <u>(3)</u>      |
|   | 18              |
| <b>SEMESTER II</b>  |                 |
| HART 1441 Residential Air Conditioning .....  | 4               |
| HART 1445 Gas and Electric Heating .....  | 4               |
| HART 2449 Heat Pumps OR .....   | 4               |
| HART 1380 Cooperative Education – Heating,<br>Air Conditioning and Refrigeration<br>Technologies/Technician OR .....          | (3)             |
| HART 1368 Practicum (or field experience)-<br>Heating, Air Conditioning and<br>Refrigeration<br>Technologies/Technician ..... | <u>(3)</u>      |
|   | 11-12           |

## SEMESTER III

|  |          |
|--|----------|
| HART 2436 Air Conditioning Troubleshooting OR ..   | 4        |
| HART 1380 Cooperative Education – Heating,<br>Air Conditioning and Refrigeration<br>Technologies/Technician OR .....             | (3)      |
| HART 2380 Cooperative Education – Heating,<br>Air Conditioning and Refrigeration<br>Technologies/Technician OR .....             | (3)      |
| HART 1368 Practicum (or field experience)-<br>Heating, Air Conditioning and<br>Refrigeration<br>Technologies/Technician OR ..... | (3)      |
| HART 2368 Practicum (or field experience)-<br>Heating, Air Conditioning and<br>Refrigeration<br>Technologies/Technician .....    | (3)      |
| HART 2438 Air Conditioning Installation and<br>Startup .....   | 4        |
| HART 2445 Air Conditioning Systems Design .....  | 4        |
| ++Elective .....   | <u>3</u> |
|  | 14-15    |

Minimum Hours Required ..... 43-45

+Elective 3 cr. hrs. – Math elective must be selected from any three-  
credit DCCCD approved course list for MATH.

++Elective – must be selected from any three-credit course from the  
DCCCD approved lists from Humanities/Fine Arts, Social Behavioral  
Science, or Natural Science.

# AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

Eastfield only

(Associate in Applied Sciences Degree)

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

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

### SEMESTER I

|           |                                  |    |
|-----------|----------------------------------|----|
| HART 1401 | Basic Electricity for HVAC ..... | 4  |
| HART 1403 | A/C Control Principles .....     | 4  |
| HART 1407 | Refrigeration Principles .....   | 4  |
| ENGL 1301 | Composition I .....              | 3  |
|           |                                  | 15 |

### SEMESTER II

|                     |                                    |       |
|---------------------|------------------------------------|-------|
| HART 1441           | Residential Air Conditioning ..... | 4     |
| HART 1445           | Gas and Electric Equipment .....   | 4     |
| HART 2449           | Heat Pumps .....                   | 4     |
| +Elective           | MATH Elective OR .....             | 3-4   |
| TECM 1341           | Technical Algebra AND .....        | 3     |
| Natural Lab Science | .....                              | (4)   |
|                     |                                    | 15-19 |

### SEMESTER III

|            |  |    |
|------------|--|----|
| HART 2442  | Commercial Refrigeration .....         | 4  |
| HART 2436  | Air Conditioning Troubleshooting ..... | 4  |
| HART 2434  | Advanced A/C Controls .....            | 4  |
| ++Elective | Humanities/Fine Arts .....             | 3  |
|            |  | 15 |

### SEMESTER IV

|           |   |     |
|-----------|---|-----|
| HART 2368 | Practicum (or field experience)<br>-Heating, Air Conditioning and<br>Refrigeration Technologies<br>/Technician OR |     |
| HART 2380 | Cooperative Education - Heating,<br>Air Conditioning and Refrigeration<br>Technologies/Technician .....           | (3) |
| HART 1451 | Energy Management .....   | 4   |
| HART 2441 | Commercial Air Conditioning .....   | 4   |
| SPCH 1311 | Introduction to Speech<br>Communication .....   | 3   |
| PSYC 2302 | Applied Psychology OR .....   | 3   |
| PSYC 2301 | Introduction to Psychology .....  | (3) |
|           |   | 17  |

Minimum Hours Required ..... 62-66

+MATH Elective must be selected from the following:

|       |      |                               |   |
|-------|------|-------------------------------|---|
| MATH  | 1314 | College Algebra .....         | 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 DCCCD approved list:

|  |      |                                  |   |
|--|------|----------------------------------|---|
| 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 | Studies in Literature .....      | 3 |
| ENGL                                       | 2343 | Studies in 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 planning on transferring to a four-year institution to complete a Bachelor's degree need to 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)

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

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| ABDR 1519 Basic Metal Repair .....  | 5               |
| ABDR 1431 Basic Refinishing .....   | 4               |
| WLDG 1391 Special Topics in Welder/ Welding<br>Technologist .....           | 3               |
| +Elective MATH Elective OR .....  | 3-4             |
| +Elective Technical Algebra (TECM 1341)<br>AND .....                        | (3)             |
| A Natural Lab Science Course .....  | (4)             |
|   | 15-19           |
| <b>SEMESTER II</b>  |                 |
| ABDR 1555 Minor Metal Repair .....  | 5               |
| ABDR 1558 Intermediate Refinishing .....                                    | 5               |
| ENGL 1301 Composition I .....   | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....                     | 3               |
|   | 16              |
| <b>SEMESTER III</b>   |                 |
| ABDR 2537 Structural Analysis and Damage<br>Repair V .....                  | 5               |
| ABDR 2541 Major Collision Repair and Panel<br>Replacement .....             | 5               |
| ++Elective Natural Science .....  | 3-4             |
| PSYC 2301 Introduction to Psychology .....                                  | 3               |
|   | 16-17           |
| <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/<br>Automotive Body Repairer OR ..... | 3               |
| ABDR 2388 Internship - Auto/Automotive Body<br>Repairer .....               | (3)             |
| ABDR 2402 Auto Body Mechanical and Electrical<br>Service .....              | 4               |
| HUMA 1301 Introduction to the Humanities .....                              | 3               |
|   | 19              |
| Minimum Hours Required .....  | 66-71           |

+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. Any four-credit course of the DCCCD approved Natural Lab sciences may be used..... 4

++Natural Science class must be taken from any approved DCCCD Natural Science 3-4 Credit Hour 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.

# 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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| ABDR 1519 Basic Metal Repair .....  | 5               |
| ABDR 1431 Basic Refinishing .....   | 4               |
| WLDG 1391 Special Topics in Welder/ Welding<br>Technologist .....           | 3               |
|   | 12              |
| <b>SEMESTER II</b>  |                 |
| ABDR 1555 Minor Metal Repair .....  | 5               |
| ABDR 1558 Intermediate Refinishing .....                                    | 5               |
| SPCH 1311 Introduction to Speech<br>Communication .....                     | 3               |
|   | 13              |
| <b>SEMESTER III</b>   |                 |
| ABDR 2537 Structural Analysis and Damage<br>Repair V .....                  | 5               |
| ABDR 2541 Major Collision Repair and Panel<br>Replacement .....             | 5               |
| +Elective MATH Elective OR .....  | 3-4             |
| +Elective Technical Algebra (TECM 1341)<br>AND .....                        | (3)             |
| A Natural Lab Science Course .....  | (4)             |
|   | 13-17           |
| <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/<br>Automotive Body Repairer OR ..... | 3               |
| ABDR 2388 Internship – Auto/Automotive Body<br>Repairer .....               | (3)             |
|   | 12              |
| Minimum Hours Required .....  | 50-54           |

+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. Any four-credit course of the DCCCD approved Natural Lab sciences may be used ..... |      |                               |   |
|   |      |                               | 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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| ABDR 1519 Basic Metal Repair .....  | 5               |
| ABDR 1555 Minor Metal Repair .....  | 5               |
| WLDG 1391 Special Topics in Welder/ Welding<br>Technologist .....           | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....                     | 3               |
|   | <u>16</u>       |
| <b>SEMESTER II</b>  |                 |
| ABDR 2537 Structural Analysis and Damage<br>Repair V .....                  | 5               |
| ABDR 2541 Major Collision Repair and Panel<br>Replacement .....             | 5               |
| ABDR 2380 Cooperative Education- Auto/<br>Automotive Body Repairer OR ..... | 3               |
| ABDR 2388 Internship – Auto/Automotive Body<br>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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| ABDR 1519 Basic Metal Repair .....  | 5               |
| ABDR 1431 Basic Refinishing .....   | 4               |
| WLDG 1391 Special Topics in Welder/ Welding<br>Technologist .....           | 3               |
| SPCH 1311 Introduction to Speech<br>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/<br>Automotive Body Repairer OR ..... | 3               |
| ABDR 2388 Internship – Auto/Automotive Body<br>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<br>HOURS |
|------------------------------|---|-----------------|
| <b>SEMESTER I</b>            |   |                 |
| ABDR 1519                    | Basic Metal Repair .....                              | 5               |
| ABDR 2541                    | Major Collision Repair and Panel<br>Replacement ..... | 5               |
| ABDR 2537                    | Structural Analysis and Damage<br>Repair V .....      | <u>5</u>        |
|                              |   | 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 .....                                   | <u>3</u>        |
|                              |   | 13              |
| Minimum Hours Required ..... |   | 28              |

# AUTOMOTIVE TECHNOLOGY -- SERVICE TECHNICIAN

*Cedar Valley and Eastfield only*

(Associate in Applied Sciences Degree)

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

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<br>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 3 or 4 credit Math course 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 2311 Automotive Electronics Controls .....                              | 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              |

|  |    |
|--|----|
| <b>SEMESTER V</b>  |    |
| AUMT 2313 Manual Drive Train and Axles .....                                 | 3  |
| AUMT 2325 Automatic Transmission and Transaxle .....                         | 3  |
| AUMT 2332 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

+Elective - Any student enrolling in TECM 1341 Technical Algebra must take one 4Sch 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 -- 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<br>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               |
| AUMT 1380 Cooperative Education – Auto/<br>Automotive Mechanic/Technician ..... | 3               |
|   | 15              |
| Minimum Hours Required .....  | 15              |

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

## AUTOMOTIVE TECHNOLOGY -- ELECTRONICS AND CLIMATE CONTROLS TECHNICIAN

Brookhaven, Cedar Valley and Eastfield only

(Certificate)

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

Degree Plan Code: C1.AUMT.ELEC.CLIM

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| AUMT 1305 Introduction to Automotive Technology .....                           | 3               |
| AUMT 1307 Automotive Electrical Systems .....                                   | 3               |
| +Elective .....   | 3-4             |
|   | 9-10            |
| <b>SEMESTER II</b>  |                 |
| AUMT 1345 Automotive Heating and Air Conditioning .....                         | 3               |
| AUMT 1381 Cooperative Education – Auto/<br>Automotive Mechanic/Technician ..... | 3               |
| AUMT 2311 Automotive Electronics Controls .....                                 | 3               |
|   | 9               |
| Minimum Hours Required .....  | 18-19           |

+Elective - must be selected from the following:

|      |      |  |     |
|------|------|--|-----|
| ENGL | 1301 | Composition I .....                        | 3   |
| SPCH | 1311 | Introduction to Speech Communication ..... | 3   |
| TECM | 1341 | Technical Algebra .....                    | 3   |
| MATH | 1XXX | Any 3 SCH - 4 SCH Math .....               | 3-4 |
| ITSC | 1401 | Introduction to Computers .....            | 3   |

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

## AUTOMOTIVE TECHNOLOGY -- ENGINE REPAIR AND PERFORMANCE TECHNICIAN

Brookhaven, Cedar Valley and Eastfield only

(Certificate)

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

Degree Plan Code: C1.AUMT.ENGINE.PERF

|   | CREDIT<br>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/<br>Automotive Mechanic/Technician ..... | 3               |
| +Elective .....   | 3-4             |
|   | 15-16           |

Minimum Hours Required ..... 27-28

+Elective - The Elective MUST be selected from the following:

|      |      |  |     |
|------|------|--|-----|
| ENGL | 1301 | Composition I .....                        | 3   |
| SPCH | 1311 | Introduction to Speech Communication ..... | 3   |
| TECM | 1341 | Technical Algebra.....                     | 3   |
| MATH | 1XXX | Any 3 SCH - 4 SCH Math.....                | 3-4 |
| ITSC | 1401 | Introduction to Computers.....             | 3   |

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

## AUTOMOTIVE TECHNOLOGY -- 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<br>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               |
|   | 9               |
| <b>SEMESTER II</b>  |                 |
| AUMT 2325 Automatic Transmission and Transaxle.....                             | 3               |
| AUMT 2332 Automatic Transmission and Transaxle II.....                          | 3               |
| AUMT 2380 Cooperative Education – Auto/<br>Automotive Mechanic/Technician ..... | 3               |
|   | 9               |
| Minimum Hours Required .....  | 18              |

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

# AUTOMOTIVE TECHNOLOGY/DIESEL AND HEAVY EQUIPMENT -- CONSTRUCTION EQUIPMENT

*Eastfield only*

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.AT.DHE.CNT.EQ.01

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

### SEMESTER I

|           |   |           |
|-----------|---|-----------|
| 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         |
|           |   | <u>15</u> |

### SEMESTER II

|           |  |           |
|-----------|--|-----------|
| 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         |
|           |  | <u>13</u> |

### SEMESTER III

|            |   |              |
|------------|---|--------------|
| 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)          |
|            |   | <u>10-14</u> |

### 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         |
|             |   | <u>13</u> |

### 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         |
|              |   | <u>16</u> |

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)

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

Degree Plan Code: AAS.AT.DHE.HVY.TR.01

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<br>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<br>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<br>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.

|   | CREDIT<br>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 1317 Basic Brake Systems .....                     | 3               |
|   | 16              |
| <b>SEMESTER III</b>                                     |                 |
| DEMR 1421 Power Train I .....                           | 4               |
| DEMR 2331 Advanced Brake Systems .....                  | 3               |
| DEMR 1327 Tractor Trailer Service and Repair .....      | 3               |
|   | 10              |

Minimum Hours Required ..... 38

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

*Cedar Valley and Eastfield only*

(Certificate)

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

Degree Plan Code: C1.AT.DHE.PREV.MN.02

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

|   | CREDIT<br>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 1317 Basic Brake Systems .....                     | 3               |
|   | 16              |
| <b>SEMESTER III</b>                                     |                 |
| DEMR 1421 Power Train I .....                           | 4               |
| DEMR 1327 Tractor Trailer Service and Repair .....      | 3               |
| DEMR 2331 Advanced Brake Systems .....                  | 3               |
|   | 10              |

Minimum Hours Required ..... 38



# BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| BMGT 1303 Principles of Management .....  | 3               |
| BUSI 1301 Introduction to Business .....  | 3               |
| ENGL 1301 Composition I .....   | 3               |
| +Math OR .....  | 3-4             |
| POFT 1321 Business Math AND .....   | (3)             |
| ++Elective Natural Science .....  | 3-4             |
| +++Elective .....   | 3               |
|   | 15-19           |
| <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 OR .....   | 3               |
| PSYC 2301 Introduction to Psychology .....  | (3)             |
| SPCH 1311 Introduction to Speech<br>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 2312 Business Communications II .....  | 3               |
| BMGT 2382 Cooperative Education-Business<br>Administration and Management,<br>General ..... | 3               |
| ++++Elective Humanities/Fine Arts .....   | 3               |
|   | 18              |
| Minimum Hours Required .....  | 64-70           |

+MATH – Students must select any 3 or 4 credit MATH course from DCCCD approval list.

++Elective - Natural Science elective must be at least 3 credit hours selected from Biology, Chemistry, Ecology, Geology or Physics.

+++Elective-students may select any 3 credit hour BMGT, HRPO, BUSI, MRKG, IBUS, BUSG, or POFT course.

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

Any Arts (except 1170), Cultural Studies 2370, Dance, Drama (except 1121), English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342, or 2343, Spanish, French, German, Greek, Japanese, Latin, Portuguese, Humanities, Music (except 9176), Philosophy, Photography, Religion, and American Sign Language.

\*\*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)

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

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| TECA 1311 Introduction to Early Childhood<br>Education.....                                   | 3               |
| TECA 1354 Child Growth and<br>Development .....   | 3               |
| ENGL 1301 Composition I .....   | 3               |
| SOCI 1301 Introduction to Sociology .....   | 3               |
| +Elective Child Development.....  | 1-3             |
|   | 13-15           |
| <b>SEMESTER II</b>  |                 |
| CDEC 1313 Curriculum Resources for Early<br>Childhood Programs AND .....                      | 3               |
| CDEC 2187 Internship – Child Development and<br>Early Childhood or Provider<br>Assistant..... | 1               |
| TECA 1318 Nutrition, Health and Safety.....   | 3               |
| CDEC 1319 Child Guidance.....   | 3               |
| MATH 1332 College Mathematics I OR .....  | 3               |
| MATH 1414 College Algebra.....  | (4)             |
| ++Elective Child Development.....   | 3-4             |
|   | 16-18           |
| <b>SEMESTER III</b>   |                 |
| CDEC 2286 Internship – Child Development and<br>Early Childhood or Provider<br>Assistant..... | 2               |
| GOVT 2301 American Government .....   | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....                                       | 3               |
| ITSC 1401 Introduction to Computers .....   | 4               |
| ++Elective Child Development.....   | 3-4             |
|   | 15-16           |

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

|             |   |       |
|-------------|---|-------|
| CDEC 2287   | Internship – Child Development and<br>Early Childhood or Provider<br>Assistant..... | 2     |
| CDEC 2304   | Child Abuse and Neglect.....  | 3     |
| TECA 1303   | Family and the Community .....  | 3     |
| CDEC 2280   | Cooperative Education-Early<br>Childhood Provider/Assistant OR.....                 | 2     |
| CDEC 2380   | Cooperative Education – Early<br>Childhood Provider/Assistant OR... (3)             | (3)   |
| CDEC 2480   | Cooperative Education – Early<br>Childhood Provider/Assistant .....                 | (4)   |
| PSYC 2301   | Introduction to Psychology OR.....  | 3     |
| PSYC 2302   | Applied Psychology .....  | (3)   |
| +++Elective | Humanities/Fine Arts .....  | 3-4   |
|             |   | 16-19 |

Minimum Hours Required.....60-68

+Electives - must be selected from the following:

|           |  |   |
|-----------|--|---|
| CDEC 1141 | CDA Preparation for Assessment .....               | 1 |
| CDEC 1317 | Child Development Associate<br>Training I .....    | 3 |
| CDEC 1318 | Nutrition Health and Safety .....                  | 3 |
| CDEC 1321 | The Infant and Toddler.....                        | 3 |
| CDEC 1323 | Observation and Assessment .....                   | 3 |
| CDEC 1330 | Growth and Development: 6-14 Years .....           | 3 |
| CDEC 1334 | School-Age Activities and Group Dynamics.....      | 3 |
| CDEC 1335 | Early Childhood Development:<br>3-5 Years .....    | 3 |
| CDEC 1339 | Early Childhood Development:<br>0-3 Years .....    | 3 |
| CDEC 1343 | Independent Study in Child Development .....       | 3 |
| CDEC 1356 | Emergent Literacy For Early Childhood.....         | 3 |
| CDEC 2326 | Administration of Programs<br>for Children I ..... | 3 |

++Electives - must be selected from the following:

|           |  |   |
|-----------|--|---|
| CDEC 1340 | Instructional Techniques for Children with<br>Special Needs.....   | 3 |
| CDEC 1359 | Children with Special Needs .....                                  | 3 |
| CDEC 1395 | Special Topics in Early<br>Childhood Provider/ Assistant .....     | 3 |
| CDEC 1396 | Special Topics in Administration<br>of Programs for Children ..... | 3 |
| CDEC 1413 | Curriculum Resources for Early Childhood<br>Programs .....         | 4 |
| CDEC 1454 | Child Growth and Development .....                                 | 4 |
| CDEC 2322 | Child Development Associate<br>Training II .....                   | 3 |
| CDEC 2315 | Diverse Cultural/Multilingual Education .....                      | 3 |
| CDEC 2324 | Child Development Associate<br>Training III .....                  | 3 |
| CDEC 2328 | Administration of Programs<br>for Children II .....                | 3 |
| CDEC 2336 | Administration of Programs<br>for Children III .....               | 3 |
| CDEC 2341 | The School Age Child .....   | 3 |
| CDEC 2380 | Cooperative Education-Early<br>Childhood Provider/Assistant .....  | 3 |
| CDEC 2480 | Cooperative Education<br>-Early Childhood Provider/Assistant.....  | 4 |

(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** .....           | 4 |

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

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

NOTE: 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 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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| CDEC 2326 Administration of Programs for<br>Children I .....  | 3               |
| CDEC 2328 Administration of Programs for<br>Children II ..... | 3               |
|   | 6               |
| Minimum Hours Required .....                                  | 6               |

# 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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| TECA 1311 Introduction to Early Childhood Education.....                                 | 3               |
| TECA 1354 Child Growth and Development.....  | 3               |
| CDEC 2326 Administration of Programs for Children I .....                                | 3               |
| ENGL 1301 Composition I .....  | 3               |
| +Elective Child Development .....  | 1-4             |
|  | 13-16           |
| <b>SEMESTER II</b>   |                 |
| CDEC 1319 Child Guidance .....   | 3               |
| CDEC 2328 Administration of Programs for Children II .....                               | 3               |
| TECA 1318 Nutrition, Health and Safety .....   | 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 .....                                   | (3)             |
|  | 15-16           |
| <b>SEMESTER III</b>  |                 |
| CDEC 2336 Administration of Programs for Children III .....                              | 3               |
| CDEC 2289 Internship - Child Development and Early Childhood or Provider Assistant ..... | 2               |
|  | 5               |
| Minimum Hours Required .....   | 33-37           |

+Elective - may be selected from the following:

|      |      |  |   |
|------|------|--|---|
| CDEC | 1141 | CDA Preparation for Assessment .....                             | 1 |
| CDEC | 1166 | Practicum or (Field Experience) Child Development.....           | 1 |
| CDEC | 1167 | Practicum or (Field Experience) Child Development.....           | 1 |
| CDEC | 1317 | Child Development Associate Training I .....                     | 3 |
| CDEC | 1318 | Nutrition, Health and Safety .....                               | 3 |
| CDEC | 1343 | Independent Study in Child Development .....                     | 3 |
| CDEC | 1396 | Special Topics in Administration of Programs for Children .....  | 3 |
| CDEC | 1413 | Curriculum Resources for Early Childhood Programs .....          | 4 |
| CDEC | 1454 | Child Growth and Development .....                               | 4 |
| CDEC | 2304 | Child Abuse and Neglect.....                                     | 3 |
| CDEC | 2315 | Diverse Cultural/Multilingual Education .....                    | 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 |
| CDEC | 2480 | Cooperative Education - Early Childhood Provider/Assistant ..... | 4 |
| TECA | 1303 | Family and the Community .....                                   | 3 |

## CHILD DEVELOPMENT -- EARLY CHILDHOOD INTERVENTION SPECIALIST

*This award is pending Texas Higher Education Coordinating Board approval effective Fall 2003.*

*Brookhaven and Eastfield only*

(Certificate)

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

Degree Plan Code: (to be assigned)

This certificate program is designed for students seeking a career working with children and families from a diverse population. The certificate will enable the student to identify and address the needs of children and families at risk of success.

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| TECA 1311 Introduction to Early Childhood Education..... | 3               |
| TECA 1354 Child Growth and Development.....              | 3               |
| TECA 1318 Nutrition, Health and Safety.....              | 3               |
| TECA 1303 Family and the Community.....                  | 3               |
| ENGL 1301 Composition I .....                            | <u>3</u>        |
|  | 15              |

|  |          |
|--|----------|
| <b>SEMESTER II</b>                                     |          |
| CDEC 1319 Child Guidance.....                          | 3        |
| CDEC 2304 Child Abuse and Neglect.....                 | 3        |
| CDEC 2315 Diverse Cultural/Multilingual Education..... | 3        |
| CDEC 1356 Emergent Literacy for Early Childhood .....  | 3        |
| CDEC 1359 Children with Special Need .....             | <u>3</u> |
|  | 15       |

|   |            |
|---|------------|
| <b>SEMESTER III</b>                                     |            |
| CDEC 2284 Cooperative Education-Child Development ..... | 2          |
| SPCH 1311 Introduction to Speech Communication .....    | 3          |
| +Elective Foreign Language .....                        | <u>3-4</u> |
|   | 8-9        |

Minimum Hours Required ..... 38-39

+Elective -- must be taken from any 3-4 credit Humanities/Fine Arts Foreign language courses.

## 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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| TECA 1311 Introduction to Early Childhood Education .....                               | 3               |
| TECA 1354 Child Growth and Development <b>OR</b> ...                                    | 3               |
| CDEC 1339 Early Childhood Development: 0-3 Years <b>AND</b> .....                       | (3)             |
| CDEC 1335 Early Childhood Development: 3-5 Years.....                                   | (3)             |
| TECA 1318 Nutrition, Health, and Safety .....   | 3               |
| +Elective Child Development:.....   | <u>1-4</u>      |
|   | 10-16           |
| <b>SEMESTER II</b>  |                 |
| CDEC 1313 Curriculum Resources for Early Childhood Programs .....                       | 3               |
| CDEC 2187 Internship - Child Development and Early Childhood or Provider Assistant..... | 1               |
| CDEC 1319 Child Guidance .....  | 3               |
| CDEC 2281 Cooperative Education - Early Childhood Provider/Assistant .....              | 2               |
| +Elective Child Development (2 courses Required) .....                                  | <u>2-8</u>      |
|   | 11-17           |

Minimum Hours Required ..... 21-33

(continued on next page)

+Elective-must be selected from the following:

|      |      |   |   |
|------|------|---|---|
| CDEC | 1141 | CDA Preparation for Assessment .....  | 1 |
| CDEC | 1166 | Practicum or (Field Experience) –Child<br>Development and Early Childhood .....   | 1 |
| CDEC | 1167 | Practicum or (Field Experience) –Child<br>Development and Early Childhood .....   | 1 |
| CDEC | 1317 | Child Development Associate Training I .....                                      | 3 |
| CDEC | 1318 | Nutrition, Health and Safety .....  | 3 |
| CDEC | 1321 | The Infant and Toddler .....  | 3 |
| CDEC | 1323 | Observance and Assessment .....   | 3 |
| CDEC | 1334 | School Age Activities and Group<br>Dynamics .....                                 | 3 |
| CDEC | 1340 | Instructional Techniques for<br>Children with Special Needs .....                 | 3 |
| CDEC | 1343 | Independent Study in Child Development .....                                      | 3 |
| CDEC | 1356 | Emergency Literacy for Early Childhood .....                                      | 3 |
| CDEC | 1359 | Children with Special Needs .....   | 3 |
| CDEC | 1395 | Special Topics in Early Childhood<br>Provider/ Assistant .....                    | 3 |
| CDEC | 1413 | Curriculum Resources for Early Childhood<br>Programs .....                        | 4 |
| CDEC | 1454 | Child Growth and Development .....  | 4 |
| CDEC | 2188 | Internship – Child Development and Early<br>Childhood or Provider Assistant ..... | 1 |
| CDEC | 2189 | Internship – Child Development and Early<br>Childhood or Provider Assistant ..... | 1 |
| CDEC | 2288 | Internship – Child Development and Early<br>Childhood or Provider Assistant ..... | 2 |
| CDEC | 2304 | Child Abuse and Neglect .....   | 3 |
| CDEC | 2315 | Diverse Cultural/Multilingual Education .....                                     | 3 |
| 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 | 2341 | The School Age Child .....  | 3 |
| TECA | 1303 | Family and the Community .....  | 3 |

## 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<br>HOURS |
|--------------------|--|-----------------|
| <b>SEMESTER I</b>  |  |                 |
| TECA 1311          | Introduction to Early Childhood<br>Education .....                                   | 3               |
| TECA 1318          | Nutrition, Health and Safety .....   | 3               |
| CDEC 1319          | Child Guidance .....   | 3               |
| CDEC 1339          | Early Childhood Development:<br>0-3 Years .....                                      | 3               |
| +Elective          | Child Development .....  | 1-3             |
|                    |  | 13-15           |
| <b>SEMESTER II</b> |  |                 |
| CDEC 1321          | The Infant and Toddler .....   | 3               |
| CDEC 2188          | Internship – Child Development and<br>Early Childhood or Provider<br>Assistant ..... | 1               |
| TECA 1303          | Family and the Community .....   | 3               |
| CDEC 2304          | Child Abuse and Neglect .....  | 3               |
| +Elective          | Child Development .....  | 1-3             |
|                    |  | 11-13           |

Minimum Hours Required ..... 24-28

+Elective-may be selected from the following:

|      |      |   |   |
|------|------|---|---|
| CDEC | 1141 | CDA Preparation for Assessment .....  | 1 |
| CDEC | 1166 | Practicum or (Field Experience) –Child<br>Development and Early Childhood ..... | 1 |
| CDEC | 1167 | Practicum or (Field Experience) –Child<br>Development and Early Childhood ..... | 1 |
| CDEC | 1317 | Child Development Associate Training I .....                                    | 3 |
| CDEC | 1323 | Observation and Assessment .....  | 3 |
| CDEC | 1343 | Independent Study in Child Development .....                                    | 3 |
| CDEC | 1359 | Children with Special Needs .....   | 3 |
| CDEC | 1395 | Special Topics in Early Childhood<br>Provider/Assistant .....                   | 3 |
| CDEC | 2315 | Diverse Cultural/Multilingual Education .....                                   | 3 |
| CDEC | 2322 | Child Development Associate<br>Training II .....                                | 3 |
| CDEC | 2324 | Child Development Associate<br>Training III .....                               | 3 |
| CDEC | 2380 | Cooperative Education-Early<br>Childhood Provider/Assistant .....               | 3 |
| SOCI | 2301 | Marriage, Family and Close Relationships .....                                  | 3 |

## 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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| CDEC 1330 Growth and Development:<br>6-14 Years .....   | 3               |
| CDEC 1319 Child Guidance.....   | 3               |
| TECA 1303 Family and the Community.....   | 3               |
| CDEC 2304 Child Abuse and Neglect.....  | 3               |
| +Elective Child Development .....   | 1-4             |
|   | 13-16           |
| <b>SEMESTER II</b>  |                 |
| TECA 1318 Nutrition, Health and Safety.....   | 3               |
| CDEC 2341 The School Age Child.....   | 3               |
| CDEC 1334 School Age Activities and Group<br>Dynamics .....                                   | 3               |
| CDEC 2189 Internship – Child Development and<br>Early Childhood or Provider<br>Assistant..... | 1               |
| +Elective Child Development.....  | 1-4             |
|   | 11-14           |

Minimum Hours Required ..... 24-30

+Elective-may be selected from the following:

|           |  |   |
|-----------|--|---|
| CDEC 1141 | CDA Preparation for Assessment .....   | 1 |
| CDEC 1318 | Nutrition, Health and Safety .....   | 3 |
| CDEC 1323 | Observation and Assessment .....   | 3 |
| CDEC 1340 | Instructional Techniques for Children<br>with Special Needs.....                   | 3 |
| CDEC 1343 | Independent Study in Child Development.....  | 3 |
| CDEC 1413 | Curriculum Resources for Early Childhood<br>Programs .....                         | 4 |
| CDEC 1454 | Child Growth and Development.....  | 4 |
| CDEC 2286 | Internship - Child Development and Early<br>Childhood and Provider Assistant ..... | 2 |
| CDEC 2288 | Internship - Child Development and Early<br>Childhood and Provider Assistant ..... | 2 |
| CDEC 2315 | Diverse Cultural/Multilingual Education .....                                      | 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 |
| TECA 1303 | Family and the Community .....   | 3 |

## CHILD DEVELOPMENT -- CHILD DEVELOPMENT ASSOCIATE

*Brookhaven and Eastfield only*

(Skills Achievement Award)

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

Degree Plan Code: SA.CHILD.ASSOCIATE

This award program provides 120 hours of training required by the National Council of Early Childhood Professional Recognition. After completion of this award students may pursue the Child Development Associate (CDA) Credential.

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| CDEC 1317 Child Development Associate<br>Training I .....                                    | 3               |
|  | 3               |
| <b>SEMESTER II</b>   |                 |
| CDEC 2322 Child Development Associate<br>Training II .....                                   | 3               |
| CDEC 1166 Practicum or (Field Experience) –<br>Child Development and<br>Early Childhood..... | 1               |
|  | 4               |
| <b>SEMESTER III</b>  |                 |
| CDEC 2324 Child Development Associate<br>Training III .....                                  | 3               |
| CDEC 1167 Practicum or (Field Experience) –<br>Child Development and<br>Early Childhood..... | 1               |
|  | 4               |

Minimum Hours Required ..... 11

## CHILD DEVELOPMENT -- SPECIAL CHILD

*Brookhaven and Eastfield only*

(Skills Achievement Award)

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

Degree Plan Code: SA.CHILD.SPECIAL

This award program is planned to emphasize the needs  
and skills for working with special children and their  
families.

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| CDEC 1359 Children with Special Needs.....   | 3               |
| CDEC 1323 Observation and Assessment .....   | 3               |
|  | 6               |
| <b>SEMESTER II</b>   |                 |
| CDEC 1340 Instructional Techniques for Children<br>with Special Needs .....                    | 3               |
| CDEC 2288 Internship – Child Development and<br>Early Childhood or Provider<br>Assistant ..... | 2               |
| TECA 1303 Family and the Community .....   | 3               |
|  | 8               |
| Minimum Hours Required .....   | 14              |



# COMPUTER-AIDED DESIGN AND DRAFTING

This award is pending revision prior to Fall 2003. Revised awards can be accessed on the Dallas County Community College District homepage at [https://www1.dcccd.edu/cat0304/programs/dp\\_toc.cfm](https://www1.dcccd.edu/cat0304/programs/dp_toc.cfm) or from an academic advisor beginning June 2, 2003.

Eastfield and Mountain View only

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

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

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 Technical Elective.....                | 3-4          |
|   | 16-18        |
| <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.....                          | 2-4          |
| SPCH 1311 Introduction to Speech Communication..... | 3            |
|   | 14-16        |
| <b>SEMESTER III</b>                                 |              |
| ++Elective DFTG Course.....                         | 3-4          |
| ++Elective DFTG Course.....                         | 3-4          |
| PSYC 2302 Applied Psychology.....                   | 3            |
| ++++Elective Technical Elective OR.....             | 3-4          |
| DFTG 2380 Cooperative Education - Drafting.....     | (3)          |
| +++Elective Humanities/Fine Arts.....               | 3            |
|   | 15-18        |

## SEMESTER IV

|               |   |       |
|---------------|---|-------|
| 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.....                                       | 3-4   |
| DFTG 2381     | Cooperative Education - Drafting ..                       | (3)   |
| +++++Elective | Natural Sciences/Mathematics.....                         | 3-4   |
| GOVT 2302     | American Government OR.....                               | 3     |
| HIST 1302     | History of the United States.....                         | (3)   |
| ++++Elective  | Technical Elective.....                                   | 3-4   |
|               |   | 15-19 |

Minimum Hours Required..... 60-71

+ DFTG Courses - must be selected from the following:

|           |  |   |
|-----------|--|---|
| BMGT 1306 | Facilities Management.....                             | 3 |
| 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 Courses - must be selected from the following:

|           |   |   |
|-----------|---|---|
| ARTC 1341 | 3-D Animation I.....                        | 3 |
| ARTC 2341 | 3-D Animation II.....                       | 3 |
| 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 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 |
| DFTG 2440 | Solid Modeling/Design.....                  | 4 |

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

++++ Electives - must be selected from the following<sup>1</sup>:

|           |   |   |
|-----------|---|---|
| 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 |
| 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 |

(continued on next page)

<sup>1</sup> NOTE: Other 3 or 4 credit hour technical courses may be taken with the approval of the Computer Aided Design and Drafting Department.

+++++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.

## 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

*This award is pending revision prior to Fall 2003. Revised awards can be accessed on the Dallas County Community College District homepage at [https://www1.dcccd.edu/cat0304/programs/dp\\_toc.cfm](https://www1.dcccd.edu/cat0304/programs/dp_toc.cfm) or from an academic advisor beginning June 2, 2003.*

*Eastfield and Mountain View only*

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

Degree Plan Code: ES.CADD

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| DFTG 2336 Computer-Aided Drafting<br>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               |
|   | <b>14-15</b>    |

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

This award is pending revision prior to Fall 2003. Revised awards can be accessed on the Dallas County Community College District homepage at [https://www1.dcccd.edu/cat0304/programs/dp\\_toc.cfm](https://www1.dcccd.edu/cat0304/programs/dp_toc.cfm) or from an academic advisor beginning June 2, 2003.

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<br>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<br>Drafting ..... | 4               |
| MATH 1414 College Algebra OR .....                      | 4               |
| MATH 1314 College Algebra .....                         | (3)             |
| ENGL 1301 Composition I .....                           | 3               |
| DFTG 2312 Technical Illustration .....                  | 3               |
| +Elective DFTG Course .....                             | 2-4             |
|   | 15-18           |
| Minimum Hours Required .....                            | 29-32           |

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

|           |  |   |
|-----------|--|---|
| ARTC 1341 | 3-D Animation I .....                                      | 3 |
| ARTC 2341 | 3-D Animation II .....                                     | 3 |
| BMGT 1306 | Facilities Management .....                                | 3 |
| 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<br>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 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 |
| DFTG 2440 | Solid Modeling/Design .....                                | 4 |

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

*This award is pending revision prior to Fall 2003. Revised awards can be accessed on the Dallas County Community College District homepage at [https://www1.dcccd.edu/cat0304/programs/dp\\_toc.cfm](https://www1.dcccd.edu/cat0304/programs/dp_toc.cfm) or from an academic advisor beginning June 2, 2003.*

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

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:

|           |  |   |
|-----------|--|---|
| ARTC 1341 | 3-D Animation I .....                                      | 3 |
| ARTC 2341 | 3-D Animation II .....                                     | 3 |
| BMGT 1306 | Facilities Management .....                                | 3 |
| 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<br>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 |

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

*Eastfield only*

(Associate in Applied Sciences Degree)

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

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<br>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               |
|   | 17              |
| <b>SEMESTER II</b>  |                 |
| MATH 1314 College Algebra OR .....                                | 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               |
|   | 16-17           |
| <b>SEMESTER III</b>   |                 |
| DFTG 2375 Advanced Integrated Circuit Design ...                  | 3               |
| ITSC 1407 UNIX Operating System I .....                           | 4               |
| CETT 1425 Digital Fundamentals .....                              | 4               |
| SPCH 1311 Introduction to Speech Communication .....              | 3               |
| +++Elective Technical Elective .....                              | 3               |
|   | 17              |
| <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               |
|   | 17              |
| 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 ITSC, ITNW, ITSW, 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<br>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.....                   | <u>3</u>        |
|  | 14              |
| <b>SEMESTER II</b>   |                 |
| SMFT 1343 Semiconductor Manufacturing<br>Technology I..... | 3               |
| CETT 1425 Digital Fundamentals.....                        | 4               |
| DFTG 2375 Advanced Integrated Circuit Design...            | 3               |
| ITSC 2435 Application Problem Solving.....                 | <u>4</u>        |
|  | 14              |
| Minimum Hours Required .....                               | 28              |

## COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER USER

*This award is pending revision prior to Summer 2003. Revised awards can be accessed on the Dallas County Community College District homepage at [https://www1.dcccd.edu/cat0304/programs/dp\\_toc.cfm](https://www1.dcccd.edu/cat0304/programs/dp_toc.cfm) or from an academic advisor beginning June 2, 2003.*

*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 at a level required for appropriate certification.

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by a designated Information Technology personnel.

|  | CREDIT<br>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<br>Systems OR ..... | 4               |
| ITSC 1409 Integrated Software Applications I<br>OR .....   | (4)             |
| ITSC 2431 Integrated Software<br>Applications III .....    | (4)             |
|  | 16              |
| Minimum Hours Required .....                               | 16              |

## COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER TECHNICIAN

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*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.

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by a designated Information Technology personnel.

|   | CREDIT<br>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<br>Systems ..... | 4               |
|   | 15              |
| Minimum Hours Required .....                            | 15              |

# COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SPECIALIST

*This award is pending revision prior to Summer 2003. Revised awards can be accessed on the Dallas County Community College District homepage at [https://www1.dcccd.edu/cat0304/programs/dp\\_toc.cfm](https://www1.dcccd.edu/cat0304/programs/dp_toc.cfm) or from an academic advisor beginning June 2, 2003.*

*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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| ITSC 1401 Introduction to Computers <b>OR</b> .....                    | 4               |
| BCIS 1405 Business Computer Applications<br><b>OR</b> .....            | (4)             |
| COSC 1401 Microcomputer Concepts and<br>Applications .....             | (4)             |
| ITNW 1321 Introduction to Networking.....                              | 3               |
| ITSC 1405 Introduction to PC Operating<br>Systems.....                 | 4               |
| SPCH 1311 Introduction to Speech<br>Communication .....                | 3               |
|  | 14              |
| <b>SEMESTER II</b>   |                 |
| ITSC 2435 Application Problem Solving.....                             | 4               |
| ITSW 1401 Introduction to Word Processing <b>OR</b> ..                 | 4               |
| ITSW 2431 Advanced Word Processing.....                                | (4)             |
| ITSW 1404 Introduction to Spreadsheets <b>OR</b> .....                 | 4               |
| ITSW 2434 Advanced Spreadsheets .....                                  | (4)             |
| ENGL 1301 Composition I .....  | 3               |
|  | 15              |
| <b>SEMESTER III</b>  |                 |
| ITSW 1407 Introduction to Database <b>OR</b> .....                     | 4               |
| ITSW 2437 Advanced Database .....                                      | (4)             |
| ITSC 1425 Personal Computer Hardware.....                              | 4               |
| ITSW 1410 Presentation Media Software <b>OR</b> .....                  | 4               |
| ITSC 1413 Internet/Web Page Development... ..                          | (4)             |
| Elective Any ITCC, ITMC, INEW, ITSC, ITSE,<br>ITNW or ITSW course..... | 3-4             |
|  | 15-16           |
| Minimum Hours Required .....   | 44-45           |



# COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SUPPORT

*This award is pending revision prior to Summer 2003. Revised awards can be accessed on the Dallas County Community College District homepage at [https://www1.dcccd.edu/cat0304/programs/dp\\_loc.cfm](https://www1.dcccd.edu/cat0304/programs/dp_loc.cfm) or from an academic advisor beginning June 2, 2003.*

*Offered at all seven campuses*

(Associate in Applied Sciences Degree)

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

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| ITSC 1401 Introduction to Computers <b>OR</b> .....         | 4               |
| BCIS 1405 Business Computer Applications<br><b>OR</b> ..... | (4)             |
| COSC 1401 Microcomputer Concepts and<br>Applications .....  | (4)             |
| ITSC 2435 Application Problem Solving.....                  | 4               |
| ITSC 1405 Introduction to PC Operating<br>Systems.....      | 4               |
| ENGL 1301 Composition I .....                               | 3               |
|   | 15              |
| <b>SEMESTER II</b>  |                 |
| ITNW 1321 Introduction to Networking.....                   | 3               |
| ITSW 1401 Introduction to Word Processing <b>OR</b> .....   | 4               |
| ITSW 2431 Advanced Word Processing .....                    | (4)             |
| ITSW 1404 Introduction to Spreadsheets <b>OR</b> .....      | 4               |
| ITSW 2434 Advanced Spreadsheets .....                       | (4)             |
| MATH 2342 Introductory Statistics <b>OR</b> .....           | 3               |
| MATH 1314 College Algebra <b>OR</b> .....                   | (3)             |
| MATH 1414 College Algebra .....                             | (4)             |
| SPCH 1311 Introduction to Speech<br>Communication .....     | 3               |
|   | 17-18           |
| <b>SEMESTER III</b>   |                 |
| ITSW 1407 Introduction to Database <b>OR</b> .....          | 4               |
| ITSW 2437 Advanced Database .....                           | (4)             |
| ITSC 1425 Personal Computer Hardware.....                   | 4               |
| ITSW 1410 Presentation Media Software <b>OR</b> .....       | 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 <b>OR</b> .....                          | 3     |
| +Elective Any ITCC, ITMC, INEW, ITSC, ITSE,<br>ITNW or ITSW 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 any 3 credit DCCCD Humanities/Fine Arts approved courses.

**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.

Prerequisite: Basic understanding of computer terminology, problem solving, and logic structures used with computers as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 and ITSC 2435 or equivalent experience approved by designated Information Technology personnel.

## CREDIT HOURS

### SEMESTER I

|           |   |    |
|-----------|---|----|
| ITXX X4XX | Introductory Programming course-<br>List A* ..... | 4  |
| ITXX X4XX | Operating Systems course-List C .....             | 4  |
| ITSW 1407 | Introduction to Database .....                    | 4  |
|           |   | 12 |

### SEMESTER II

|           |  |       |
|-----------|--|-------|
| ITXX X4XX | Advanced Programming Language<br>course-List B** .....         | 4     |
| ITSW 1410 | Presentation Media Software OR .....                           | 4     |
| Elective  | Any ITSE Course .....  | (3-4) |
| Elective  | Any ITSC, ITSE, ITSW, ITCC, ITMC,<br>ITNW or INEW Course ..... | 3-4   |
|           |  | 10-12 |

Minimum Hours Required ..... 22-24

\*First in a two-course programming language series

### List A - Introductory Programming Courses

|      |      |  |   |
|------|------|--|---|
| ITSC | 1413 | Internet/Web Page Development .....                    | 4 |
| ITSE | 1402 | Introduction to Computer Programming .....             | 4 |
| ITSE | 1407 | Introduction to C++ Programming .....                  | 4 |
| ITSE | 1411 | Web Page Programming .....                             | 4 |
| ITSE | 1414 | Introduction to RPG Programming .....                  | 4 |
| ITSE | 1418 | Introduction to COBOL Programming .....                | 4 |
| ITSE | 1422 | Introduction to C Programming .....                    | 4 |
| ITSE | 1431 | Introduction to Visual BASIC Programming .....         | 4 |
| ITSE | 1445 | Introduction to Oracle SQL and PL/SQL .....            | 4 |
| ITSE | 1491 | Special Topics in Computer Programming .....           | 4 |
| ITSE | 2401 | Introduction to Windows Programming<br>Using C++ ..... | 4 |
| ITSE | 2405 | Introduction to Windows Programming .....              | 4 |
| ITSE | 2409 | Introduction to Database Programming .....             | 4 |
| ITSE | 2413 | Web Authoring .....                                    | 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

|      |      |  |   |
|------|------|--|---|
| INEW | 2434 | Advanced Web Page Programming .....          | 4 |
| INEW | 2438 | Advanced JAVA Programming .....              | 4 |
| ITSE | 1491 | Special Topics in Computer Programming ..... | 4 |
| ITSE | 2402 | Intermediate Web Programming .....           | 4 |
| ITSE | 2413 | Web Authoring .....                          | 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

|      |      |  |   |
|------|------|--|---|
| ITCC | 2407 | Fundamentals of UNIX .....                 | 4 |
| ITSC | 1405 | Introduction to PC Operating Systems ..... | 4 |
| ITSC | 1407 | UNIX Operating System I .....              | 4 |
| ITSC | 1411 | AS/400 Operating System I .....            | 4 |
| ITSC | 1417 | PC Operating Systems - DOS .....           | 4 |
| ITSC | 1421 | PC Operating Systems - Windows .....       | 4 |
| ITSC | 1427 | Multi-User Operating Systems .....         | 4 |

# COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER

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*Offered at all seven campuses*

(Associate in Applied Sciences Degree)

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

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| ITSC 1401 Introduction to Computers OR.....                             | 4               |
| BCIS 1405 Business Computer Applications<br>OR.....                     | (4)             |
| COSC 1401 Microcomputer Concepts and<br>Applications .....              | (4)             |
| ITSC 2435 Application Problem Solving.....                              | 4               |
| ITNW 1321 Introduction to Networking.....                               | 3               |
| ENGL 1301 Composition I .....   | 3               |
|   | 14              |
| <b>SEMESTER II</b>  |                 |
| XXX X4XX Introductory Programming course-<br>List A* .....              | 4               |
| ITSW 1407 Introduction to Database .....                                | 4               |
| XXX X4XX Operating Systems course-List C.....                           | 4               |
| MATH 1414 College Algebra OR.....                                       | 4               |
| MATH 1314 College Algebra .....   | (3)             |
| SPCH 1311 Introduction to Speech<br>Communication .....                 | 3               |
|   | 18-19           |
| <b>SEMESTER III</b>   |                 |
| ITXX X4XX Introductory Programming course-<br>List A <sup>1</sup> ..... | 4               |
| ITXX X4XX Advanced Programming course-<br>List B.....                   | 4               |
| Elective Any ITCC, ITSC, ITSE, ITSW, ITNW,<br>ITMC or INEW course ..... | 3-4             |
| ITSW 1410 Presentation Media Software OR.....                           | 4               |
| Elective Any ITCC, ITSC, ITSE, ITSW, ITNW,<br>ITMC or INEW course ..... | (3-4)           |
| +Elective Humanities/Fine Arts .....                                    | 3               |
|   | 17-19           |

## SEMESTER IV

|                         |  |       |
|-------------------------|--|-------|
| ITXX X4XX               | Programming course-List A or B.....                            | 4     |
|                         | OR   |       |
| ITXX                    | Application Development course-<br>List D .....                | (3-4) |
| ITXX 1450               | System Analysis and Design.....                                | 4     |
|                         | OR   |       |
| ITSC/ITSE/<br>ITSW 13XX | Cooperative Education course .....                             | (3)   |
| Elective                | Any ITCC, ITSC, ITSE, ITSW, ITNW,<br>ITMC or INEW course ..... | 3-4   |
| ++Elective              | Social/Behavioral Science .....                                | 3     |
|                         |  | 12-15 |

Minimum Hours Required ..... 61-67

<sup>1</sup>An introductory programming course other than the course taken in Semester II must be chosen.

+Humanities/Fine Arts elective - must be selected from the 3 credit DCCCD Humanities/Fine Arts approved courses.

++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

|           |  |   |
|-----------|--|---|
| ITSC 1413 | Internet/Web Page Development .....                    | 4 |
| ITSE 1402 | Introduction to Computer Programming .....             | 4 |
| ITSE 1407 | Introduction to C++ Programming .....                  | 4 |
| ITSE 1411 | Web Page Programming .....                             | 4 |
| ITSE 1414 | Introduction to RPG Programming .....                  | 4 |
| ITSE 1418 | Introduction to COBOL Programming .....                | 4 |
| ITSE 1422 | Introduction to C Programming .....                    | 4 |
| ITSE 1431 | Introduction to Visual BASIC Programming .....         | 4 |
| ITSE 1445 | Introduction to Oracle SQL and PL/SQL .....            | 4 |
| ITSE 1491 | Special Topics in Computer Programming .....           | 4 |
| ITSE 2401 | Introduction to Windows Programming<br>Using C++ ..... | 4 |
| ITSE 2405 | Introduction to Windows Programming .....              | 4 |
| ITSE 2409 | Introduction to Database Programming .....             | 4 |
| ITSE 2413 | Web Authoring .....                                    | 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

|           |  |   |
|-----------|--|---|
| INEW 2434 | Advanced Web Page Programming .....          | 4 |
| INEW 2438 | Advanced JAVA Programming .....              | 4 |
| ITSE 1491 | Special Topics in Computer Programming ..... | 4 |
| ITSE 2402 | Intermediate Web Programming .....           | 4 |
| ITSE 2413 | Web Authoring .....                          | 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**

|      |      |  |   |
|------|------|--|---|
| ITCC | 2407 | Fundamentals of UNIX.....                  | 4 |
| ITSC | 1405 | Introduction to PC Operating Systems ..... | 4 |
| ITSC | 1407 | UNIX Operating System I.....               | 4 |
| ITSC | 1411 | AS/400 Operating System I.....             | 4 |
| ITSC | 1417 | PC Operating Systems - DOS.....            | 4 |
| ITSC | 1421 | PC Operating Systems - Windows .....       | 4 |
| ITSC | 1427 | Multi-User Operating Systems .....         | 4 |

**List D - Application Development Courses**

|      |      |   |   |
|------|------|---|---|
| GRPH | 1325 | Digital Imaging I.....  | 3 |
| GRPH | 1391 | Special Topics in Graphic and Printing<br>Equipment Operator..... | 3 |
| ITCC | 2407 | Fundamentals of UNIX.....   | 4 |
| ITNW | 1437 | Introduction to the Internet .....                                | 4 |
| ITSC | 1407 | UNIX Operating System I.....                                      | 4 |
| ITSC | 1413 | Internet/Web Page Development .....                               | 4 |
| ITSE | 2413 | Web Authoring .....   | 4 |
| ITSE | 2445 | Data Structures .....   | 4 |
| ITSW | 1404 | Introduction to Spreadsheets .....                                | 4 |
| ITSW | 2437 | Advanced Database.....  | 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.

# COMPUTER INFORMATION TECHNOLOGY -- WEB DEVELOPER SPECIALIST

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C2.CIT.WEB.DEV.SPEC

This certificate option trains the student to design and develop web pages and web business applications. It prepares the student to enter the workforce as a member of the company web development team for Internet/Intranet applications.

Prerequisite: Basic understanding of personal computer and operating systems as obtained in ITSC 1401 or BCIS 1405 or COSC 1401 or equivalent experience approved by designated Information Technology personnel.

|                              |   | CREDIT<br>HOURS |  |  |
|------------------------------|---|-----------------|--|--|
| <b>SEMESTER I</b>            |   |                 |  |  |
| ITSC 2435                    | Application Problem Solving.....                    | 4               | <u>List A</u>  |  |
| ITNW 1437                    | Introduction to the Internet.....                   | 4               | ITSC 1413  | Internet/Web Page Development**.....                               |
| ITXX 14XX                    | Introductory Web course – List A.....               | 4               | ITSE 1411  | Web Page Programming**.....  |
| ITNW 1321                    | Introduction to Networking.....                     | 3               | <u>List B</u>  |  |
| ENGL 1301                    | Composition I.....                                  | 3               | ITSE 2402  | Intermediate Web Programming**.....                                |
|                              |   | 18              | IMED 2415  | Web Page Design II.....  |
|                              |   |                 | ITSC 1413  | Internet/Web Page Development**.....                               |
| <b>SEMESTER II</b>           |   |                 |  |  |
| ITSE 1431                    | Introduction to Visual Basic<br>Programming OR..... | 4               | <u>List C</u>  |  |
| ITSE 1407                    | Introduction to C++ Programming ... (4)             |                 | ITSE 2413  | Web Authoring**.....   |
| ITSW 1407                    | Introduction to Database.....                       | 4               | INEW 2434  | Advanced Web Page Programming**.....                               |
| IXXX X4XX                    | Intermediate Web course – List B.....               | 4               | ITSC 1413  | Internet/Web Page Development**.....                               |
| ITSC 1405                    | Introduction to PC Operating Systems<br>OR.....     | 4               | ITSE 2402  | Intermediate Web Programming**.....                                |
| ITSC 1407                    | UNIX Operating Systems I..... (4)                   |                 | <u>List D</u>  |  |
| SPCH 1311                    | Introduction to Speech<br>Communication.....        | 3               | ITNW 2454  | Internet/Intranet Server.....                                      |
|                              |   | 19              | IMED 2349  | Internet Communications.....                                       |
|                              |   |                 | ITSE 1491  | Special Topics in Computer Programming.....                        |
|                              |   |                 | ITSW 1410  | Presentation Media Software.....                                   |
|                              |   |                 | INEW 2438  | Advanced JAVA Programming.....                                     |
|                              |   |                 | ITSE 2449  | Advanced Visual BASIC Programming.....                             |
|                              |   |                 | ITSC 1413  | Internet/Web Page Development**.....                               |
|                              |   |                 | ITSE 2402  | Intermediate Web Programming**.....                                |
|                              |   |                 | ITSE 2413  | Web Authoring**.....   |
|                              |   |                 | INEW 2434  | Advanced Web Page Programming**.....                               |
|                              |   |                 | ITSE 2431  | Advanced C++ Programming.....                                      |
|                              |   |                 | GRPH 1325  | Digital Imaging I.....   |
|                              |   |                 | GRPH 1391  | Special Topics in Graphics and Printing<br>Equipment Operator..... |
| <b>SEMESTER III</b>          |   |                 |  |  |
| ITXX X4XX                    | Advanced Web course – List C.....                   | 4               |  |  |
| XXXX XXXX                    | Web Elective – List D (2 courses) ...               | 6-8             |  |  |
| ITSE 2417                    | JAVA Programming.....                               | 4               |  |  |
| IMED 2409                    | Internet Commerce.....                              | 4               |  |  |
|                              |   | 18-20           |  |  |
| Minimum Hours Required ..... |   | 55-57           | **Course may be repeated for credit when topics change |  |

# COMPUTER INFORMATION TECHNOLOGY -- WIN2000/.NET NETWORKING

*Eastfield and Richland only*

(Certificate, Tech Prep)

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

Degree Plan Code: C1.CIT. WIN2000.NET

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 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.

**Prerequisite:** Basic understanding of computer terminology, problem solving, and logic structures used with computers and PC Hardware as obtained in ITSC 1401 or BCIS 1405 or COSC 1401; ITSC 2435; and ITSC 1425; or equivalent experiences approved by designated Information Technology personnel.

## CREDIT HOURS

### SEMESTER I

|           |   |     |
|-----------|---|-----|
| ITSC 1405 | Introduction to PC Operating Systems.....                                     | 4   |
| ITMC 1401 | Microsoft Windows 2000 Network and Operating System Essentials (MS 2151)..... | 4   |
| MATH 1324 | Mathematics for Business and Economics I OR .....                             | 3   |
| MATH 2342 | Introductory Statistics OR.....   | (3) |
| SPCH 1311 | Introduction to Speech Communication .....                                    | (3) |
|           |   | 11  |

### SEMESTER II

|           |  |       |
|-----------|--|-------|
| ITMC 1441 | Implementing Microsoft Windows 2000 Professional and Server (MS 2152) OR ..... | 4     |
| ITMC 1419 | Installing and Administering Windows 2000 AND .....                            | (4)   |
| ITMC 1458 | Supporting Microsoft Windows 2000 (4)  |       |
| ITMC 1442 | Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153).....    | 4     |
| ENGL 1301 | Composition I .....  | 3     |
|           |  | 11-15 |

### SEMESTER III

|                       |   |    |
|-----------------------|---|----|
| ITMC 1443             | Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154)..... | 4  |
| <sup>1</sup> Elective | .....   | 4  |
| <sup>2</sup> Elective | .....   | 4  |
| <sup>3</sup> Elective | .....   | 4  |
|                       |   | 16 |

Minimum Hours Required ..... 38-42

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

#### 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 |

OR

#### MCSA 2000

Approved Elective from the MCSE 2000 track not part of this curriculum including ITNW 1492 Special Topics in Business Systems Networking and Telecommunications

OR

#### MCDBA 2000

|           |   |   |
|-----------|---|---|
| ITMC 2403 | Administering a Microsoft SQL Server 2000 Database .....  | 4 |
| ITMC 2404 | Implementing and Managing Microsoft Exchange 2000 .....   | 4 |
| ITMC 2405 | Upgrading from Microsoft Exchange Server 5.5 to Microsoft Exchange 2000 .....                               | 4 |
| ITMC 2408 | Administering Microsoft Systems Management Server 2.0 (MS 827) .....  | 4 |
| ITMC 2409 | Deploying and Supporting Microsoft SMS Server 2.0 .....   | 4 |
| ITMC 2430 | Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows 2000 (MS 1560).....              | 4 |
| 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 |
| ITMC 2434 | Designing a Microsoft Windows 2000 Upgrade Strategy (MS 2010).....  | 4 |
| ITMC 2435 | Analyzing and Tuning Microsoft Windows 2000 and Microsoft Backoffice Server 4.5 Performance (MS 1535) ..... | 4 |
| ITMC 2436 | Designing Microsoft Exchange 2000 for the Enterprise .....  | 4 |
| ITMC 2437 | Programming a Microsoft SQL Server 2000 Database .....  | 4 |
| ITNW 1446 | Microsoft Exchange Server 5.5 Series - Concepts and Administration .....                                    | 4 |
| ITNW 1492 | Special Topics in Business Systems Networking and Telecommunications .....                                  | 4 |
| ITNW 2417 | Network Security .....  | 4 |

(continued on next page)

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

**MCSE 2000 or MCSA 2000**

Approved Elective from the MCSE 2000 track not part of this curriculum including ITNW 1492 Special Topics in Business Systems Networking and Telecommunications

|           |   |   |
|-----------|---|---|
| ITMC 2403 | Administering A Microsoft SQL Server 2000 Database .....  | 4 |
| ITMC 2404 | Implementing and Managing Microsoft Exchange 2000 .....   | 4 |
| ITMC 2405 | Upgrading from Microsoft Exchange Server 5.5 to Microsoft Exchange 2000 .....                               | 4 |
| ITMC 2408 | Administering Microsoft Systems Management Server 2.0 (MS 827) .....  | 4 |
| ITMC 2409 | Deploying and Supporting Microsoft SMS Server 2.0 .....   | 4 |
| ITMC 2430 | Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows 2000 (MS 1560) .....             | 4 |
| 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 |
| ITMC 2434 | Designing a Microsoft Windows 2000 Upgrade Strategy (MS 2010) .....   | 4 |
| ITMC 2435 | Analyzing and Tuning Microsoft Windows 2000 and Microsoft Backoffice Server 4.5 Performance (MS 1535) ..... | 4 |
| ITMC 2436 | Designing Microsoft Exchange 2000 for the Enterprise .....  | 4 |
| ITMC 2437 | Programming a Microsoft SQL Server 2000 Database .....  | 4 |
| ITNW 1446 | Microsoft Exchange Server 5.5 Series - Concepts and Administration .....                                    | 4 |
| ITNW 1492 | Special Topics In Business Systems Networking and Telecommunications .....                                  | 4 |
| ITNW 2417 | Network Security .....  | 4 |

OR

**MCDBA 2000**

|           |  |   |
|-----------|--|---|
| ITNW 2452 | Administering Microsoft SQL Server 7.0 OR .....              | 4 |
| ITNW 2433 | Implementing a Database on Microsoft SQL Server 7.0 OR ..... | 4 |

Approved elective from the MCDBA 2000 track not part of this curriculum including ITNW 1492 Special Topics in Business Systems Networking and Telecommunications.

|           |   |   |
|-----------|---|---|
| ITMC 2402 | Designing and Implementing OLAP Solutions Using Microsoft SQL Server 2000 ..... | 4 |
| ITMC 2403 | Administering a Microsoft SQL Server 2000 Database .....                        | 4 |
| ITMC 2406 | Populating a Data Warehouse with Microsoft SQL .....                            | 4 |
| ITMC 2437 | Programming a Microsoft SQL Server 2000 Database .....                          | 4 |
| ITMC 2438 | Implementing Business Logic with MDX in Microsoft SQL Server 2000 .....         | 4 |
| ITNW 1492 | Special Topics In Business Systems Networking and Telecommunications .....      | 4 |
| ITSE 1444 | Mastering Microsoft Visual Basic 6.0 Development ..                             | 4 |
| ITSE 1491 | Special Topics in Computer Programming .....                                    | 4 |
| ITSE 2450 | Mastering Enterprise Development Using Microsoft Visual Basic 6.0 .....         | 4 |

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

**MCSE 2000 or MCSA 2000**

Approved elective from the MCSE 2000 track not part of this curriculum including ITNW 1492, Special Topics in Business Systems Networking and Telecommunications.

|           |   |   |
|-----------|---|---|
| ITMC 2403 | Administering a Microsoft SQL Server 2000 Database .....  | 4 |
| ITMC 2404 | Implementing and Managing Microsoft Exchange 2000 .....   | 4 |
| ITMC 2405 | Upgrading from Microsoft Exchange Server 5.5 to Microsoft Exchange 2000 .....                               | 4 |
| ITMC 2408 | Administering Microsoft Systems Management Server 2.0 (MS 827) .....  | 4 |
| ITMC 2409 | Deploying and Supporting Microsoft SMS Server 2.0 .....   | 4 |
| ITMC 2430 | Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows 2000 (MS 1560) .....             | 4 |
| 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 |
| ITMC 2434 | Designing a Microsoft Windows 2000 Upgrade Strategy (MS 2010) .....   | 4 |
| ITMC 2435 | Analyzing and Tuning Microsoft Windows 2000 and Microsoft Backoffice Server 4.5 Performance (MS 1535) ..... | 4 |
| ITMC 2436 | Designing Microsoft Exchange 2000 for the Enterprise .....  | 4 |
| ITMC 2437 | Programming a Microsoft SQL Server 2000 Database .....  | 4 |
| ITNW 1446 | Microsoft Exchange Server 5.5 Series - Concepts and Administration .....                                    | 4 |
| ITNW 1492 | Special Topics in Business Systems Networking and Telecommunications .....                                  | 4 |
| ITNW 2417 | Network Security .....  | 4 |

OR

**MCDBA 2000**

Approved elective from the MCDBA 2000 track not part of this curriculum including ITNW 1492 Special Topics in Business Systems Networking and Telecommunications.

|           |   |   |
|-----------|---|---|
| ITMC 2402 | Designing and Implementing OLAP Solutions Using Microsoft SQL Server 2000 ..... | 4 |
| ITMC 2403 | Administering a Microsoft SQL Server 2000 Database .....                        | 4 |
| ITMC 2406 | Populating a Data Warehouse with Microsoft SQL .....                            | 4 |
| ITMC 2437 | Programming a Microsoft SQL Server 2000 Database .....                          | 4 |
| ITMC 2438 | Implementing Business Logic with MDX in Microsoft SQL Server 2000 .....         | 4 |
| ITNW 1492 | Special Topics In Business Systems Networking and Telecommunications .....      | 4 |
| ITSE 1444 | Mastering Microsoft Visual Basic 6.0 Development ..                             | 4 |
| ITSE 1491 | Special Topics in Computer Programming .....                                    | 4 |
| ITSE 2450 | Mastering Enterprise Development Using Microsoft Visual Basic 6.0 .....         | 4 |

\*Note: Core courses/exams may only be used once toward a certification.

# COMPUTER INFORMATION TECHNOLOGY -- NETWORK ADMINISTRATOR AND SUPPORT

*Cedar Valley, Eastfield, El Centro, Mountain View,  
North Lake and Richland only*

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

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

Degree Plan Code: AAS.CIT.NWK.ADMIN.02

This associate degree program provides education and training for individuals interested in developing their knowledge and skills as networking professionals. The program also provides preparatory training for those wishing to take the MCSE, MCDBA, MCSA, CCNA, CCNP, or NOVELL certification examinations. Students will select courses in their area of specialization. In order to be considered as having met the requirements for all awards, students must complete one primary Specialization and one Secondary Specialty Track in Semesters III and/or IV. All campuses do not offer all Specializations.

Prerequisite: Basic understanding of terminology, operating systems, problem solving, and logic structures used with computers as obtained in ITSC 1401, BCIS 1405, or COSC 1401 and ITSC 2435 or equivalent experiences approved by designated Information Technology personnel.

## CREDIT HOURS

### SEMESTER I

|  |   |
|--|---|
| <sup>1</sup> Primary Specialization Semester I (one course) .. | 3- 4  |
| ITSC 1405  | Introduction to PC Operating Systems.....4                    |
| ITSC 1425  | Personal Computer Hardware.....4                              |
| ENGL 1301  | Composition I .....3  |
| Elective   | Any ITSW, ITNW, ITSC, ITSE, ITCC, ITMC, INEW course .....3- 4 |
|  | 17-19   |

### SEMESTER II

|   |  |
|---|--|
| <sup>2</sup> Primary Specialization Semester II (two or three courses – see track list) ..... | 7-12   |
| MATH 1324   | Mathematics for Business and Economics I OR .....3 |
| MATH 2342   | Introductory Statistics OR..... (3)                |
| MATH 1314   | College Algebra OR..... (3)                        |
| MATH 1414   | College Algebra..... (4)                           |
| SPCH 1311   | Introduction to Speech Communication .....3        |
|   | 13-19  |

NOTE: Students must select and complete one secondary specialty track (see Secondary Track listing) in Semesters III and/or IV to be considered as having met the requirements for this award.

### SEMESTER III

|   |                                  |
|---|----------------------------------|
| <sup>3</sup> Primary Specialization Semester III (two courses – see track list) ..... | 8                                |
| +Elective   | Social/Behavioral Science..... 3 |
| ++Elective  | Humanities/Fine Arts..... 3      |
|   | 14                               |

### SEMESTER IV

|  |       |
|--|-------|
| <sup>4</sup> Primary Specialization Semester IV (four or five courses – see track list)..... | 16-20 |
|  | 16-20 |

Minimum Hours Required.....60-72

+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.

## SEMESTER I PRIMARY SPECIALIZATION

Select one track

### <sup>1</sup>CCNA Track—SEMESTER I (One course)

|           |   |   |
|-----------|---|---|
| ITCC 1402 | Local Area Networks Design and Protocols: Cisco 1 ..... | 4 |
|-----------|---|---|

### <sup>1</sup>MCSE Track —SEMESTER I (One course)

|           |   |   |
|-----------|---|---|
| ITMC 1401 | Microsoft Windows 2000 Network and Operating Systems Essentials (MS 2151) ..... | 4 |
|-----------|---|---|

### <sup>1</sup>MCDBA Track —SEMESTER I (One course)

|           |   |   |
|-----------|---|---|
| ITMC 1401 | Microsoft Windows 2000 Network and Operating Systems Essentials (MS 2151) ..... | 4 |
|-----------|---|---|

### <sup>1</sup>MCSA Track —SEMESTER I (One course)

|           |   |   |
|-----------|---|---|
| ITMC 1401 | Microsoft Windows 2000 Network and Operating Systems Essentials (MS 2151) ..... | 4 |
|-----------|---|---|

### <sup>1</sup>NOVELL Track —SEMESTER I (One course)

|           |                                       |   |
|-----------|---------------------------------------|---|
| ITNW 1343 | Network Technologies (Novell 565) ... | 3 |
|-----------|---------------------------------------|---|



**SEMESTER II PRIMARY SPECIALIZATION**  
Continue in Track Selected in Semester I

**<sup>2</sup>CCNA Track —SEMESTER II (Two courses)**

|           |  |   |
|-----------|--|---|
| ITCC 1406 | Basic Router Configuration:<br>Cisco 2.....  | 4 |
| ITCC 1442 | Local Area Management (LAN):<br>Cisco 3..... | 4 |

**<sup>2</sup>MCSE Track —SEMESTER II (Two or three courses)**

|           |  |     |
|-----------|--|-----|
| ITMC 1441 | Implementing Microsoft Windows<br>2000 Professional and Server<br>(MS 2152) OR ..... | 4   |
| ITMC 1419 | Installing and Administering Windows<br>2000 AND .....                               | (4) |
| ITMC 1458 | Supporting Microsoft Windows<br>2000.....  | (4) |
|           | <b>AND</b>   |     |
| ITMC 1442 | Implementing a Microsoft Windows<br>2000 Network Infrastructure<br>(MS 2153) .....   | 4   |

**<sup>2</sup>MCDBA Track —SEMESTER II (Two or three courses)**

|           |  |     |
|-----------|--|-----|
| ITMC 1441 | Implementing Microsoft Windows<br>2000 Professional and Server<br>(MS 2152) OR ..... | 4   |
| ITMC 1419 | Installing and Administering Windows<br>2000 AND .....                               | (4) |
| ITMC 1458 | Supporting Microsoft Windows<br>2000.....  | (4) |
|           | <b>AND</b>   |     |
| ITMC 1403 | Querying Microsoft SQL Server 2000<br>with Transact-SQL.....                         | 4   |

**<sup>2</sup>MCSD Track —SEMESTER II (Two or three courses)**

|           |  |     |
|-----------|--|-----|
| ITMC 1441 | Implementing Microsoft Windows<br>2000 Professional and Server<br>(MS 2152) OR ..... | 4   |
| ITMC 1419 | Installing and Administering Windows<br>2000 AND .....                               | (4) |
| ITMC 1458 | Supporting Microsoft Windows<br>2000.....  | (4) |
|           | <b>AND</b>   |     |
| ITSE 1431 | Introduction to Visual BASIC<br>Programming OR .....                                 | 4   |
| ITSE 2449 | Advanced Visual BASIC<br>Programming OR .....  | 4   |
| ITSE 1407 | Introduction to C++ Programming<br>OR .....  | 4   |
| ITSE 2431 | Advanced C++ Programming .....   | 4   |

**<sup>2</sup>MCSA Track —SEMESTER II (Two or three courses)**

|           |  |     |
|-----------|--|-----|
| ITMC 1441 | Implementing Microsoft Windows<br>2000 Professional and Server<br>(MS 2152) OR ..... | 4   |
| ITMC 1419 | Installing and Administering Windows<br>2000 AND .....                               | (4) |
| ITMC 1458 | Supporting Microsoft Windows<br>2000 .....   | (4) |
|           | <b>AND</b>   |     |
| ITNW 1492 | Special Topics in Business Systems<br>Networking and<br>Telecommunications .....     | 4   |

**<sup>2</sup>NOVELL Track —SEMESTER II (Two courses)**

|           |  |   |
|-----------|--|---|
| ITNW 2342 | Novell Directory Services (NDS) Design<br>and Implementation for Netware 5.... | 3 |
| ITNW 2431 | Novell Service and Support.....  | 4 |

**SEMESTER III PRIMARY SPECIALIZATION**  
Continue in Track Selected in Semesters I and II

**<sup>3</sup>CCNA Track —SEMESTER III (Two courses)**

|           |  |   |
|-----------|--|---|
| ITCC 1446 | Wide Area Management (WAN):<br>Cisco 4 ..... | 4 |
|-----------|--|---|

**One Course from \*Secondary Specialty Track Listing**  
(CCNP, UNIX, AS/400, OR Microsoft)

**<sup>3</sup>MCSE Track —SEMESTER III (Two courses)**

|           |   |   |
|-----------|---|---|
| ITMC 1443 | Implementing and Administering<br>Microsoft Windows 2000 Directory<br>Services (MS 2154)..... | 4 |
|-----------|---|---|

**One course from below:**

|           |   |   |
|-----------|---|---|
| ITMC 2431 | Designing a Microsoft Windows 2000<br>Directory Services Infrastructure<br>(MS 1561) .....  | 4 |
| ITMC 2432 | Designing a Microsoft Windows 2000<br>Networking Services Infrastructure<br>(MS 1562) ..... | 4 |
| ITMC 2433 | Designing a Secure Microsoft Windows<br>2000 Network (MS 2150) .....                        | 4 |

**<sup>3</sup>MCDBA Track —SEMESTER III (Two courses)**

|           |   |   |
|-----------|---|---|
| ITMC 2403 | Administering a Microsoft SQL<br>Server 2000 Database ..... | 4 |
| ITMC 2437 | Programming a Microsoft SQL Server<br>2000 Database.....    | 4 |

**<sup>3</sup>MCSD Track —SEMESTER III (Two courses)**

|           |  |   |
|-----------|--|---|
| ITSE 2450 | Mastering Enterprise Development<br>Using Microsoft Visual Basic 6.0.....                  | 4 |
| ITSE 1440 | Mastering Distributed Application<br>Design and Development Using<br>Microsoft Visual..... | 4 |

(continued on next page)

**<sup>3</sup>MCSA Track —SEMESTER III (Two courses)**

One course from Microsoft MCSA Electives requirement:

|           |   |   |
|-----------|---|---|
| ITMC 1442 | Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153)..... | 4 |
| ITMC 2403 | Administering a Microsoft SQL Server 2000 Database .....                    | 4 |
| ITMC 2404 | Implementing and Managing Microsoft Exchange 2000.....                      | 4 |
| ITMC 2436 | Designing Microsoft Exchange 2000 for the Enterprise .....                  | 4 |
| ITMC 2437 | Programming a Microsoft SQL Server 2000 Database .....                      | 4 |
| ITNW 1492 | Special Topics in Business Systems Networking and Telecommunications .....  | 4 |
| ITNW 2417 | Network Security .....  | 4 |

One course from \*Secondary Specialty Track Listing (CCNA, CCNP, UNIX, AS/400 OR Microsoft)

**<sup>3</sup>NOVELL Track —SEMESTER III (Two courses)**

|           |  |   |
|-----------|--|---|
| ITNW 1420 | NetWare 5 Administration .....         | 4 |
| ITNW 2438 | NetWare 5 Advanced Administration..... | 4 |

**SEMESTER IV PRIMARY/SECONDARY SPECIALIZATION**Continue in Primary Track OR Select Secondary Specialty Track**<sup>4</sup>CCNA Track —SEMESTER IV (Four courses)**

Four courses from \*Secondary Specialty Track Listing (CCNP, UNIX, AS/400 OR Microsoft)

**<sup>4</sup>MCSE Track —SEMESTER IV (Four courses)**

Two courses from Microsoft MCSE Electives requirement:

|           |  |   |
|-----------|--|---|
| ITMC 2403 | Administering a Microsoft SQL Server 2000 Database .....                             | 4 |
| ITMC 2404 | Implementing and Managing Microsoft Exchange 2000.....                               | 4 |
| ITMC 2408 | Administering Microsoft Systems Management Server 2.0 (MS 827) ....                  | 4 |
| 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 |
| ITMC 2436 | Designing Microsoft Exchange 2000 for the Enterprise .....                           | 4 |
| ITMC 2437 | Programming a Microsoft SQL Server 2000 Database .....                               | 4 |
| ITNW 1492 | Special Topics in Business Systems Networking and Telecommunications .....           | 4 |
| ITNW 2417 | Network Security .....   | 4 |

Two courses from \*Secondary Specialty Track Listing (CCNA, CCNP, UNIX, AS/400 OR Microsoft)

**<sup>4</sup>MCDDBA Track —SEMESTER IV (Four courses)**

One course from Microsoft MCDDBA Electives requirement:

|           |  |   |
|-----------|--|---|
| ITMC 1442 | Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) ..... | 4 |
| ITNW 1492 | Special Topics in Business Systems Networking and Telecommunications .....   | 4 |
| ITSE 1444 | Mastering Microsoft Visual Basic 6.0 Development.....                        | 4 |
| ITSE 1491 | Special Topics in Computer Programming .....                                 | 4 |
| ITSE 2450 | Mastering Enterprise Development Using Microsoft Visual Basic 6.0.....       | 4 |

Three courses from \*Secondary Specialty Track Listing (CCNA, CCNP, UNIX, AS/400 OR Microsoft)

**<sup>4</sup>MCSD Track —SEMESTER IV (Four courses)**

|           |   |   |
|-----------|---|---|
| ITSE 1444 | Mastering Microsoft Visual Basic 6.0 Development..... | 4 |
|-----------|---|---|

One course from Microsoft MCSD Electives requirement:

|           |  |   |
|-----------|--|---|
| ITMC 2437 | Programming a Microsoft SQL Server 2000 Database.....                      | 4 |
| ITNW 1492 | Special Topics in Business Systems Networking and Telecommunications ..... | 4 |
| ITSE 1491 | Special Topics in Computer Programming .....                               | 4 |

Two courses from \*Secondary Specialty Track Listing (CCNA, CCNP, UNIX, AS/400 OR Microsoft)

**<sup>4</sup>MCSA Track —SEMESTER IV (Four courses)**

Four courses from \*Secondary Specialty Track Listing (CCNA, CCNP, UNIX, AS/400 OR Microsoft)

**<sup>4</sup>NOVELL Track —SEMESTER IV (Five courses)**

Two courses from below:

|           |  |   |
|-----------|--|---|
| ITNW 1492 | Special Topics in Business Systems Networking and Telecommunications ..... | 4 |
| ITNW 2441 | NetWare: Integrating Windows NT ....                                       | 4 |

(continued on next page)

**Three courses from \*Secondary Specialty Track Listing (CCNA, CCNP, UNIX, AS/400 OR Microsoft)**

**\*SECONDARY SPECIALTY TRACKS LISTING**  
Select one Secondary Specialty Track

**CCNA**

|           |   |   |
|-----------|---|---|
| ITCC 1402 | Local Area Networks Design and Protocols: Cisco 1 ..... | 4 |
| ITCC 1406 | Basic Router Configuration: Cisco 2 .....               | 4 |
| ITCC 1442 | Local Area Management (LAN): Cisco 3 .....              | 4 |
| ITCC 1446 | Wide Area Management (WAN): Cisco 4 .....               | 4 |
| ITCC 2407 | Fundamentals of UNIX .....                              | 4 |

Any 4-credit hour ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, or INEW course, including but not limited to:

ITNW 1280 AND ITNW 1281 OR ITNW 1480 Cooperative Education—Business Systems Networking and Telecommunications OR EECT 1440 Telecommunications Transmission Media

**CCNP**

|           |  |   |
|-----------|--|---|
| ITCC 2432 | Advanced Routing Configuration: Cisco 5 .....  | 4 |
| ITCC 2436 | Building Remote Access Networks: Cisco 6 ..... | 4 |
| ITCC 2440 | Configuring LAN Switches: Cisco 7....          | 4 |
| ITCC 2444 | Internetwork Troubleshooting: Cisco 8 .....    | 4 |

Any 4-credit hour ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, or INEW course, including but not limited to:

ITNW 1280 AND ITNW 1281 OR ITNW 1480 Cooperative Education—Business Systems Networking and Telecommunications OR EECT 1440 Telecommunications Transmission Media

**UNIX**

|           |  |   |
|-----------|--|---|
| ITNW 2435 | Network Troubleshooting and Support..... | 4 |
| ITSC 1402 | Computer Control Language .....          | 4 |
| ITSC 1407 | UNIX Operating System I .....            | 4 |
| ITSC 2437 | UNIX Operating System II .....           | 4 |

Any 4-credit hour ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, or INEW course, including but not limited to:

ITNW 1280 AND ITNW 1281 OR ITNW 1480 Cooperative Education—Business Systems Networking and Telecommunications OR EECT 1440 Telecommunications Transmission Media

**AS/400**

|           |                                      |   |
|-----------|--------------------------------------|---|
| ITSC 1402 | Computer Control Language.....       | 4 |
| ITSC 1411 | AS/400 Operating System I.....       | 4 |
| ITSE 1414 | Introduction to RPG Programming..... | 4 |
| ITSE 2435 | Advanced RPG Programming.....        | 4 |

Any 4-credit hour ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, or INEW course, including but not limited to:

ITNW 1280 AND ITNW 1281 OR ITNW 1480 Cooperative Education—Business Systems Networking and Telecommunications OR EECT 1440 Telecommunications Transmission Media

**MICROSOFT**

|           |   |   |
|-----------|---|---|
| ITMC 1401 | Microsoft Windows 2000 Network and Operating System Essentials (MS 2151) .....          | 4 |
| ITMC 1419 | Installing and Administering Windows 2000 AND.....                                      | 4 |
| ITMC 1441 | Implementing Microsoft Windows 2000 Professional and Server (MS 2152) <u>OR</u> .....   | 4 |
| ITMC 1442 | Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) .....            | 4 |
| ITMC 1443 | Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154)..... | 4 |
| ITMC 1458 | Supporting Microsoft Windows 2000 ..  | 4 |
| ITMC 2431 | Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561) .....    | 4 |

Any 4-credit hour ITSE, ITSW, ITSC, ITNW, ITCC, ITMC, or INEW course, including but not limited to:

ITNW 1280 AND ITNW 1281 OR ITNW 1480 Cooperative Education—Business Systems Networking and Telecommunications OR EECT 1440 Telecommunications Transmission Media

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.

# CRIMINAL JUSTICE

*Cedar Valley, Eastfield, and Mountain View only*

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

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

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, probation and parole or private security.

|   | CREDIT<br>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               |
| ENGL 1302 Composition II .....                          | 3               |
| SPCH 1311 Introduction to Speech<br>Communication ..... | 3               |
| SOCI 1301 Introduction to Sociology .....               | 3               |
|   | 15              |
| <b>SEMESTER III</b>                                     |                 |
| +++Electives .....                                      | 6-8             |
|   | 6-8             |
| <b>SEMESTER IV</b>                                      |                 |
| GOVT 2301 American Government .....                     | 3               |
| +Electives Humanities /Fine Arts .....                  | 3-4             |
| ++Electives Required Support Courses .....              | 6-7             |
| Elective Any Non-Criminal Justice Course .....          | 3               |
|   | 15-17           |
| <b>SEMESTER V</b>                                       |                 |
| ITSC 1401 Introduction to Computers .....               | 4               |
| +++Electives Criminal Justice Elective .....            | 3-4             |
| PSYC 2314 Developmental Psychology OR .....             | 3               |
| SOCI 1306 Social Problems .....                         | (3)             |
| ++Electives Required Support Courses .....              | 3-4             |
|   | 13-15           |
| Minimum Hours Required .....                            | 64-71           |

+Electives - must be selected from the following:

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

++ Required Support Courses - must be chosen from the following. Students cannot take more than one cooperative education course during the same semester.

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

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

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

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

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

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

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

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

## TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Associate in Applied Sciences Degree in Criminal Justice and provide the student advanced skills required by the industry to specialize in Human Services or Law Enforcement.

### HUMAN SERVICES

*Eastfield and Mountain View only*

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

Degree Plan Code: ES.CRIJ.HUMAN.SERVICE

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| SCWK 2331 Abnormal Behavior .....                                 | 3               |
| DAAC 1343 Current Issues .....                                    | 3               |
| CJSA 2382 Cooperative Education-Criminal<br>Justice Studies ..... | 3               |
| SOCI 2319 Race, Ethnicity and Community .....                     | 3               |
| SOCI 2371 Urban Social Problems .....                             | 3               |
|   | <b>15</b>       |
| Minimum Hours Required .....                                      | 15              |

### LAW ENFORCEMENT

*Cedar Valley, Eastfield, and Mountain View only*

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

Degree Plan Code: ES.CRIJ.LAW.ENFORCE

|   | CREDIT<br>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<br>Justice Studies ..... | 3               |
|   | <b>12</b>       |
| Minimum Hours Required .....  | 12              |

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

# CRIMINAL JUSTICE

Cedar Valley, Eastfield, and Mountain View only

(Certificate)

(Students pursuing this 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<br>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<br>Communication ..... | 3               |
| SOCI 1301 Introduction to Sociology .....               | 3               |
|   | 15              |
| <b>SEMESTER III</b>                                     |                 |
| CRIJ 2313 Correctional Systems and<br>Practices .....   | 3               |
| CRIJ 2314 Criminal Investigation .....                  | 3               |
| CRIJ 1313 Juvenile Justice System .....                 | 3               |
| PSYC 2314 Developmental Psychology .....                | 3               |
| GOVT 2301 American Government .....                     | 3               |
|   | 15              |
| Minimum Hours Required .....                            | 45-46           |

# CRIMINAL JUSTICE

Cedar Valley, Eastfield, and Mountain View only

(Certificate)

(Students pursuing this certificate 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<br>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<br>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

This award is pending revision prior to Fall 2003. Revised awards can be accessed on the Dallas County Community College District homepage at [https://www1.dcccd.edu/cat0304/programs/dp\\_toc.cfm](https://www1.dcccd.edu/cat0304/programs/dp_toc.cfm) or from an academic advisor beginning June 2, 2003.

Eastfield only

(Associate in Applied Sciences Degree)

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

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 serve as professional interns or participate in a cooperative work program to gain practical job experience preparing them for full-time employment.

## CREDIT HOURS

### SEMESTER I

|           |  |       |
|-----------|--|-------|
| 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 .....  | 3-7   |
|           |  | 15-19 |

### SEMESTER II

|              |                                |       |
|--------------|--------------------------------|-------|
| ++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 |

### SEMESTER III

|             |  |       |
|-------------|--|-------|
| 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 |

### SEMESTER IV

|             |  |       |
|-------------|--|-------|
| 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 ..... 60-67

+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. Any of the DCCCD approved natural lab sciences may be used. |                              | 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

*This award is pending revision prior to Fall 2003. Revised awards can be accessed on the Dallas County Community College District homepage at [https://www1.dcccd.edu/cat0304/programs/dp\\_toc.cfm](https://www1.dcccd.edu/cat0304/programs/dp_toc.cfm) or from an academic advisor beginning June 2, 2003.*

*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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| PHOT 1316 Introduction to Photography<br>and Photojournalism OR                  |                 |
| +Elective .....  | 3               |
| GRPH 1305 Introduction to Graphic Arts and<br>Printing .....                     | 3               |
| GRPH 1325 Digital Imaging I .....  | 3               |
| PHTC 1349 Photo Digital Imaging I .....  | 3               |
|  | 12              |
| <b>SEMESTER II</b>   |                 |
| PHTC 2349 Photo Digital Imaging II OR .....                                      | 3               |
| GRPH 2381 Cooperative Education-Graphic and<br>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<br>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 .....                    | 3 |
| MATH | 1414 | College Algebra OR .....                   | 4 |
| SPCH | 1311 | Introduction to Speech Communication ..... | 3 |



# DIGITAL IMAGING TECHNOLOGY -- ELECTRONIC PRE-PRESS

*This award is pending revision prior to Fall 2003. Revised awards can be accessed on the Dallas County Community College District homepage at [https://www1.dcccd.edu/cat0304/programs/dp\\_toc.cfm](https://www1.dcccd.edu/cat0304/programs/dp_toc.cfm) or from an academic advisor beginning June 2, 2003.*

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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| GRPH 1305 Introduction to Graphic Arts<br>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 |

++Electives must be selected from the following:

|      |      |  |   |
|------|------|--|---|
| GRPH | 1391 | Special Topics in Graphic and Printing<br>Equipment Operator .....             | 3 |
| GRPH | 1395 | Special Topics in Computer Typographer<br>Composition Equipment Operator ..... | 3 |
| GRPH | 2382 | Cooperative Work Experience - Graphic and<br>Printing Equipment Operator ..... | 3 |

# ELECTRONIC COMMERCE

Brookhaven, Eastfield, Mountain View, North Lake and Richland only

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.ELECTRONIC.COMM

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| BUSI 1301 Introduction to Business .....                      | 3               |
| ITSC 1401 Introduction to Computers OR .....                  | 4               |
| COSC 1401 Microcomputer Concepts and<br>Applications OR ..... | (4)             |
| BCIS 1405 Business Computer Applications ....                 | (4)             |
| ARTS 1301 Art Appreciation .....                              | 3               |
| ENGL 1301 Composition I .....                                 | 3               |
| ITSC 1413 Internet/Web Page Development<br>OR .....           | 4               |
| IMED 1316 Web Page Design I .....                             | (3)             |
|   | 16-17           |
| <b>SEMESTER II</b>  |                 |
| MRKG 1311 Principles of Marketing OR .....                    | 3               |
| MRKG 2312 e-Commerce .....                                    | (3)             |
| MATH 2342 Introductory Statistics .....                       | 3               |
| ITSC 2435 Application Problem Solving .....                   | 4               |
| ENGL 1302 Composition II .....                                | 3               |
| SPCH 1311 Introduction to Speech<br>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              |

|                                   |   |
|-----------------------------------|---|
| <b>SEMESTER IV</b>                |   |
| 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 OR .....  | 3   |
| BUSG 1302 E-Business Management .....  | (3) |
| BUSG 2309 Small Business Management OR .....   | 3   |
| MRKG 2381 Cooperative Education - Business Marketing<br>and Marketing Management ..... | (3) |
|  | 16  |

Technical Specialization:  
Minimum Hours Required ..... 67-68

OR

Business Specialization:  
Minimum Hours Required ..... 64-65

## ELECTRONIC COMMERCE-- BUSINESS SPECIALIST

Brookhaven, Eastfield, Mountain View, North Lake and  
Richland only

(Certificate, Tech Prep)

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

Degree Plan Code: C1.ELEC.COMM.BUS.SP

This certificate will provide education and training for individuals who would like to use the web to market and promote their products on the Internet. 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 certificate transfer to the University of Texas at Arlington's Web Design/E-Commerce Bachelor of Arts Degree in Interdisciplinary Studies.

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| BUSI 1301 Introduction to Business .....                             | 3               |
| ITSC 1401 Introduction to Computers <b>OR</b> .....                  | 4               |
| COSC 1401 Microcomputer Concepts and<br>Applications <b>OR</b> ..... | (4)             |
| BCIS 1405 Business Computer Applications .....                       | (4)             |
| ITSC 1413 Internet/Web Page Development<br><b>OR</b> .....           | 4               |
| IMED 1316 Web Page Design I .....                                    | (3)             |
| ECON 2301 Principles of Economics I .....                            | 3               |
|  | 13-14           |
| <b>SEMESTER II</b>   |                 |
| MRKG 1311 Principles of Marketing <b>OR</b> .....                    | 3               |
| MRKG 2312 e-Commerce .....   | (3)             |
| IMED 2409 Internet Commerce .....                                    | 4               |
| BUSG 2309 Small Business Management <b>OR</b> .....                  | 3               |
| BUSG 1302 E-Business Management .....                                | (3)             |
|  | 10              |

Minimum Hours Required ..... 23-24

## ELECTRONIC COMMERCE-- TECHNOLOGY SPECIALIST

Brookhaven, Eastfield, Mountain View and North Lake only

(Certificate, Tech Prep)

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

Degree Plan Code: C1.ELEC.COMM.SPEC

This certificate will provide education and training for individuals who would like to explore the technical aspects of using the web for promoting and marketing their products. This program introduces students to Electronic Commerce by evaluating current technological advancements, system integration techniques, and web site design and development. It is available on-campus or online. Most of the classes in this certificate transfer to the University of Texas at Arlington's Web Design/E-Commerce Bachelor of Arts Degree in Interdisciplinary Studies.

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| ITSC 1401 Introduction to Computers <b>OR</b> .....                  | 4               |
| COSC 1401 Microcomputer Concepts and<br>Applications <b>OR</b> ..... | (4)             |
| BCIS 1405 Business Computer Applications .....                       | (4)             |
| ITSC 1413 Internet/Web Page Development<br><b>OR</b> .....           | 4               |
| IMED 1316 Web Page Design I .....                                    | (3)             |
|  | 7-8             |
| <b>SEMESTER II</b>   |                 |
| IMED 2415 Web Page Design II .....                                   | 4               |
| IMED 2409 Internet Commerce .....                                    | 4               |
| ITSE 2417 JAVA Programming <b>OR</b> .....                           | 4               |
| ITSC 1407 UNIX Operating System I <b>OR</b> .....                    | (4)             |
| ITSE 1431 Introduction to Visual BASIC<br>Programming .....          | (4)             |
|  | 12              |

Minimum Hours Required ..... 19-20

## NOTES

# ELECTRONIC TELECOMMUNICATIONS

*Eastfield only*

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

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

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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| CETT 1403 DC Circuits .....                                    | 4               |
| CETT 1425 Digital Fundamentals .....                           | 4               |
| ENGL 1301 Composition I .....                                  | 3               |
| +Elective Mathematics <b>OR</b> .....                          | 3-4             |
| TECM 1303 Technical Mathematics <b>AND</b> .....               | (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<br>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<br>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<br>Communications Engineering Technology/<br>Technician .....       | 1 |
| EECT | 1291 | Special Topics in Electrical, Electronic and<br>Communications Engineering Technology/<br>Technician .....       | 2 |
| EECT | 1391 | Special Topics in Electrical, Electronic and<br>Communications Engineering Technology/<br>Technician .....       | 3 |
| EECT | 1491 | Special Topics in Electrical, Electronic and<br>Communications Engineering Technology/<br>Technician .....       | 4 |
| EECT | 2380 | Cooperative Education - Electrical, Electronic and<br>Communications Engineering Technology/<br>Technician ..... | 3 |
| EECT | 2381 | Cooperative Education - Electrical, Electronic and<br>Communications Engineering Technology/<br>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<br>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 waived from TASP requirements.)

Degree Plan Code: C1.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<br>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<br>HOURS |
|--------------------------------------|-----------------|
| <b>SEMESTER I</b>                    |                 |
| CETT 1403 DC Circuits .....          | 4               |
| CETT 1425 Digital Fundamentals ..... | 4               |
|                                      | <u>8</u>        |
| <b>SEMESTER II</b>                   |                 |
| CETT 1405 AC Circuits.....           | 4               |
| CETT 1429 Solid State Devices .....  | 4               |
|                                      | <u>8</u>        |
| 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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| CETT 1403 DC Circuits .....                                    | 4               |
| CETT 1425 Digital Fundamentals .....                           | 4               |
| SPCH 1311 Introduction to Speech<br>Communication OR           |                 |
| ENGL 1301 Composition I .....                                  | 3               |
|  | <u>11</u>       |
| <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)             |
|  | <u>15-19</u>    |
| <b>SEMESTER III</b>  |                 |
| EECT 2430 Telecommunications Switching .....                   | 4               |
| EECT 2439 Communication Circuits .....                         | 4               |
|  | <u>8</u>        |
| <b>SEMESTER IV</b>   |                 |
| EECT 2432 Telecommunications Signaling .....                   | 4               |
| EECT 2437 Wireless Telephony Systems .....                     | 4               |
| EECT 2440 Telecommunications Central Office<br>Equipment ..... | 4               |
|  | <u>12</u>       |
| 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

140 DCCCD approved Natural Science/Mathematics Elective.

# ELECTRONICS/COMPUTER TECHNOLOGY

Eastfield only

(Associate in Applied Science Degree, Tech Prep Enhanced Skills Certificates)

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

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            |
| CETT 1425 Digital Fundamentals .....                 | 4            |
| ENGL 1301 Composition I .....                        | 3            |
| +MATH Math Course OR .....                           | 3-4          |
| TECM 1341 Technical Algebra AND .....                | (3)          |
| ++Elective Natural Science .....                     | (4)          |
|  | 14-18        |
| <b>SEMESTER II</b>                                   |              |
| CETT 1405 AC Circuits .....                          | 4            |
| CETT 1429 Solid State Devices .....                  | 4            |
| SPCH 1311 Introduction to Speech Communication ..... | 3            |
| +++Elective Social/Behavioral Science .....          | 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 OR .....          | 4            |
| +++++Elective Electronics Elective .....             | (3-4)        |
| CETT 2449 Research and Project Design .....          | 4            |
| +++++Elective Humanities/Fine Arts .....             | 3            |
|  | 18-19        |

Minimum Hours Required ..... 61-67

+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 elective must be selected from any four-credit DCCCD approved Natural Science Elective.

+++Social/Behavioral Science Elective must be selected from any three-credit DCCCD approved Social/Behavioral Science Elective.

++++Technical Electives- must be selected from the following list (a minimum of three credit hours required):

|      |      |  |     |
|------|------|--|-----|
| ITSE | 1402 | Introduction to Computer Programming .....   | 4   |
| COSC | 1315 | Computer 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   |

(continued on next page)



+++++Humanities/Fine Arts elective must be selected from any three-credit DCCCD approved Humanities/Fine Arts elective.

+++++Electronics Elective - must be selected from the following list (a minimum of three-credit hours required):

|      |      |  |   |
|------|------|--|---|
| CPMT | 1449 | Computer Networking Technology .....   | 4 |
| 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 | 2439 | Communications Circuits .....  | 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.

## 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<br>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               |
|   | <u>16</u>       |
| 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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                                 |                 |
| EECT 1403 Introduction to Telecommunications .... | 4               |
| EECT 2430 Telecommunications Switching .....      | 4               |
| EECT 2432 Telecommunications Signaling .....      | 4               |
|   | <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.

# 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<br>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)

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

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<br>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)             |
| HYDR 1445 Hydraulics and Pneumatics .....  | 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              |

(continued on next page)

**SEMESTER IV**

|            |   |    |
|------------|---|----|
| ELMT 2433  | Industrial Electronics .....  | 4  |
| SMFT 2231  | RF Power Systems .....  | 2  |
| QCTC 1343  | Quality Assurance .....   | 3  |
| SMFT 2343  | Semiconductor Manufacturing<br>Technology II OR                                 |    |
| EECT 2380  | Cooperative Education – Computer<br>Engineering Technology/<br>Technician ..... | 3  |
| SPCH 1311  | Introduction to Speech<br>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.

# ENGINEERING TECHNOLOGY-- INTEGRATED CIRCUIT LAYOUT

*Richland and Eastfield only*

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.ENGR.INTR.CT.LAY

The Integrated Circuit Layout 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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| POFT 1127 Introduction to Keyboarding .....                   | 1               |
| CETT 1403 DC Circuits .....                                   | 4               |
| SMFT 1343 Semiconductor Manufacturing<br>Technology I .....   | 3               |
| CETT 1425 Digital Fundamentals .....                          | 4               |
| DFTG 2374 Integrated Circuit Design .....                     | 3               |
|   | 15              |
| <b>SEMESTER II</b>  |                 |
| CETT 1405 AC Circuits .....                                   | 4               |
| MATH 1414 College Algebra .....                               | 4               |
| DFTG 2375 Advanced Integrated Circuit Design ....             | 3               |
| COSC 1401 Microcomputer Concepts and<br>Applications OR ..... | 4               |
| ITSC 1401 Introduction to Computers .....                     | (4)             |
|   | 15              |
| <b>SEMESTER III</b>   |                 |
| ENGL 1301 Composition I .....                                 | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....       | 3               |
| CETT 1429 Solid State Devices .....                           | 4               |
| CETT 1331 Technical Programming .....                         | 3               |
| ITSC 2435 Application Problem Solving .....                   | 4               |
|   | 17              |

## SEMESTER IV

|                             |   |       |
|-----------------------------|---|-------|
| +Elective                   | Humanities/Fine Arts .....  | 3     |
| ++Elective                  | Social/Behavioral Science .....   | 3     |
| DFTG 1394                   | Special Topics in Electrical/<br>Electronics Drafting .....   | 3     |
| ITSE 1407                   | Introduction to C++ Programming<br>OR .....   | 4     |
| ITSE 1402                   | Introduction to Computer<br>Programming OR .....  | (4)   |
| COSC 1315                   | Computer Science I .....  | (3)   |
| EECT 2380                   | Cooperative Education--Electrical,<br>Electronic, and Communications<br>Engineering Technology/<br>Technicians OR ..... | 3     |
| ENTC 2380                   | Cooperative Education- Engineering,<br>Technology/Technician,<br>General OR .....                                       | (3)   |
| DFTG 2380                   | Cooperative Education-Drafting<br>OR .....  | (3)   |
| +++Elective Technical ..... |   | (3-4) |
|                             |   | 15-17 |

Minimum Hours Required ..... 62-64

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

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

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

|           |                                  |   |
|-----------|----------------------------------|---|
| CETT 1441 | Solid State Circuits .....       | 4 |
| CETT 1445 | Microprocessor .....             | 4 |
| CETT 1457 | Linear Integrated Circuits ..... | 4 |
| CETT 2337 | Microcomputer Control .....      | 3 |
| ITSC 1407 | UNIX Operating System I .....    | 4 |

NOTE: Students enrolling in this program who plan to transfer to a four year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these courses to the four year institution of their choice.

# ENGINEERING TECHNOLOGY -- INTEGRATED CIRCUIT LAYOUT

*Richland and Eastfield only*

(Certificate)

**(Students pursuing this certificate program must meet all TASP requirements.)**

Degree Plan Code: C2.ENGR.INTR.CT.LAY

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

## CREDIT HOURS

### SEMESTER I

|           |   |           |
|-----------|---|-----------|
| POFT 1127 | Introduction to Keyboarding.....                  | 1         |
| CETT 1403 | DC Circuits .....                                 | 4         |
| SMFT 1343 | Semiconductor Manufacturing<br>Technology I ..... | 3         |
| CETT 1425 | Digital Fundamentals.....                         | 4         |
| DFTG 2374 | Integrated Circuit Design .....                   | 3         |
|           |   | <u>15</u> |

### SEMESTER II

|           |  |            |
|-----------|--|------------|
| CETT 1405 | AC Circuits.....   | 4          |
| MATH 1414 | College Algebra .....                                      | 4          |
| DFTG 2375 | Advanced Integrated Circuit Design....                     | 3          |
| COSC 1401 | Microcomputer Concepts and<br>Applications <b>OR</b> ..... | 4          |
| ITSC 1401 | Introduction to Computers .....                            | <u>(4)</u> |
|           |  | 15         |

### SEMESTER III

|           |   |           |
|-----------|---|-----------|
| SPCH 1311 | Introduction to Speech<br>Communication <b>OR</b> .....   | 3         |
| ENGL 1301 | Composition I .....                                       | (3)       |
| CETT 1429 | Solid State Devices .....                                 | 4         |
| CETT 1331 | Technical Programming .....                               | 3         |
| DFTG 1394 | Special Topics in Electrical/Electronics<br>Drafting..... | 3         |
|           |   | <u>13</u> |

Minimum Hours Required ..... 43

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these courses to the four-year institution.

# INTERPRETER TRAINING PROGRAM

*Eastfield only*

(Associate in Applied Sciences Degree)

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

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 "B" 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 (ASL): Intermediate I | 4         |
| ENGL 1302 | Composition II                               | 3         |
| SPCH 1311 | Introduction to Speech Communication         | 3         |
|           |  | <b>16</b> |

### 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)          |
|           |   | <b>16-17</b> |

### 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          |
|           |  | <b>16-17</b> |

### 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)       |
|           |  | <b>13</b> |

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**

### **SEMESTER I**

|           |  |    |
|-----------|--|----|
| SLNG 1211 | Fingerspelling .....                               | 2  |
| SLNG 1317 | Introduction to the Deaf<br>Community .....        | 3  |
| SLNG 1404 | American Sign Language (ASL):<br>Beginning I ..... | 4  |
| ENGL 1301 | Composition I .....                                | 3  |
| SPCH 1311 | Introduction to Speech<br>Communication .....      | 3  |
|           |  | 15 |

### **SEMESTER II**

|           |   |    |
|-----------|---|----|
| SLNG 1315 | Visual/Gestural Communication .....                 | 3  |
| SLNG 1347 | Deaf Culture .....                                  | 3  |
| SLNG 1405 | American Sign Language (ASL):<br>Beginning II ..... | 4  |
| ENGL 1302 | Composition II .....                                | 3  |
| PSYC 2301 | Introduction to Psychology .....                    | 3  |
|           |   | 16 |

Minimum Hours Required ..... 31

# MANAGEMENT

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.MANAGEMENT

The Management degree is accepted for transfer by many of the area universities and colleges. The degree is designed for working students. Students can earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

## CREDIT HOURS

### SEMESTER I

|           |   |           |
|-----------|---|-----------|
| BMGT 1301 | Supervision.....  | 3         |
| BMGT 1382 | Cooperative Education-Business Administration and Management, General ..... | 3         |
| BMGT 1303 | Principles of Management .....  | 3         |
| BUSI 1301 | Introduction to Business .....  | 3         |
| ENGL 1301 | Composition I .....   | 3         |
|           |   | <u>15</u> |

### SEMESTER II

|            |   |              |
|------------|---|--------------|
| HRPO 2301  | Human Resources Management .....  | 3            |
| BMGT 1383  | Cooperative Education-Business Administration and Management, General ..... | 3            |
| ITSC 1401  | Introduction to Computers.....  | 4            |
| ENGL 1302  | Composition II .....  | 3            |
| +MATH      | OR .....  | 3-4          |
| POFT 1321  | Business Math AND .....   | (3)          |
| ++Elective | Natural Science .....   | 3-4          |
|            |   | <u>16-20</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 .....                              | 3            |
| SPCH 1311 | Introduction to Speech Communication .....                                  | 3            |
|           |   | <u>15-16</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 | .....   | 3         |
| ++++Elective | .....   | 3         |
|              |   | <u>15</u> |

Minimum Hours Required .....61-66

+MATH - Students must select any 3 or 4 credit MATH course from DCCCD approval list.

++Elective - Natural Science elective must be at least 3 credit hours selected from Biology, Chemistry, Ecology, Geology or Physics.

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

Any Arts (except 1170), Cultural Studies 2370, Dance, Drama (except 1121), English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342, or 2343, Spanish, French, German, Greek, Japanese, Latin, Portuguese, Humanities, Music (except 9176), Philosophy, Photography, Religion, and American Sign Language.

++++Elective - students must take any 3 credit college level course to satisfy this elective.

\*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<br>HOURS |
|------------------------------|---|-----------------|
| <b>SEMESTER I</b>            |   |                 |
| BMGT 1301                    | Supervision .....   | 3               |
| BMGT 1382                    | Cooperative Education-Business<br>Administration and Management,<br>General ..... | 3               |
| ENGL 1301                    | Composition I .....   | 3               |
|                              |   | <u>9</u>        |
| <b>SEMESTER II</b>           |   |                 |
| HRPO 2301                    | Human Resources Management .....  | 3               |
| BMGT 1383                    | Cooperative Education-Business<br>Administration and Management,<br>General ..... | 3               |
|                              |   | <u>6</u>        |
| <b>SEMESTER III</b>          |   |                 |
| HRPO 2307                    | Organizational Behavior .....   | 3               |
| BMGT 2382                    | Cooperative Education-Business<br>Administration and Management,<br>General ..... | 3               |
| SPCH 1311                    | Introduction to Speech<br>Communication .....                                     | 3               |
|                              |   | <u>9</u>        |
| <b>SEMESTER IV</b>           |   |                 |
| BMGT 2303                    | Problem Solving and Decision<br>Making .....                                      | 3               |
| BMGT 2383                    | Cooperative Education-Business<br>Administration and Management,<br>General ..... | 3               |
|                              |   | <u>6</u>        |
| Minimum Hours Required ..... |   | 30              |

# 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.ADM.SUPPT.03

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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| POFI 1301 Computer Applications I .....                          | 3               |
| POFT 1301 Business English .....                                 | 3               |
| POFT 1329 Keyboarding and Document Formatting<br>OR .....        | 3               |
| POFT 2301 Document Formatting and<br>Skillbuilding..... (3)      |                 |
| POFI 1341 Computer Applications II .....                         | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....          | 3               |
|  | <b>15</b>       |
| <b>SEMESTER II</b>   |                 |
| POFT 1309 Administrative Office Procedures I<br>OR .....         | 3               |
| POFT 1313 Professional Development for Office<br>Personnel ..... | (3)             |
| POFI 1349 Spreadsheets .....                                     | 3               |
| POFI 2301 Word Processing .....                                  | 3               |
| ENGL 1301 Composition I.....                                     | 3               |
| POFT 1325 Business Math and Machine<br>Applications OR.....      | 3               |
| POFT 1321 Business Math..... (3)                                 |                 |
|  | <b>15</b>       |

## SEMESTER III

|  |              |
|--|--------------|
| POFT 2312 Business Correspondence and<br>Communication .....                                       | 3            |
| POFT 1313 Professional Development for Office<br>Personnel OR .....                                | 3            |
| POFT 1380 Cooperative Education--Administrative<br>Assistant/Secretarial Science,<br>General ..... | (3)          |
| POFI 1441 Computer Applications II OR.....   | 4            |
| ITSW 1407 Introduction to Database .....   | (4)          |
| POFI 2331 Desktop Publishing for the Office.....   | 3            |
| +Electives .....   | 1-4          |
|  | <b>14-17</b> |

Minimum Hours Required..... **44-47**

+Electives: Any 1-4 credit hour POFI, POFT, ITSC, ITSW, ITSE, ITNW, ITMC, ITCC or INEW course.

# OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.OFCT.EXEC.AST.03

The Associate in Applied Sciences Degree comprehensive curriculum is designed as an advanced level program to prepare students for executive assistant and computer support positions in an office environment. Students will use state-of-the-art technology to develop skills necessary to become a productive member of the business community. Topics include office management, human relations, records management, oral and written business communications, plus word processing, spreadsheets, database, presentation, and telecommunication applications.

## CREDIT HOURS

### SEMESTER I

|           |  |           |
|-----------|--|-----------|
| POFI 1301 | Computer Applications I .....                    | 3         |
| POFT 1301 | Business English .....                           | 3         |
| POFT 1329 | Keyboarding and Document<br>Formatting OR .....  | 3         |
| POFT 2301 | Document Formatting and<br>Skillbuilding .....   | (3)       |
| POFT 1328 | Business and Professional<br>Presentations ..... | 3         |
| SPCH 1311 | Introduction to Speech<br>Communication .....    | 3         |
|           |  | <u>15</u> |

### SEMESTER II

|           |  |            |
|-----------|--|------------|
| POFT 1309 | Administrative Office Procedures I<br>OR .....         | 3          |
| POFT 1313 | Professional Development for<br>Office Personnel ..... | (3)        |
| POFI 2301 | Word Processing .....                                  | 3          |
| ENGL1301  | Composition I .....                                    | 3          |
| POFT 1321 | Business Math AND .....                                | 3          |
| +Elective | Natural Science .....                                  | <u>3-4</u> |
|           |  | 15-16      |

### SEMESTER III

|             |  |              |
|-------------|--|--------------|
| POFT 2312   | Business Correspondence and<br>Communication ..... | 3            |
| POFI 1349   | Spreadsheets .....                                 | 3            |
| POFT 1319   | Records and Information<br>Management I .....      | 3            |
| POFI 1341   | Computer Applications II .....                     | 3            |
| ++Elective  | .....  | 3-4          |
| +++Elective | Humanities/Fine Arts .....                         | 3            |
|             |  | <u>18-19</u> |

### SEMESTER IV

|              |   |           |
|--------------|---|-----------|
| POFI 2331    | Desktop Publishing for the Office .....   | 3         |
| POFI 1441    | Computer Applications II OR .....   | 4         |
| ITSW 1407    | Introduction to Database .....  | (4)       |
| POFT 1380    | Cooperative Education-Administrative<br>Assistant/Secretarial Science,<br>General ..... | 3         |
| ++++Elective | Social/Behavioral Science .....   | 3         |
|              |   | <u>13</u> |

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 3 or 4 credit hour POFI, POFT, ACCT, ACNT, ITSC, ITSW, ITSE, ITNW, ITMC, ITCC or INEW course.

+++Humanities/Fine Arts elective must be selected from any 3 Lecture, 3-credit-hour course from the DCCCD approved Humanities/Fine Arts 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 -- EXECUTIVE ASSISTANT - TECH PREP NAVY YEOMAN

*Offered at all seven campuses*

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.OFCT.NAVY.YEO.03

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.

**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.

## CREDIT HOURS

|   |   |              |
|---|---|--------------|
| <b>SEMESTER I</b>   |   |              |
| POFT 1301   | Business English .....  | 3            |
| POFT 1328   | Business and Professional Presentations.....                                      | 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.....   | 3            |
| ACNT 1303   | Introduction to Accounting I.....   | 3            |
|   |   | <b>24</b>    |
| <b>SEMESTER II</b>  |   |              |
| 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            |
|   |   | <b>16</b>    |
| <b>SEMESTER III</b>   |   |              |
| POFT 2312   | Business Correspondence and Communication .....                                   | 3            |
| POFT 1313   | Professional Development for Office Personnel.....                                | 3            |
| +++Elective   | Social/Behavioral Science .....   | 3            |
| ++Elective  | Humanities/Fine Arts.....   | 3            |
|   |   | <b>12</b>    |
| <b>SEMESTER IV - Navy Recruit Training</b>                            |   |              |
| POFT 1319   | 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            |
|   |   | <b>15-16</b> |
| <b>Minimum Hours Required .....</b>                                   |   | <b>67-68</b> |
| +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            |

++Humanities/Fine Arts elective must be selected from any 3 Lecture, 3 Credit-hour course from the DCCCD approved Humanities/Fine Arts elective.

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

## OFFICE TECHNOLOGY -- OFFICE ASSISTANT

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Code: C1.OFCT.OFF.ASST.03

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                                       |                 |
| POFI 1301 Computer Applications I OR                    | 3               |
| POFI 1319 Records and Information Management I          | (3)             |
| POFT 1301 Business English                              | 3               |
| POFT 1309 Administrative Office Procedures I OR         | 3               |
| POFT 1313 Professional Development for Office Personnel | (3)             |
| POFI 1341 Computer Applications II                      | 3               |
| +Elective   | 3-4             |
|   | 15-16           |

Minimum Hours Required ..... 15-16

+Electives – Any 3 or 4 credit hour POFI, POFT, ITSC, ITSW, ITSE, ITNW, ITMC, ITCC or INEW including but not limited to:

|      |      |   |   |
|------|------|---|---|
| POFT | 1325 | Business Math and Machine Applications  | 3 |
| POFT | 1380 | Cooperative Education – Administrative Assistant/Secretarial Science, General | 3 |
| POFT | 2380 | Cooperative Education – Administrative Assistant/Secretarial Science, General | 3 |

## OFFICE TECHNOLOGY -- SOFTWARE APPLICATION SPECIALIST

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Code: C1.OFCT.SOFT.APPL.03

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                                 |                 |
| POFI 2301 Word Processing                         | 3               |
| POFI 1349 Spreadsheets                            | 3               |
| POFI 1441 Computer Applications II OR             | 4               |
| ITSW 1407 Introduction to Database                | (4)             |
| POFT 1328 Business and Professional Presentations | 3               |
| POFI 2331 Desktop Publishing for the Office       | 3               |
|   | 16              |

Minimum Hours Required ..... 16

The Software Application Specialist Certificate will help to prepare students for individual Microsoft Office Specialist exams at the proficient level.

Students who previously passed specific Microsoft Office Specialist certification exams will be eligible to receive credit for equivalent POFI courses. Consult the Office Technology advisor for details.

# SOCIAL WORK ASSOCIATE -- GENERALIST

Eastfield only

(Associate in Applied Sciences Degree)

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

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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| SCWK 1321 Orientation to Social Services .....                       | 3               |
| SCWK 2311 Interviewing and Counseling<br>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<br>Communication .....              | 3               |
| SOCI 1301 Introduction to Sociology .....                            | 3               |
| +Elective Social Work .....  | 3-5             |
| DAAC 1319 Introduction to Alcohol and Other<br>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) –<br>Social Work OR .....  | 3               |
| SCWK 1365 Practicum (or Field Experience) –<br>Social Work .....     | (3)             |
| CMSW 1405 Nursing Home Activity Director .....                       | 4               |
| ++Elective MATH Elective .....                                       | 3-4             |
|  | 16-17           |

|   |       |
|---|-------|
| <b>SEMESTER IV</b>  |       |
| SCWK 2307 Human Behavior and the Social<br>Environment .....                      | 3     |
| SCWK 1365 Practicum (or Field Experience) –<br>Social Work OR .....               | 3     |
| DAAC 2366 Practicum (or Field Experience) –<br>Alcohol/Drug Abuse Counseling .... | (3)   |
| ITSC 1401 Introduction to Computers .....   | 4     |
| SPAN 1411 Beginning Spanish OR .....  | 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<br>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 Social Work and Substance Abuse to obtain cross training in the delivery of human services to the aging clients. Students will choose a concentration in either substance Abuse or Social Work courses. The certificate will provide majors in these programs to enhance their skills in meeting the social service needs for target populations.

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| SCWK 1321 Orientation to Social Services .....                   | 3               |
| SCWK 2311 Interviewing and Counseling<br>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<br>Environment .....     | 3               |
| SCWK 1365 Practicum (or Field Experience) –<br>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<br>Communication .....          | 3               |
|  | 20              |
| Minimum Hours Required .....                                     | 39              |

# SUBSTANCE ABUSE COUNSELING

Eastfield only

(Associate in Applied Sciences Degree)

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

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). 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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| SCWK 1321 Orientation to Social Services .....                       | 3               |
| SCWK 2311 Interviewing and Counseling<br>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<br>Management .....                    | 3               |
| PSYC 2301 Introduction to Psychology .....                           | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....              | 3               |
| SOCI 1301 Introduction to Sociology .....                            | 3               |
|  | 15              |
| <b>SEMESTER III</b>  |                 |
| DAAC 1319 Introduction to Alcohol and Other<br>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) -<br>Social Work .....     | 3               |
| Elective Any Non-DAAC or Non-SCWK<br>course .....                    | 3               |
|  | 18              |

## SEMESTER IV

|             |  |     |
|-------------|--|-----|
| DAAC 1341   | Counseling Alcohol and Other Drug<br>Addictions OR .....                 | 3   |
| + Elective  | .....  | (3) |
| DAAC 1343   | Current Issues OR .....  | 3   |
| ++Elective  | .....  | (3) |
| DAAC 2366   | Practicum (or Field Experience) -<br>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 a counselor intern. After completing the 18 hours (270 educational hrs.) of credit plus 336 practicum hours' experience in an approved substance abuse agency, students may qualify for testing as a Licensed Chemical Dependency Counselor.

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| SCWK 1321 Orientation to Social Services .....                                      | 3               |
| SCWK 2311 Interviewing and Counseling<br>Theories .....                             | 3               |
| DAAC 1304 Pharmacology of Addiction .....   | 3               |
| DAAC 1341 Counseling Alcohol and Other Drug<br>Addictions <b>OR</b> .....           | 3               |
| DAAC 1319 Introduction to Alcohol and Other<br>Drug Addictions .....                | (3)             |
| ENGL 1301 Composition I .....   | 3               |
|   | 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<br>Management .....                                   | 3               |
| SCWK 1305 Group Work Intervention .....   | 3               |
| DAAC 2366 Practicum (or Field Experience) –<br>Alcohol/ Drug Abuse Counseling ..... | 3               |
|   | 18              |
| Minimum Hours Required .....  | 33              |

# Course Descriptions

The course description section of the catalog includes a complete list of those Academic and WECM courses available at one or more colleges within the Dallas County Community College District. Not all courses are offered at all of the colleges. To determine which courses are available at specific colleges, please consult the college course schedule. There are two categories of courses: (1) academic courses and (2) WECM or technical courses.

The actual course prefix/number has a specific meaning or identifier for each number. The first digit indicates freshman [1] or sophomore [2] level; the second digit indicates credit hours; for academic courses the third digit, if "7," "8," or "9," generally indicates courses that are not Texas Common Course Numbers. While for WECM courses, the "7" indicates Local Need; "8" indicates External Learning; and "9" indicates Special Topics. The fourth digit is a free number. To help meet your transfer needs, the college is a member of the Texas Common Course Numbering System Consortium. Course descriptions will indicate if a course has been assigned a common course number. The common course number facilitates the transfer of these courses between and among the participating institutions. All Texas community/junior colleges, including the DCCCD colleges, participate in this system. Most Texas public universities are cooperating with this new numbering system by indicating which courses are equivalent to the common course number.

Some course descriptions have a statement that indicates the course formerly was known as "Prefix, Number." While this usually means the newer course replaced the former course, this is not true in all cases. For example, if the newer course has a different amount of credit hours, a different course title, or the same course number is listed under one or more courses; the newer course will **not** automatically replace the former course in students' records.

If you wish to use the older course listed in the description to fulfil a degree plan requirement, you will need to contact the Admissions Office or the appropriate division office and process a substitution form.

Most course descriptions are developed based upon the descriptions published by the Texas Higher Education Coordinating Board (THECB) in the *Lower Division Academic Course Guide Manual (LDACGM)* and the *Workforce Education Course Manual (WECM)*.

## ACADEMIC/GENERAL EDUCATION COURSES

Academic courses or general education courses, as they are sometimes referred to, are those courses that have been designated by the Texas Higher Education Coordinating Board for transfer among community colleges and state public four year colleges and universities as freshman and sophomore general education courses. These courses can be found in the *Lower Division Academic Course Guide Manual (LDACGM)*. You may view/access the manual on the THECB website at <http://www.thecb.state.tx.us/ctc/ip/acgm2k/ACGM-LD.htm>. (Please note: The above web address is upper and lower case sensitive.)

The *Lower Division Academic Course Guide Manual (LDACGM)* is the official list of approval numbers for general academic transfer courses that may be offered for state funding by public community and technical colleges in Texas. The *LDACGM* serves as the generic course inventory for all community and technical colleges in Texas. Courses listed in the manual may be offered and reported for funding without requesting approval from the Coordinating Board. If a community or technical college wishes to offer a course not listed here, or offer an *LDACGM* course for more credit or contact hours than listed, it must request approval for such a course on the basis of "unique need". These courses are listed on the DCCCD Academic Unique Need Inventory. The state will not fund academic courses at community and technical colleges that are not listed either in the *LDACGM* or on the college's Academic Unique Need Inventory.

## WECM/TECHNICAL COURSES

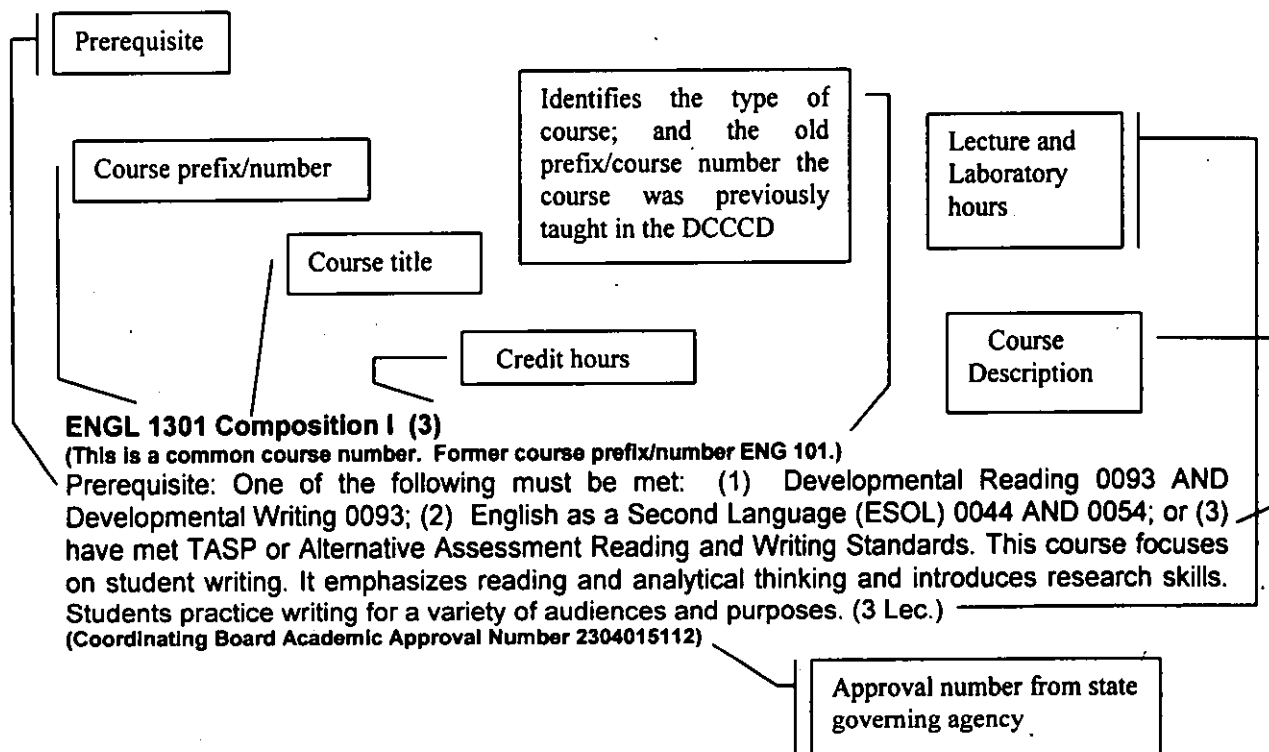
WECM (*Workforce Education Course Manual*) courses are those courses that have been designated by the Texas Higher Education Coordinating Board as workforce education (technical) courses offered for credit and CEUs (Continuing Education Units). While these courses are not designed to automatically transfer to public four-year colleges and universities, they are designated to transfer among state community colleges. These courses can be found in the *Workforce Education Course Manual*. You may view/access the manual on the THECB website at <http://www.thecb.state.tx.us/ctc/ip/wecm2000/main.htm>.

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

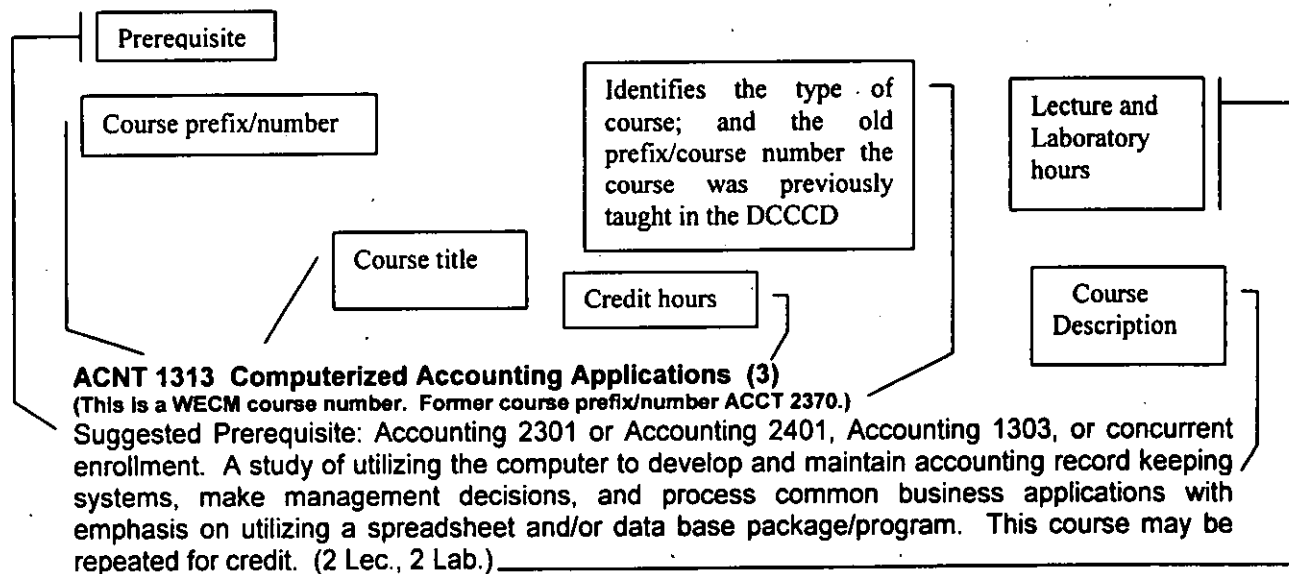
The Texas Higher Education Coordinating Board approves all courses cited in the *WECM* for use by the Texas public community and technical colleges. Therefore, if students earn semester credit hours and CEUs by successfully completing the requirements for the course(s), they will be able to transfer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

## COURSE DESCRIPTIONS

**Figure 1 – Academic/General Education Course**



**Figure 2 – WECM/Technical Course**



**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. (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. (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. (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. (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. (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. (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. (3 Lec., 6 Lab.)

**ABDR 2541 Major Collision Repair and Panel Replacement (5)**

(This is a WECM course number. Former course prefix/number ABDY 2570.)

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. (3 Lec., 6 Lab.)

*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.)

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.)

(Coordinating Board Academic Approval Number 5203015104)

*ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

### **ACCT 2302 Principles of Accounting II (3)**

(This is a common course number. Former course prefix/number ACC 202.)

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.)

(Coordinating Board Academic Approval Number 5203015104)

*ACCT 2401 is a 4 credit hour lecture and laboratory course. ACCT 2301 is a 3 credit hour lecture course. Either course will meet degree requirements.*

### **ACCT 2401 Principles of Accounting I (4)**

(This is a common course number. Former course prefix/number ACC 208.)

This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5203015104)

### **ACCT 2402 Principles of Accounting II (4)**

(This is a common course number. Former course prefix/number ACC 209.)

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., 2 Lab.)

(Coordinating Board Academic Approval Number 5203015104)

### **ACNT 1303 Introduction to Accounting I (3)**

(This is a WECM course number. Former course prefix/number ACCT 1371.)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 Lec.)

### **ACNT 1304 Introduction to Accounting II (3)**

(This is a WECM course number. Former course prefix/number ACCT1372.)

Prerequisite: Accounting 1303. A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. (3 Lec.)

### **ACNT 1311 Introduction to Computerized Accounting (3)**

(This is a WECM course number.)

Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 Lec., 2 Lab.)

### **ACNT 1313 Computerized Accounting Applications (3)**

(This is a WECM course number. Former course prefix/number ACCT 2370.)

Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program. (2 Lec., 2 Lab.)

**ANTH 1370 American Indian Culture (3)**

(This is a unique need course. Former course prefix/number ANT 104.)

Native Americans are studied from three perspectives: Native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, The Bureau of Indian Affairs, self-determination, health care, etc. (3 Lec.)

(Coordinating Board Academic Approval Number 4502019325)

**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 archeologists retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through Neolithic times. (3 Lec.)

(Coordinating Board Academic Approval Number 4503015125)

**ANTH 2346 Introduction to Anthropology (3)**

(This is a 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 4502015125)

**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 4502015325)

**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 4511015325)

**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 5007035126)

**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 5007035226)

**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 5007035226)

**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 5004015326)

**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. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 50040153326)

**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 5007055226)

**ARTS 1317 Drawing II (3)**

(This is a common course number. Former course prefix/number ARTS 115.)

Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055226)

**ARTS 2311 Advanced Design (3)**

(This is a common course number. Former course prefix/number ART 227.)

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. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015326)

**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. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015326)

**ARTS 2313 Computer Graphics Design I (3)**

(This is a common course number. Former course prefix/number ART 223.)

Prerequisite: 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 5004015126)

**ARTS 2314 Computer Graphics Design II (3)**

(This is a common course number. Former course prefix/number ART 224.)

Prerequisite: 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 5004015126)

**ARTS 2316 Painting I (3)**

(This is a common course number. Former course prefix/number ART 205.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085226)

**ARTS 2317 Painting II (3)**

(This is a 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.)

Prerequisite: Arts 1317. Arts 1311, Arts 1312 and Arts 1316 are recommended for Art Majors. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055326)

**ARTS 2324 Drawing IV (3)**

(This is a common course number. Former course prefix/number ART 202.)

Prerequisite: Arts 2323, sophomore standing, or demonstrated competence approved by the instructor. This course continues Arts 2323. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055326)

**ARTS 2326 Sculpture I (3)**

(This is a common course number. Former course prefix/number ART 208.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Various sculptural approaches are explored. Different media and techniques are used. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095126)

**ARTS 2327 Sculpture II (3)**

(This is a common course number. Former course prefix/number ART 209.)

Prerequisite: Arts 2326. This course continues Arts 2326. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095126)

**ARTS 2341 Art Metals/Jewelry I (3)**

(This is a common course number. Former course prefix/number ART 116.)

Prerequisite: 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. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135126)



**ARTS 2342 Art Metals/Jewelry II (3)**

(This is a common course number. Former course prefix/number ART 117.)

Prerequisite: 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. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135126)

**ARTS 2346 Ceramics I (3)**

(This is a common course number. Former course prefix/number ART 215.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115126)

**ARTS 2347 Ceramics II (3)**

(This is a 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. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115126)

**ARTS 2348 Digital Art I (3)**

(This is a common course number.)

Prerequisite: Recommended prerequisites for Art Majors, ARTS 1311 and ARTS 1316. Studio art course that explores the potential of the computer hardware and software media for their visual, conceptual, and practical uses in the visual arts. (2 Lec, 4 Lab.)

(Coordinating Board Academic Approval Number 5004025126)

**ARTS 2349 Digital Art II (3)**

(This is a common course number.)

Prerequisite: ARTS 2348. Studio art course that continues the exploration of the computer hardware and software media for their visual, conceptual, and practical uses in the visual arts. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004025126)

**ARTS 2356 Photography I (3)**

(Former course prefix/number ART 118.)

Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055126)

**ARTS 2357 Photography II (3)**

(Former course prefix/number ART 119.)

Prerequisite: Arts 2356. This course is a continuation of Arts 2356. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055226)

**ARTS 2366 Watercolor I (3)**

(This is a common course number. Former course prefix/number ART 217.)

Prerequisite: 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 5007085326)

**AUMT 1280 Cooperative Education-Auto/Automotive Mechanic/Technician (2)**

(This is a WECM course number.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 15 Ext.)

**AUMT 1281 Cooperative Education-Auto/Automotive Mechanic/Technician (2)**

(This is a WECM course number.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 15 Ext.)

**AUMT 1305 Introduction to Automotive Technology (3)**

(This is a WECM course number. Former course prefix/number AUTO 1163.)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. May be taught manufacturer specific. (2 Lec., 4 Lab.)

**AUMT 1306 Automotive Engine Removal and Installation (3)**

(This is a WECM course number.)

Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific. (2 Lec., 4 Lab.)

**AUMT 1307 Automotive Electrical Systems (3)**

(This is a WECM course number. 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. (2 Lec., 4 Lab.)

**AUMT 1310 Automotive Brake Systems (3)**

(This is a WECM course number. Former course prefix/number AUTO 1166.)

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. (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. (2 Lec., 4 Lab.)

**AUMT 1319 Automotive Engine Repair (3)**

(This is a WECM course number.)

Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. (2 Lec., 4 Lab.)

**AUMT 1345 Automotive Heating and Air Conditioning (3)**

(This is a WECM course number. 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. (2 Lec., 4 Lab.)

**AUMT 1380 Cooperative Education-Auto/Automotive Mechanic/Technician (3)**

(This is a WECM course number. Former course prefix/number AUTO 1743 or AUTO 7371.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 20 Ext.)

**AUMT 1381 Cooperative Education-Auto/Automotive Mechanic/Technician (3)**

(This is a WECM course number. Former course prefix/number AUTO 1753 or AUTO 7372.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 20 Ext.)

**AUMT 2280 Cooperative Education-Auto/Automotive Mechanic/Technician (2)**

(This is a WECM course number.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 15 Ext.)

**AUMT 2281 Cooperative Education-Auto/Automotive Mechanic/Technician (2)**

(This is a WECM course number.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 15 Ext.)

**AUMT 2311 Automotive Electronic Controls (3)**

(This is a WECM course number. Former course prefix/number AUMT 2373.)

Prerequisite: AUMT 1307. Addresses electrical principles, semiconductor and integrated circuits, digital fundamentals, microcomputer systems, and electrical test equipment as applied to automotive technology. May be taught manufacturer specific. (2 Lec., 4 Lab.)

**AUMT 2313 Manual Drive Train and Axles (3)**

(This is a WECM course number. Former course prefix/number 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. (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. (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. (2 Lec., 4 Lab.)

**AUMT 2332 Automatic Transmission and Transaxle II (3)**

(This is a WECM course number. Former course prefix/number AUMT 2374.)

Prerequisite: AUMT 2325. A study of electronic controls and actuators and the related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, service, and repair procedures with emphasis on the use of special tools, and proper repair techniques. May be taught manufacturer specific. (2 Lec., 4 Lab.)

**AUMT 2334 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. (2 Lec., 4 Lab.)

**AUMT 2340 Automotive Alternative Fuels (3)**

(This is a WECM course number. Former course prefix/number AUTO 2380.)

Prerequisite: AUMT 1307. A study of the composition and use of various alternative automobile fuels including retrofit procedures and applications, emission standards, availability, and course effectiveness. Overview of federal and state legislation concerning fuels. (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. (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 offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 20 Ext.)

**AUMT 2381 Cooperative Education-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 offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 20 Ext.)

**BCIS 1405 Business Computer Applications (4)**

(This is a common course number.)

The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the Internet. Topics include computer terminology, hardware, software, operating systems, and information systems. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5212025404)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015103)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015103)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015103)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015103)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2603015103)

**BIOL 1424 Intermediate Botany (4)**

(Former course prefix/number BIO 203.)

Prerequisite: Biology 1406 and 1407. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2603015203)

**BIOL 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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065103)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065103)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0301025101)

**BIOL 2418 Invertebrate Zoology (4)**

(This is a unique need course. 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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607019303)

**BIOL 2420 General Microbiology (4)**

(This is a common course number. Former course prefix/number BIO 216.)

Prerequisite: Biology 1406 and Biology 1407 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. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2605015103)

Some BMGT course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**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. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 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. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 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. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrated knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be paid or unpaid learning experience. (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. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrated knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be paid or unpaid learning experience. (1 Lec., 14 Ext.)

**BNKG 1301 Money and Banking (3)**

(This is a WECM course.)

Survey of the role of monetary policy and related effects upon financial intermediaries. Overview of financial markets, regulatory functions, and structures. Description of investments and funds management. (3 Lec.)

**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 5201015104)

**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 1904015109)

**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 2201015124)

**CDEC 1141 CDA Preparation for Assessment (1)**

(This is a WECM course number.)

Course designed to assist students in preparation for the CDA Credential assessment; write CDA competency statements and complete a CDA professional file. (1 Lec.)

**CDEC 1166 Practicum or (Field Experience) – Child Development and Early Childhood (1)**

(This is a WECM course number. No former course prefix/number.)

Concurrent enrollment: CDEC 2322. 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 for pay or no pay. This course may be repeated if topics and learning outcomes vary. (7 Ext.)

**CDEC 1167 Practicum or (Field Experience) – Child Development and Early Childhood (1)**

(This is a WECM course number. No former course prefix/number.)

Prerequisite: CDEC 1317, 2322 and 2324 OR Concurrent enrollment: Third CDA Training course taken. 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 for pay or no pay. This course may be repeated if topics and learning outcomes vary. (7 Ext.)

**CDEC 1280 Cooperative Education-Early Childhood Provider/Assistant (2)**

(This is a WECM course number. Former course prefix/number ECCD 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 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 1313 Curriculum Resources for Early Childhood Programs (3)**

(This is a WECM course number. Former course prefix/number CDEC 1413.)

A study of the fundamentals of curriculum design and implementation in developmentally appropriate programs for 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). Topics on CDA overview, general observation skills, and child growth and development overview. The four functional areas of study are creative, cognitive, physical, and communication. (3 Lec.)

**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. (2 Lec., 2 Lab.)

**CDEC 1319 Child Guidance (3)**

(This is a WECM course number. Former course prefix/number ECCD 2373.)

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children. Emphasis on positive guidance principles and techniques, family involvement and cultural influences. Practical application through direct participation with children. (3 Lec.)

**CDEC 1321 The Infant and Toddler (3)**

(This is a WECM course number. Former course prefix/number CDEC 1421.)

Prerequisite: CDEC 1339 – Concurrent enrollment in CDEC 2188. 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. (3 Lec.)

**CDEC 1323 Observation and Assessment (3)**

(This is a WECM course number. Former course prefix/number CDEC 2373.)

A study of child development observation, assessment skills and techniques. (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 1334 School- Age Activities and Group Dynamics (3)**

(This is a WECM course number. Former course prefix/number CDEC 1434.)

Prerequisite: CDEC 1330 and 2341 – Concurrent enrollment in CDEC 2189. This course explores the theoretical, developmental, and practical application basis for school-age activities as a means of facilitating children's education and 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 1340 Instructional Techniques for Children with Special Needs (3)**

(This is a WECM course number. Former course prefix/number CDEC 1440.)

Prerequisite: CDEC 1323 and 1359 – Concurrent enrollment in CDEC 2288. Exploration of development and implementation of curriculum for children with special needs. (3 Lec.)

**CDEC 1343 Independent Study in Child Development (3)**

(This is a WECM course number.)

Topic of career focus identified by the student with program approval; research, presentation of findings, and practical applications are emphasized as they relate to the selected topic. (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. (3 Lec.)

**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, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues. (3 Lec.)

**CDEC 1395 Special Topics in Early Childhood Provider/Assistant (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 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. (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. (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. (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. (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. (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. (3 Lec., 2 Lab.)

**CDEC 2187 Internship – Child Development and Early Childhood or Provider Assistant (1)**

(This is a WECM course number.)

Concurrent enrollment with CDEC 1313. 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. (3 Ext.)

**CDEC 2188 Internship – Child Development and Early Childhood or Provider Assistant (1)**

(This is a WECM course number.)

Concurrent enrollment with CDEC 1321. 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. (3 Ext.)

**CDEC 2189 Internship – Child Development and Early Childhood or Provider Assistant (1)**

(This is a WECM course number.)

Concurrent enrollment with CDEC 1334. 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. (3 Ext.)



**CDEC 2280 Cooperative Education – Early Childhood Provider/ Assistant (2)**

(This is a WECM course number. Former course/prefix number CDEC 1280.)

Prerequisite: Two previous CDEC/TECA courses. 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 Ext.)

**CDEC 2281 Cooperative Education – Early Childhood Provider/ Assistant (2)**

(This is a WECM course number.)

Prerequisite: All CDEC/TECA courses in the Early Childhood Training Certificate. 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 Ext.)

**CDEC 2284 Cooperative Education - Child Development (2)**

(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 and /or non-paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Ext.)

**CDEC 2286 Internship – Child Development and Early Childhood or Provider Assistant (2)**

(This is a WECM course number. Former course/prefix number CDEC 2475.)

Prerequisite: CDEC/TECA 1318, 1311, 1354, 1319, 1313. 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. (8 Ext.)

**CDEC 2287 Internship – Child Development and Early Childhood or Provider Assistant (2)**

(This is a WECM course number. Former course/prefix number CDEC 2476.)

Prerequisite: CDEC 2286. 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. (8 Ext.)

**CDEC 2288 Internship – Child Development and Early Childhood or Provider Assistant (2)**

(This is a WECM course number.)

Concurrent enrollment with CDEC 1340. 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. (8 Ext.)

**CDEC 2289 Internship – Child Development and Early Childhood or Provider Assistant (2)**

(This is a WECM course number.)

Concurrent enrollment with CDEC 2336. 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. (6 Ext.)

**CDEC 2304 Child Abuse and Neglect (3)**

(This is a WECM course number. Former course prefix/number CDEC 2375.)

Methods used by child care workers in the identification of physical, emotional, and sexual abuse and neglect with an emphasis on developing skills for working with children and families. Includes methods of referral to public and private agencies that deal with investigation and treatment. (3 Lec.)

**CDEC 2315 Diverse Cultural/Multilingual****Education (3)**

(This is a WECM course number. Former course prefix/number CDEC 1315.)

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 2322 Child Development Associate****Training II (3)**

(This is a WECM course number.)

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. (3 Lec.)

**CDEC 2324 Child Development Associate****Training III (3)**

(This is a WECM course number.)

Continuation of the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study include family, program management and professionalism. (3 Lec.)

**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 child care education programs, including a study of planning, operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluating, and communication. (3 Lec.)

**CDEC 2328 Administration of Programs for****Children II (3)**

(This is a WECM course number. Former course prefix/number ECCD 2377.)

Prerequisite: Child Development 2326. An 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. (3 Lec.)

**CDEC 2336 Administration of Programs for****Children III (3)**

(This is a WECM course number.)

Prerequisite: CDEC 2326 and 2328. Concurrent enrollment with CDEC 2289. An advanced study of the skills and techniques in managing early child care and education programs. (3 Lec.)

**CDEC 2341 The School Age Child (3)**

(This is a WECM course number. Former course prefix/number CDEC 2441.)

A study of appropriate programs for the school age child (5 to 13 years), including an overview of development, appropriate environments, materials, and activities and teaching/guidance techniques. (3 Lec.)

**CDEC 2380 Cooperative Education-Early Childhood Provider/Assistant (3)**

(This is a WECM course number. Former course prefix/number ECCD 7372.)

Prerequisite: Two previous CDEC/TECA courses. 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 Ext.)

**CDEC 2441 The School Age Child (4)**

(This is a WECM course number.)

A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. (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.)

Prerequisite: 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. (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.)

Prerequisite: 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. (2 Lec., 6 Lab.)

**CDEC 2480 Cooperative Education-Early Childhood Provider/Assistant (4)**

(This is a WECM course number.)

An intermediate or advanced course with lecture and work-based instructions that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 22 Ext.)

**CDEC 2481 Cooperative Education-Early Childhood Provider/Assistant (4)**

(This is a WECM course number. Former course prefix/number ECCD 8481.)

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.)

Some CETT course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**CETT 1331 Technical Programming (3)**

(This is a WECM course number. Former course prefix/number ENGT 1473.)

Suggested Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. Introduction to a high level programming language such as BASIC, PASCAL, or "C". Topics include structured programming and problem solving as they apply to technical applications. (2 Lec., 4 Lab.)

**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. (3 Lec., 3 Lab.)

**CETT 1405 AC Circuits (4)**

(This is a WECM course number. Former course prefix/number ELET 1471.)

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. (3 Lec., 3 Lab.)

**CETT 1407 Fundamentals of Electronics (4)**

(This is a WECM course number.)

Applies concepts of electricity, electronics, and digital fundamentals; supports programs requiring a general knowledge of electronics. (3 Lec., 2 Lab.)

**CETT 1425 Digital Fundamentals (4)**

(This is a WECM course number. Former course prefix/number 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. (3 Lec., 3 Lab.)

**CETT 1429 Solid State Devices (4)**

(This is a WECM course number. Former course prefix/number ELET 1472.)

Prerequisite: CETT 1403 and credit or concurrent enrollment in CETT 1405. Solid State Devices is a study of diodes and other semiconductor devices, including analysis of static and dynamic characteristics, bias techniques, and thermal considerations. (3 Lec., 3 Lab./3 Lec., 2 Lab.)

**CETT 1441 Solid State Circuits (4)**

(This is a WECM course number. Former course prefix/number ELET 2486.)

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. (3 Lec., 3 Lab.)

**CETT 1445 Microprocessor (4)**

(This is a WECM course number. Former course prefix/number ELET 2491.)

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. (3 Lec., 3 Lab.)

**CETT 1449 Digital Systems (4)**

(This is a WECM course number. Former course prefix/number ELET 2477 and ELET 2488.)

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. (3 Lec., 3 Lab.)

**CETT 1457 Linear Integrated Circuits (4)**

(This is a WECM course number. Former course prefix/number 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. (3 Lec., 3 Lab.)

**CETT 2337 Microcomputer Control (3)**

(This is a WECM course number. Former course prefix/number SEMI 2371.)

Prerequisite: CETT 1425. A study of microprocessors and microcomputers with an emphasis on embedded controllers for industrial and commercial applications. Topics include RAM, ROM and input/output (I/O) interfacing. Introduction to programming. (2 Lec., 2 Lab.)

**CETT 2433 Digital Computer Circuits (4)**

(This is a WECM course number. Former course prefix/number ELET 2479 and ELET 2490.)

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. (3 Lec., 3 Lab.)

**CETT 2435 Advanced Microprocessors (4)**

(This is a WECM course number. Former course prefix/number ELET 2492.)

Prerequisite: CETT 1445. An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. (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.)

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. (2 Lec., 4 Lab.)

**CHEM 1405 Introductory Chemistry I (4)**

(Former course prefix/number CHM 115.)

Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction and solutions. Descriptive chemistry is emphasized. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4005015103)

**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. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4005015103)

**CHEM 1411 General Chemistry I (4)**

(This is a common course number. Former course prefix/number CHM 101.)

Prerequisite: Developmental Mathematics 0093 or the equivalent and one of the following: high school chemistry, Chemistry 1405, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including measurement and the metric system, the history of chemistry, the mole concept, chemical reactions and stoichiometry, energy and chemical reactions, states and properties of matter, the periodic table, chemical bonding, atomic and molecular structure, gas laws, and concentrations of solutions. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015203)

**CHEM 1412 General Chemistry II (4)**

(This is a 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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015203)

**CHEM 2401 Quantitative Analysis (4)**

(This is a common course number. Former course prefix/number CHM 203.)

Prerequisite: Chemistry 1412, Mathematics 1314 or Mathematics 1414. A survey of methods used in analytical chemistry: gravimetric and volumetric methods based on equilibria, oxidation-reduction, and acid-base theory, spectrophotometry, chromatography and electroanalytical chemistry. (2 Lec., 6 Lab.)

(Coordinating Board Academic Approval Number 4005025103)

**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. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045203)

**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. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045203)

**CJLE 2420 Texas Peace Officer Procedures (4)**

(This is a WECM course number. Former course prefix/number CRIJ 2333.)

This course is a study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. (3 Lec., 4 Lab.)

**CJLE 2421 Texas Peace Officer Law (4)**

(This is a WECM course number. Former course prefix/number CRIJ 2334.)

This course is a study of laws that are directly related to police field work. Topics include traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code, and civil liability. (3 Lec., 4 Lab.)

**CJLE 2522 Texas Peace Officer Skills (5)**

(This is a WECM course number. Former course prefix/number CRIJ 2335.)

This course includes the demonstration and practice of the skills expected of a police officer. Topics include patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. (4 Lec., 4 Lab.)

**CJSA 1382 Cooperative Education - Criminal Justice Studies (3)**

(This is a WECM course number. 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.)

Some CNSE course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**CNSE 1321 Job Site Layout and Development (3)**

(This is a WECM course number.)

Study of the general principles of job site layout and development used by heavy equipment operators in the construction industry. Topics include plan reading, survey techniques, external considerations, and trade conventions. Lab required. (2 Lec., 3 Lab.)

*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.

(Coordinating Board Academic Approval Number 1102015107)

**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. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015207)

**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.

(Coordinating Board Academic Approval Number 1101015207)

**COSC 1415 Introduction to Computer Science and Programming (4)**

(This is a common course number.)

This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course focuses on problem-solving using modular design techniques implemented with a structured programming language. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1102015207)

**COSC 1436 Programming Fundamentals I (4)**

(This is a common course number.)

Prerequisite: Computer Literacy (COSC 1300, COSC 1401, or demonstrated competence approved by the instructor). Introduces the fundamental concepts of structured programming. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1102015207)

**COSC 1437 Programming Fundamentals II (4)**

(This is a common course number.)

Prerequisite: Computer Science 1436 and Mathematics 1414. Review of control structures and data types with emphasis on structured data types. Applies the object-oriented programming paradigm, focusing on the definition and use of classes along with the fundamentals of object-oriented design. Includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1102015207)

**COSC 2315 Computer Science II (3)**

(This is a common course number.)

Prerequisite: 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. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015307)

**COSC 2415 Advanced Computer Science and Programming (4)**

(This is a common course number.)

Prerequisite: Computer Science 1415 and Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1415 and is designed to meet the requirements for a degree in computer science or a related field. Topics include structured problem-solving, elementary and advanced data structures, the use of pointer variables and references, and an introduction to object-oriented programming. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1102015307)

**COSC 2436 Programming Fundamentals III (4)**

(This is a common course number.)

Prerequisite: Computer Science 1437. Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include recursion, fundamental data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), and algorithmic analysis. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1102015307)

Some CPMT course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**CPMT 1307 Electronic and Computer Skills (3)**

(This is a WECM course number.)

A study of the information for the assembly of a microcomputer system. Emphasis on the evolution of microprocessors and microprocessor bus structures. (3 Lec.)

**CPMT 1403 Introduction to Computer Technology (4)**

(This is a WECM course number. Former course prefix/number ELET 2481.)

Prerequisite: CETT 1403. This is a fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis is on terminology, acronyms, and hands-on activities. The student will define and recognize terms, expressions and phrases associated with computers and use advanced commands in various applications. (3 Lec., 3 Lab.)

**CPMT 1447 Computer System Peripherals (4)**

(This is a WECM course number. Former course prefix/number ELET 2483.)

Prerequisite: CETT 1403. This course is an in-depth study of principles and practices involved in computer system troubleshooting techniques, programs, and the use of specialized test equipment. The student will develop hardware and software troubleshooting techniques and perform procedures used in troubleshooting. (3 Lec., 3 Lab.)

**CPMT 2232 Computer Integration (2)**

(This is a WECM course number.)

An advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications in engineering, multimedia, or data acquisition. (2 Lec.)

**CPMT 2233 Computer Integration (2)**

(This is a WECM course number.)

An advanced course in integration of hardware, software, and applications. Customization of computer systems for specific applications in engineering, multimedia, or data acquisition. (2 Lec.)

**CPMT 2437 Microcomputer Interfacing (4)**

(This is a WECM course number. Former course prefix/number ELET 2493.)

Prerequisite: CETT 2435. An interfacing course exploring the concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices. (3 Lec., 3 Lab.)

**CPMT 2445 Computer System Troubleshooting (4)**

(This is a WECM course number. Former course prefix/number ELET 2482.)

Prerequisite: CETT 1429. This course covers principles and practices involved in computer system troubleshooting techniques and repair procedures including advanced diagnostic test programs and the use of specialized test equipment. The student will develop hardware and software troubleshooting techniques and perform procedures used in troubleshooting. (3 Lec., 3 Lab.)

**CPMT 2449 Advanced Computer Networking Technology (4)**

(This is a WECM course number.)

An in-depth study of network technology with emphasis on network operating systems, network connectivity, hardware, and software. Mastery of implementation, troubleshooting, and maintenance of LAN and/or WAN network environments. (2 Lec., 4 Lab.)

**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.)

**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 4301045124)

**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 of rules of evidence and sentencing. (3 Lec.)

(Coordinating Board Academic Approval Number 2201015424)

**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 4504015225)

**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 2201015324)

**CRIJ 1313 Juvenile Justice System (3)**

(This is a common 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 4301045224)

**CRIJ 2301 Community Resources in Corrections (3)**

(This is a common 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 4301045324)

**CRIJ 2313 Correctional Systems and Practices (3)**

(This is a common 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 4301045424)

**CRIJ 2314 Criminal Investigation (3)**

(This is a common course number. Former course prefix/number CJ 240.)

Prerequisite: CRIJ 1301. 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 4301045524)

**CRIJ 2323 Legal Aspects of Law Enforcement (3)**

(This is a common 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 4301045624)



**CRIJ 2328 Police System and Practices (3)**

(This is a common 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 4301045724)

**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.)

Causes 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. (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. An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. Roundtable seminar mandatory. (1 Lec., 20 Ext.)

**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. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

**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. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

**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. Students may enroll in up to three different sections of CLS during one semester. This course does not count as TASP remediation. (1 Lec.)

**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 3201085178)

**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 3201085178)

**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 servicing practices. Content includes record keeping and condition of major systems. (1 Lec., 3 Lab.)

**DEMR 1317 Basic Brake Systems (3)**

(This is a WECM course number.)

An introduction to the basic principles of brake systems of diesel powered equipment. Emphasis on maintenance, repairs, and troubleshooting. (1 Lec., 7 Lab.)

**DEMR 1327 Tractor Trailer Service and Repair (3)**

(This is a WECM course number. 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. (1 Lec., 7 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. (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. (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. (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 1447 Power Train II (4)**

(This is a WECM course number. Former course prefix/number AUTO 2572.)

Extended applications of mechanics and theory of power trains. Emphasis on disassembly, inspection, and repair of power train components. (2 Lec., 6 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. (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. (1 Lec., 7 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. (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. (2 Lec., 3 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. (2 Lec., 7 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. (3 Lec., 6 Lab.)

Some DFTG course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**DFTG 1208 Basic Computer-Aided Drafting (2)**

(This is a WECM course number.)

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. Required. (1 Lec., 3 Lab.)

**DFTG 1215 Architectural Blueprint Reading (2)**

(This is a WECM course number. Former course prefix/number DFTG 1225.)

A study of the fundamentals of blueprint reading for the construction industry. (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. (1 Lec., 2 Lab.)

**DFTG 1225 Blueprint Reading and Sketching (2)**

(This is a WECM course number. Former course prefix/number BLPR 1271.)

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. (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. (1 Lec., 2 Lab.)

**DFTG 1305 Technical Drafting (3)**

(This is a WECM course number.)

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. (2 Lec., 4 Lab.)

**DFTG 1313 Drafting for Specific Occupations (3)**

(This is a WECM course number. Former course prefix/number DFT 119.)

Discussion of theory and practice with drafting methods and the terminology required for non-drafting majors to prepare working drawings in their occupational fields. (3 Lec.)

**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. (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 drawings, including bill of materials. (2 Lec., 4 Lab. / 2 Lec., 3 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. (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. (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. (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. (2 Lec., 4 Lab.)

**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. (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. (2 Lec., 4 Lab.)

**DFTG 1395 Special Topics in Mechanical Drafting (3)**

(This is a WECM course number. Former course prefix/number CADD 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. (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. (2 Lec., 4 Lab. / 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. (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. (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. (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. (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. (2 Lec., 6 Lab.)

**DFTG 1480 Cooperative Education-Drafting (4)**

(This is a WECM course number. Former course prefix/number CADD 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., 24 Lab.)

**DFTG 1481 Cooperative Education-Drafting (4)**

(This is a WECM course number. Former course prefix/number CADD 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., 24 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. (2 Lec., 4 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. (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 American Institute of Steel Construction, including units on concrete detailing conforming to American Concrete Institute standards. (2 Lec., 4 Lab.)

**DFTG 2312 Technical Illustration (3)**

(This is a WECM course number. Former course prefix/number CADD 2372.)

Prerequisite: DFTG 1309 or DFTG 1409. Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading, text; and use of different media. (2 Lec., 4 Lab.)

**DFTG 2334 Industrial Drafting Applications (3)**

(This is a WECM course number.)

An advanced synthesis of industrial drafting practices with emphasis on research, design, and project techniques. (2 Lec., 3 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. (2 Lec., 4 Lab.)

**DFTG 2340 Solid Modeling/Design (3)**

(This is a WECM course number. Former course prefix/number CADD 2383.)

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. (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. (2 Lec., 4 Lab.)

**DFTG 2352 Mechanical and Electrical Systems (3)**

(This is a WECM course number.)

The properties of building materials (assemblies), specifications, codes, vendor references and uses of mechanical, plumbing, conveying, and electrical systems as related to architecture for residential and commercial construction. (2 Lec., 2 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. (2 Lec., 4 Lab.)

**DFTG 2380 Cooperative Education-Drafting (3)**

(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. (1 Lec., 20 Lab.)

**DFTG 2381 Cooperative Education-Drafting (3)**

(This is a WECM course number. Former course prefix/number CADD 8382.)

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.)

**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. (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. (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. (2 Lec., 6 Lab.)

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1324, 1332, 1333, 1414 and 2342. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for TECM 1341.

**DMAT 0066 Concepts in Basic Mathematics (3)**

(This is a common course number.)

Prerequisite: An appropriate assessment test score. This course is designed to develop the skills and understanding to perform the fundamental operations on whole numbers, fractions and decimals. Topics include the base ten system, rounding, prime numbers, factors, least common multiples and conversions between decimals and fractions. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0096 Essential Math (3)**

(Former course prefix/number DM 096.)

This course is designed primarily for students who need to review basic mathematical processes. Students will develop an understanding of fundamental operations using fractions, decimals, and percentages to strengthen basic skills in mathematics. This is a first course in the developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045119)

**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 3201045119)

**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 3201045119)

**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 3201045219)

**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 3201045119)

**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 5005015126)

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 3201085212)

**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 3201085212)

**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 3201085212)

**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 3201085212)

**DREA 0200 Learning Skills Improvement in Reading (2)**

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 3201085212)

**DREA 0300 Communication Skills in Reading (3)**

This course offers basic reading skill training through the use of whole language development. This course is designed for students whose assessment scores indicate special needs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085212)

**DREA 0400 Communication Skills in Reading (4)**

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 3201085212)

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 3201085312)

**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 3201085312)

**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 3201085312)

**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 3201085312)

**DWRI 0200 Developmental Writing (2)**

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 3201085312)

**DWRI 0300 Developmental Writing (3)**

This course focuses upon strengthening writing skills. Topics include grammar, paragraph structure, and effective communication strategies. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085312)

**ECON 1303 Economics of Contemporary Social Issues (3)**

(This is a common course number. Former course prefix/number ECO 105.)

This course is an application of the basic economic concepts to the study of social issues and issues of public policy. Topics such as the environment, health care, welfare reform, poverty, job security and economic growth are discussed. This course may also serve as preparation for Economics 2301 and Economics 2302, but will not replace either of these courses where they are required in a specific degree plan. (3 Lec.)

(Coordinating Board Academic Approval Number 1904025209)

**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 4506015125)

**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 4506015125)

**ECON 2311 Economics of Global Issues (3)**

(This is a common course number. Former course prefix/number ECO 203.)

This course examines the history and theory of international trade and global economic development. Economic, social, cultural, and political issues which impact the global economy and basic human welfare are studied. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015225)

**EDTC 1164 Practicum (or Field Experience)-Teacher Assistant/Aide (1)**

(This is a WECM course number. Former course prefix/number EP 703/EP 702/EDUC 7271/EDUC 7371.)

Prerequisite: The completion of two EDTC courses or Instructor's approval. 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. (10 Lab.)

**EDTC 1165 Practicum (or Field Experience)-Teacher Assistant/Aide (1)**

(This is a WECM course number.)

Prerequisite: The completion of two EDTC courses or Instructor's approval. 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. (10 Lab.)

**EDTC 1194 Special Topics in Teacher Assistant/Aide (1)**

(This is a WECM course number. Former course prefix/number EP 245/EDUC 2170.)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)



**EDTC 1294 Special Topics in Teacher****Assistant/Aide (2)**

(This is a WECM course number. Former course prefix/number EP 246/EDUC 2270.)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec.)

**EDTC 1301 Instructional Practices: Educational Processes (3)**

(This is a WECM course number. Former course prefix/number EP 131/EDUC 1371.)

A study of the role and responsibility of the instructional teacher assistant with emphasis on development of professionalism and effective communication strategies with adults. Topics include the various code of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities, and challenges facing schools. (3 Lec.)

**EDTC 1307 Teaching Reading in the Elementary School (3)**

(This is a WECM course number. Former course prefix/number EP 129/EDUC 1370.)

Fundamental concepts and principles of reading instruction. Topics include readiness, beginning reading instruction, how literacy emerges, classroom learning environments, word-attach skills, study skills, comprehension, other aspects of the reading program, and examination of varied materials and techniques for teaching reading. (3 Lec.)

**EDTC 1321 Bilingual Education (3)**

(This is a WECM course number. Former course prefix/number EP 143/EDUC 1377.)

A course in the core techniques of bilingual education. Topics include awareness of cultural diversity, teaching techniques, material development, and historical and philosophical concepts of bilingual/bicultural education. (3 Lec.)

**EDTC 1325 Principles and Practices of Multicultural Education (3)**

(This is a WECM course number. Former course prefix/number EP 136/EDUC 1375.)

Examination of cultural variations found in our society and reflected in our pluralistic classrooms. Topics include culturally influenced behavior, major cultures, cultural diversity, and the process of intercultural communication and teaching, including differences in lifestyles, communication styles, learning styles, and various sources of stress for diverse cultural groups. (3 Lec.)

**EDTC 1341 Computer Instruction for Educators (3)**

(This is a WECM course number. Former course prefix/number EP 210/EDUC 2370.)

A course in specialized computer utilization for educators. Topics include the integration of educational computer terminology, systems operations, software, and multimedia in the contemporary classroom environment. (2 Lec., 2 Lab.)

**EDTC 1364 Practicum (or Field Experience)-Teacher Assistant/Aide (3)**

(This is a WECM course number. Former course prefix/number EP 704/EDUC 7471.)

Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Lab.)

**EDTC 1365 Practicum (or Field Experience)-Teacher Assistant/Aide (3)**

(This is a WECM course number. Former course prefix/number EP 714/EDUC 7472.)

Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Lab.)

**EDTC 1391 Special Topics in English Teacher Education (3)**

(This is a WECM course number. Former course prefix/number EP 241/EDUC 2371.)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

**EDTC 1394 Special Topics in Teacher Assistant/Aide (3)**

(This is a WECM course number. Former course prefix/number EP 247/EDUC 2372.)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

**EDUC 1301 Introduction to Education (3)**

(This is a common course number.)

A study of the role and responsibilities of teachers and school organizations, including an enriched integrated pre-service course and content experience that: 1) provides active recruitment and support of undergraduates interested in a teaching career; 2) provides students with opportunities to participate in early field experiences; 3) provides students with support from college and school faculty in small cohort groups, introducing and analyzing the culture of schooling and classrooms. (3 Lec.)

(Coordinating Board Academic Approval Number 1301015109)

**EDUC 1325 Principles and Practices of Multicultural Education (3)**

(This is a common course number.)

An examination of cultural diversity found in society and reflected in the classroom. Topics will include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups. (3 Lec.)

(Coordinating Board Academic Approval Number 1301015109)

**EDUC 2301 Introduction to Special Education (3)**

(This is a common course number.)

An introduction to special education including characteristics, problems, and needs of the exceptional learner. Public and private services available to the handicapped citizen. Field trips may be required. (3 Lec.)

(Coordinating Board Academic Approval Number 1310015109)

**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.

(2 Lab.)

**EECT 1191 Special Topics in Electrical, Electronic And Communications Engineering Technology/Technician (1)**

(This is a WECM course number. Former course prefix/number ELET 2170.)

Topics in this course 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. (1 Lec.)

**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. (1 Lec., 2 Lab.)

**EECT 1291 Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician (2)**

(This is a WECM course number. Former course prefix/number ELET 2270.)

Topics in this course 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.

(2 Lec., 1 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.)

Prerequisite: EECT 1403. A study of telecommunications traffic management including blocking avoidance schemes, data collection and analysis and reporting techniques. (3 Lec.)

**EECT 1391 Special Topics In Electrical, Electronic and Communications Engineering Technology/Technician (3)**

(This is a WECM course number. Former course prefix/number ELET 2372.)

Topics in this course 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.

(2 Lec., 2 Lab.)

**EECT 1440 Telecommunications Transmission Media (4)**

(This is a WECM course number.)

Fundamentals of telecommunications media, including installation, maintenance, and troubleshooting. Topics address media characteristics and connectorization.

(3 Lec., 4 Lab.)

**EECT 1403 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. (3 Lec., 3 Lab.)

**EECT 1442 Telecommunications Outside Plant (4)**  
(This is a WECM course number.)

Prerequisite: EECT 1403. 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. (3 Lec., 3 Lab.)

**EECT 1444 Telecommunications Broadband Systems (4)**  
(This is a WECM course number.)

Prerequisite: EECT 1403. A survey of telecommunications broadband transmissions systems including protocols, testing, applications and safety practices. (3 Lec., 3 Lab.)

**EECT 1491 Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician (4)**

(This is a WECM course number. Former course prefix/number ELET 2470.)

Topics in this course 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., 3 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. (1 Lec., 20 Ext.)

**EECT 2430 Telecommunications Switching (4)**

(This is a WECM course number. Former course prefix/number ETEL 2472.)

Prerequisite: EECT 1403. The operation of telecommunications switching equipment and related software. Topics include installation, testing, maintenance, and troubleshooting. (3 Lec., 3 Lab.)

**EECT 2432 Telecommunications Signaling (4)**

(This is a WECM course number. Former course prefix/number ETEL 2475.)

Prerequisite: EECT 1403. 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. (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. (3 Lec., 3 Lab.)

**EECT 2439 Communications Circuits (4)**

(This is a WECM course number. Former course prefix/number ELET 2476 and ETEL 2473.)

Prerequisite: CETT 1429. This course is a study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers. The student will describe the operation of communications receivers and transmitters; measure and troubleshoot communications systems; and describe the use of microwave receivers used in down-links in communications and the geographical regional transponder relationships used to communicate by cell phone. (3 Lec., 3 Lab.)

**EECT 2440 Telecommunications Central Office Equipment (4)**

(This is a WECM course number. Former course prefix/number ETEL 2476.)

Prerequisite: EECT 1403. 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. (3 Lec., 3 Lab.)

Some EEIR course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**EEIR 1291 Special Topics in Electrical and Electronics Equipment Installer and Repair (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. (2 Lec.)

**EEIR 1307 Introductory Security Systems (3)**

(This is a WECM course number. Former course prefix/number ELEC 1370.)

A study of the maintenance, troubleshooting, and repair of security systems. Emphasis on the installation of security systems with supervision. Lab required. (2 Lec., 2 Lab.)

**EEIR 1311 Introductory Television Systems (3)**

(This is a WECM course number.)

A study of the television receiver system blocks emphasizing the identification of the fundamental waveforms and including the examination of the audio circuit. (3 Lec.)

**ELMT 2433 Industrial Electronics (4)**

(This is a WECM course number. Former course prefix/number ELET 2473.)

Prerequisite: CETT 1429. This course is a study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Presentation of programming schemes. The student will describe how electronic input and output circuits are used to control automated manufacturing and/or process systems; identify basic elements used for input, output, timing, and control; define how programmable electronic systems use input data to alter output responses; troubleshoot a representative system; and demonstrate how system operation can be altered with software programming. (3 Lec., 3 Lab.)

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

**ENGL 1301 Composition I (3)**

(This is a common course number. Former course prefix/number ENG 101.)

Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met TASP or Alternative Assessment Reading and Writing Standards. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015112)

**ENGL 1302 Composition II (3)**

(This is a 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 2304015112)

**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 is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

(Coordinating Board Academic Approval Number 2305015112)

**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 2305015112)

**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 2311015112)

### **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 2308015112)

### **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 18th century. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015112)

### **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 19th century to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015112)

### **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 2307015112)

### **ENGL 2327 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 205.)

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 19th century. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015112)

### **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 19th century to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015112)

### **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. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015212)

### **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 2303015212)

### **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 2303015212)

### **ENGL 2342 Studies in Literature (3)**

(Former course prefix/number ENG 215/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 Studies in 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)

**ENGR 2301 Engineering Mechanics I - Statics (3)**

(This is a common course number. Former course prefix/number EGR 107.)

Prerequisite: PHYS 2425. Corequisite: MATH 2414. Calculus-based study of composition and resolution of forces, equilibrium of force systems, friction, centroids, and moments of inertia.

(Coordinating Board Academic Approval Number 1411015210)

**ENGR 2302 Engineering Mechanics II - Dynamics (3)**

(This is a common course number. Former course prefix/number EGR 201.)

Prerequisite: ENGR 2301. Corequisite: MATH 2315. Calculus-based study of dynamics of rigid bodies, force-mass-acceleration, work-energy, and impulse-momentum computation.

(Coordinating Board Academic Approval Number 1411015310)

**FREN 1311 Beginning French (3)**

(This is a common course number.)

This course is an introduction to French speaking, oral comprehension, reading, writing, grammar and culture. 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. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609015113)

**FREN 1411 Beginning French I (4)**

(This is a common course number. Former course prefix/number FR 101.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015113)

**FREN 1412 Beginning French II (4)**

(This is a common course number. Former course prefix/number FR 102.)

Prerequisite: French 1411 or the equivalent or demonstrated competence approved by the instructor. This course continues the oral practice, reading, writing, grammar and cultural studies begun in French 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015113)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035103)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015103)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015103)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035103)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035103)

**GEOL 2470 Field Geology (4)**

(This is a unique need course. Former course prefix/number GEO 205.)

Prerequisite: 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 4006019503)

**GERM 1311 Beginning German (3)**

(This is a common course number.)

This course is an introduction to German speaking, oral comprehension, reading, writing, grammar and culture. 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. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1605015113)

**GERM 1411 Beginning German (4)**

(This is a common course number. Former course prefix/number GER 101.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present the essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015113)

**GERM 1412 Beginning German (4)**

(This is a common course number. Former course prefix/number GER 102.)

Prerequisite: German 1411 or the equivalent or demonstrated competence approved by the instructor. This course continues the oral practice, reading, writing, grammar and cultural studies begun in German 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more complicated syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015113)

**GERG 1301 Introduction to Gerontology (3)**

(This is a WECM course number. Former course prefix/number SWAT 2372 and CDEC 1303.)

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.)

**GERG 1392 Special Topics in Gerontology (3)**

(This is a WECM course. Former course prefix/number SWAT 1373.)

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.)

**GOVT 2301 American Government (3)**

(This is a common course number. Former course prefix/number GVT 201.)

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the 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 4510025125)

**GOVT 2302 American Government (3)**

(This is a common course number. Former course prefix/number GVT 202.)

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the 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 4510025125)

**GOVT 2371 Introduction to Comparative Politics (3)**

(This is a unique need course. 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)

Some GRPH course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

### **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. (2 Lec., 4 Lab.)

### **GRPH 1322 Electronic Publishing I (3)**

(This is a WECM course number. Former course prefix/number GRAP 1378 or VCOM 2374.)

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. (2 Lec., 4 Lab.)

### **GRPH 1325 Digital Imaging I (3)**

(This is a WECM course number. Former course prefix/number GRAP 1379 or VCOM 2380.)

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. (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 of digital imaging on the computer using image editing and/or image creation software. Manipulation, creation, and editing of digital images. Topics include: image capture, high-end work stations, 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 or VCOM 1376.)

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 both 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. (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. (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. (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. (2 Lec., 4 Lab.)



**GRPH 2341 Electronic Publishing III (3)**

(This is a WECM course number. Former course prefix/number GRAP 2375 or VCOM 2378.)

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. (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.)

**HART 1368 Practicum (or Field Experience) - Heating, Air Conditioning, and Refrigeration Technologies/Technicians (3)**

(This is a WECM course number.)

Prerequisite: CETT 1402, HART 1403, and HART 1407. A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

**HART 1380 Cooperative Education - Heating, Air Conditioning, and Refrigeration Technologies/Technicians (3)**

(This is a WECM course number.)

Prerequisite: CETT 1402, HART 1403, and HART 1407. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

**HART 1401 Basic Electricity for HVAC (4)**

(This is a WECM course number. Former course prefix/number CETT 1402.)

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation. (3 Lec., 3 Lab.)

**HART 1403 A/C Control Principles (4)**

(This is a WECM course number. Former course prefix/number HVAC 1671.)

Prerequisite/corequisite: 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. (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. (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. (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. (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 recommendations based on local utility rates building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption. (3 Lec., 3 Lab.)

**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: CETT 1402, HART 1403, and HART 1407. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

**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. (3 Lec., 3 Lab.)

**HART 2436 Air Conditioning Troubleshooting (4)**

(This is a WECM course number.)

Prerequisite: HART 1441, HART 1445, HART 2449 or consent of instructor. An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. (3 Lec., 3 Lab.)

**HART 2438 Air Conditioning Installation and Startup (4)**

(This is a WECM course number.)

A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing. (3 Lec., 3 Lab.)

**HART 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. (3 Lec., 3 Lab.)

**HART 2442 Commercial Refrigeration (4)**

(This is a WECM course number. Former course prefix/number HART 1442.)

Prerequisite: HART 1441, HART 1445, HART 2449 or consent of instructor. Theory of and practical application in the maintenance of commercial refrigeration, medium and low temperature applications and ice machines. (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. (3 Lec., 3 Lab.)

**HART 2449 Heat Pumps (4)**

(This is a WECM course number. Former course prefix/number HART 1449.)

Prerequisite: HART 1403, HART 1407 or consent of instructor. A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. (3 Lec., 3 Lab.)

**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 English as a Second Language (ESOL) 0044 or have met the 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 4508025125)

**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 English as a Second Language (ESOL) 0044 or have met the 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 4508025125)

### **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 4508025225)

### **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 4508015425)

### **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 4508015425)

### **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 4508015325)

### **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 4508015325)

### **HIST 2372 Advanced Historical Studies (3)**

(This is a unique need course. 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 4508019625)

### **HIST 2380 The Heritage of Mexico (3)**

(This is a common course number. Former course prefix/number HST 110.)

This course is cross-listed as Anthropology 2380. 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. The student may register for either History 2380 or Anthropology 2380, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015325)

### **HIST 2381 African-American History (3)**

(This is a 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 4511015325)

### **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.)

### **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 2401035112)

### **HYDR 1445 Hydraulics and Pneumatics (4)**

(This is a WECM course number. Former course prefix/number ENGT 1471 or ENTC 1445.)

Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. Fundamentals of hydraulics and types of hydraulic pumps, cylinders, valves, motors, and related systems including operations, maintenance, and system analysis. (3 Lec., 3 Lab.)

**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. (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.)

Some INEW course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**INEW 2334 Advanced Web Page Programming (3)**

This is a WECM course number.

Advanced applications for Web authoring. Topics include Perl Script, Common Gateway Interface (CGI), Database Interaction, Active Server Pages, Java Applets, Java Scripts, tables, HTML, and/or interactive elements. This course may be repeated if topics and learning outcomes vary. (2 Lec., 4 Lab.)

**INEW 2434 Advanced Web Page Programming (4)**

(This is a WECM course number.)

Advanced applications for Web authoring. Topics include Perl Script, Common Gateway Interface (CGI), Database Interaction, Active Server Pages, Java applets, Java Scripts, tables, HTML, and/or interactive elements. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

**INEW 2438 Advanced JAVA Programming (4)**

(This is a WECM course number.)

A further application of JAVA programming techniques including JAVA applets, JAVA applications, servlets, and advanced graphical functions. (3 Lec., 3 Lab.)

**INTC 1307 Electronic Test Equipment (3)**

(This is a WECM course number. Former course prefix/number ELET 1370 or ENGT 1472.)

Prerequisite: 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. (2 Lec., 3 Lab.)

**ITAL 1411 Beginning Italian I (4)**

(This is a common course number.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609025113)

**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 continues the oral practice, reading, writing, grammar and cultural studies begun in Italian 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609025113)

Some ITNW course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**ITNW 1192 Special Topics in Business Systems Networking and Telecommunications (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.)

**ITNW 1280 Cooperative Education - Business****Systems Networking and Telecommunications (2)**

(This is a WECM course number. Former course prefix/number CISC 7271.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. 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 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. (2 Lec., 2 Lab.)

**ITNW 1380 Cooperative Education - Business****Systems Networking and Telecommunications (3)**

(This is a WECM course number. Former course prefix/number CISC 7471)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**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 1425 Fundamentals of Networking (4)**

(This is a WECM course number. Former course prefix/number CISC 2370.)

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

**ITNW 1437 Introduction to the Internet (4)**

(This is a WECM course number. Former course prefix/number CISC 1376.)

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. (3 Lec., 4 Lab.)

**ITNW 1480 Cooperative Education - Business****Systems Networking and Telecommunications (4)**

(This is a WECM course number. Former course prefix/number CISC 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 30 Ext.)

**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. (3 Lec., 4 Lab.)

**ITNW 2313 Networking Hardware (3)**

(This is a WECM course number.)

Preparation to work with and maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices. (3 Lec.)

**ITNW 2315 Wide Area Networks (3)**

(This is a WECM course number.)

Introduce technologies and protocols used to move data, voice, and video across long distances. Basic concepts of how information is transported over a wide area network (WAN) from the physical layer to the application layer are also introduced. (3 Lec.)

**ITNW 2317 Network Security (3)**

(This is a WECM course number. Former course prefix/number WEBT 1276.)

Prerequisite: Successful completion of all Internet Development Technologies core curricula, and concurrent enrollment in specialization track, or demonstrated competence approved by program director. Instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses. (2 Lec., 2 Lab.)

**ITNW 2321 Networking with TCP/IP (3)**

(This is a WECM course number.)

Preparation to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. (3 Lec.)

**ITNW 2435 Network Troubleshooting and Support (4)**

(This is a WECM course number. Former course prefix/number CISC 2485.)

Prerequisite: 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. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

**ITNW 2454 Internet/Intranet Server (4)**

(This is a WECM course number.)

Hands-on experience in designing, installing, configuring, maintaining, and managing an Internet server. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

Some ITSC course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**ITSC 1191 Special Topics in Computer and Information Sciences, General (1)**

(This is a WECM course number. Former course prefix/number CISC 2170 and ITSW 1192.)

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.)

**ITSC 1280 Cooperative Education - Computer and Information Sciences, General (2)**

(This is a WECM course number. Former course prefix/number CISC 7271.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Ext.)

**ITSC 1281 Cooperative Education - Computer and Information Sciences, General (2)**

(This is a WECM course number. Former course prefix/number CISC 7272.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Ext.)

**ITSC 1291 Special Topics in Computer and Information Sciences, General (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.)

**ITSC 1380 Cooperative Education - Computer and Information Sciences, General (3)**

(This is a WECM course number. Former course prefix/number CISC 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**ITSC 1381 Cooperative Education - Computer and Information Sciences, General (3)**

(This is a WECM course number. Former course prefix/number CISC 74.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**ITSC 1391 Special Topics in Computer and Information Sciences, General (3)**

(This is a WECM course number. Former course prefix/number CISC 2372 and ITSW 1392.)

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.)

*ITSC 1401 will not meet the computer literacy requirement in the core curriculum and/or Associate in Arts or Associate in Sciences degrees. COSC 1300 will meet this requirement. ITSC 1401 meets the computer literacy requirement in most technical certificates and degrees. COSC 1300 will not substitute for ITSC 1401 and ITSC 1401 cannot be substituted for COSC 1300.*

**ITSC 1401 Introduction to Computers (4)**

(This is a WECM course number. 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. (3 Lec., 4 Lab.)

**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. (3 Lec., 3 Lab.)

**ITSC 1407 UNIX Operating System I (4)**

(This is a WECM course number. Former course prefix/number CISC 1480 and ITSW 1406.)

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. (3 Lec., 3 Lab.)

**ITSC 1409 Integrated Software Applications I (4)**

(This is a WECM course number.)

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word process, spreadsheets, databases, and/or presentation media software. (3 Lec., 4 Lab.)

**ITSC 1411 AS/400 Operating System I (4)**

(This is a WECM course number. Former course prefix/number CISC 1473, CISC 2484, and ITSW 1411.)

A study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, visual interface options and help screens. Topics include introductory system management concepts and file management. (3 Lec., 3 Lab.)

**ITSC 1413 Internet/Web Page Development (4)**

(This is a WECM course number.)

Instruction in the use of Internet services and the fundamentals of web page design and web site development. 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. This course may be repeated when topics and learning outcomes vary. (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. (3 Lec., 3 Lab.)

**ITSC 1427 Multi-User Operating Systems (4)**

(This is a WECM course number.)

Summary of multi-user operating systems including a contrast of single user and multi-user systems. Investigation of a variety of multi-user operating systems, similarities, and differences. This course may be repeated if topics and learning outcomes vary. (3 Lec., 3 Lab.)

**ITSC 1480 Cooperative Education – Computer and Information Sciences, General (4)**

(This is a WECM course number. Former course prefix/number CISC 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 30 Ext.)

**ITSC 1491 Special Topics in Computer and Information Sciences, General (4)**

(This is a WECM course number. Former course prefix/number CISC 2484 and ITSW 1492.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

**ITSC 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. (3 Lec., 4 Lab.)

**ITSC 2437 UNIX Operating System II (4)**

(This is a WECM course number. Former course prefix/number CISC 2490 and ITSW 2436.)

Prerequisite: ITSC 1407 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. (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.)

Some ITSE course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**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.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Ext.)

**ITSE 1281 Cooperative Education - Computer Programming (2)**

(This is a WECM course number. Former course prefix/number CISC 7272.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Ext.)

**ITSE 1291 Special Topics in Computer Programming (2)**

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)



**ITSE 1311 Web Page Programming (3)**

(This is a WECM course number.)

Instruction in Internet Web page programming and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. May include use of HTML, CGI, JAVA, or ASP. This course may be repeated if topics and learning outcomes vary. This course may be repeated if topics and learning outcomes vary. (2 Lec., 4 Lab.)

**ITSE 1345 Introduction to Oracle SQL and PL/SQL (3)**

(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). Licensing/Certification Agency: Oracle Corporation. (2 Lec., 2 Lab)

**ITSE 1380 Cooperative Education - Computer Programming (3)**

(This is a WECM course number. Former course prefix/number CISC 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**ITSE 1381 Cooperative Education - Computer Programming (3)**

(This is a WECM course number. Former course prefix/number CISC 7472.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**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. (3 Lec., 4 Lab.)

**ITSE 1407 Introduction to C++ Programming (4)**

(This is a WECM course number.)

Prerequisite: Keyboarding skills recommended. Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

**ITSE 1411 Web Page Programming (4)**

(This is a WECM course number.)

Instruction in Internet Web page programming and related graphic design issues including mark-up languages, Web sites, Internet access software, and interactive topics. May include use of HTML, CGI, JAVA, or ASP. This course may be repeated if topics and learning outcomes vary. (3 Lec., 3 Lab.)

**ITSE 1418 Introduction to COBOL Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 1476.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

**ITSE 1431 Introduction to Visual BASIC Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 1373.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

**ITSE 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). Licensing/Certification Agency: Oracle Corporation. (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. (3 Lec., 4 Lab.)

**ITSE 1480 Cooperative Education – Computer Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 30 Ext.)

**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. (3 Lec., 4 Lab.)

**ITSE 2358 Oracle Database Administration II (3)**

(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. Licensing/Certification Agency: Oracle Corporation. (2 Lec., 2 Lab)

**ITSE 2402 Intermediate Web Programming (4)**

(This is a WECM course number.)

Intermediate applications for web authoring. Topics may include server side including (SSI), Perl, HTML, JAVA, JavaScript, and/or ASP. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

**ITSE 2409 Introduction to Database Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 1472.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 Lec., 4 Lab.)

**ITSE 2413 Web Authoring (4)**

(This is a WECM course number.)

Prerequisite: ITSC 1413 Internet/Web Page Development or instructor consent. Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

**ITSE 2417 JAVA Programming (4)**

(This is a WECM course number.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. (3 Lec., 4 Lab.)

**ITSE 2421 Introduction to Object-Oriented Programming (4)**

(This is a WECM course number. Former course prefix/number CISC 2487.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to object-oriented programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects. (3 Lec., 4 Lab.)

**ITSE 2431 Advanced C++ Programming (4)**

(This is a WECM course number.)

Prerequisite: ITSE 1407 or instructor 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. (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. (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. (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. Licensing/Certification Agency: Oracle Corporation. (3 Lec., 4 Lab.)

**ITSE 2456 Oracle Database Administration I (4)**

(This is a WECM course number.)

Prerequisite: A basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experience approved by instructor consent. 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. Licensing/Certification Agency: Oracle Corporation. (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. Licensing/Certification Agency: Oracle Corporation. (3 Lec., 4 Lab.)

Some ITSW course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**ITSW 1280 Cooperative Education-Data Processing Technology/Technician (2)**

(This is a WECM course number. Former course prefix/number CISC 7271.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Ext.)

**ITSW 1281 Cooperative Education - Data Processing Technology/Technician (2)**

(This is a WECM course number. Former course prefix/number CISC 7272.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Ext.)

**ITSW 1282 Cooperative Education - Management Information Systems and Business Data Processing, General (2)**

(This is a WECM course number. Former course prefix/number CISC 7271.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Ext.)

**ITSW 1283 Cooperative Education - Management Information Systems and Business Data Processing, General (2)**

(This is a WECM course number. Former course prefix/number CISC 7272.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Ext.)

**ITSW 1380 Cooperative Education - Data Processing Technology/Technician (3)**

(This is a WECM course number. Former course prefix/number CISC 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**ITSW 1381 Cooperative Education - Data Processing Technology/Technician (3)**

(This is a WECM course number. Former course prefix/number CISC 7472.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**ITSW 1382 Cooperative Education - Management Information Systems and Business Data Processing, General (3)**

(This is a WECM course number. Former course prefix/number CISC 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**ITSW 1383 Cooperative Education - Management Information Systems and Business Data Processing, General (3)**

(This is a WECM course number. Former course prefix/number CISC 7472.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**ITSW 1401 Introduction to Word Processing (4)**

(This is a WECM course number. Former course prefix/number CISC 1474)

Prerequisite: Keyboarding skills required. An overview of the production of documents, tables, and graphics. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, and spelling checkers. (3 Lec., 4 Lab.)

**ITSW 1404 Introduction to Spreadsheets (4)**

(This is a WECM course number. Former course prefix/number CISC 2476.)

Prerequisite: Keyboarding skills recommended. Instruction in the concepts, procedures, and importance of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and introduction to macro programming. (3 Lec., 4 Lab.)

**ITSW 1407 Introduction to Database (4)**

(This is a WECM course number. Former course prefix/number CISC 2481.)

Prerequisite: Keyboarding skills recommended. Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. (3 Lec., 4 Lab.)

**ITSW 1410 Presentation Media Software (4)**

(This is a WECM course number. Former course prefix/number CISC 2375.)

Prerequisite: ITSC 1401 Introduction to Computers or instructor consent. 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. (3 Lec., 4 Lab.)

**ITSW 1413 Introduction to Data Entry (4)**

(This is a WECM course number. Former course prefix/number CISC 1371.)

Prerequisite: Keyboarding by touch (15 to 20 wpm). Training in data input. Includes source documents, conversion of source data into computer input media, input record layout design, and input coding. (3 Lec., 4 Lab.)

**ITSW 1480 Cooperative Education – Data Processing Technology/Technician (4)**

(This is a WECM course number. Former course prefix/number CISC 7471.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 30 Ext.)

**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. (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. (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. (3 Lec., 4 Lab.)

**JAPN 1300 Beginning Japanese (3)**

(This is a common course number.)

This course is an introduction to Japanese speaking, oral comprehension, reading, writing, grammar and culture. 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. (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 is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Japanese customs, culture, and institutions are also presented. (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 or demonstrated competence approved by the instructor. This course continues the conversation, reading, writing, and grammar begun in Japanese 1411. Students are expected to acquire a substantial amount of vocabulary, and will continue study of Japanese culture, customs, and institutions. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603025113)

**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. This course is a continuation of Journalism 2132. (3 Lab.)  
(Coordinating Board Academic Approval Number 0904015406)

### **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 0904035106)

### **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 0904035206)

### **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. Student 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 0904015406)

### **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 is a continuation of Journalism 2131. This course may be repeated for credit. (3 Lab.)  
(Coordinating Board Academic Approval Number 0904015406)

### **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 0904015306)

### **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 0904015706)

### **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 0904015806)

### **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 0902015106)

### **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, sources, detectors and connectors. (3 Lec., 3 Lab.)

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.)

*The following MATH courses meet the requirements for Core Curriculum EXCEPT: TECM 1303, TECM 1317, TECM 1341 and TECM 1349.*

*MATH 1314 is a 3 credit hour lecture course. MATH 1414 is a 4 credit hour lecture course. Either course will meet degree requirements.*

### **MATH 1314 College Algebra (3)**

(This is a common course number. Former course prefix/number MTH 101.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. MATH 1314 is a 3 credit hour lecture course. MATH 1414 is a 4 credit hour lecture course. Either course will meet degree requirements. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015419)

### **MATH 1316 Plane Trigonometry (3)**

(This is a common course number. Former course prefix/number MTH 102.)

Prerequisite: MATH 1314 or MATH 1414 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015319)

### **MATH 1324 Mathematics for Business and Economics (3)**

(This is a common course number. Former course prefix/number MTH 111.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015219)

### **MATH 1325 Business Calculus and Applications I (3)**

(This is a common course number. Former course prefix/number MTH 112.)

Prerequisite: MATH 1324, MATH 1314 or MATH 1414. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015219)

### **MATH 1332 College Mathematics I (3)**

(This is a common course number. Former course prefix/number MTH 115.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015119)

### **MATH 1333 College Mathematics II (3)**

(This is a common course number. Former course prefix/number MTH 116.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015119)

### **MATH 1348 Analytic Geometry (3)**

(This is a common course number. Former course prefix/number MTH 121.)

Prerequisite: MATH 1316 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015519)

### **MATH 1350 Fundamentals of Mathematics I (3)**

(This is a common course number.)

Prerequisite: MATH 1314 or MATH 1414 or the equivalent. Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015619)

### **MATH 1351 Fundamentals of Mathematics II (3)**

(This is a common course number.)

Prerequisite: MATH 1350. Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) certification. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015619)

**MATH 1370 Business Calculus and Applications II (3)**

(This is a unique need course.)

Prerequisite: MATH 1325. This course includes applications of differential equations, functions of several variables, least squares modeling, multiple integrals, and infinite series. (3 Lec.)

(Coordinating Board Academic Approval Number 2701019819)

*MATH 1414 is a 4 credit hour lecture course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.*

**MATH 1414 College Algebra (4)**

(Former course prefix/number MTH 103.)

Prerequisite: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)

(Coordinating Board Academic Approval Number is 2701015419)

**MATH 2305 Discrete Mathematics (3)**

(This is a common course number. Former course prefix/number MTH 215.)

Prerequisite: Mathematics 2513 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015119)

**MATH 2315 Calculus III (3)**

(This is a common course number. Former course prefix/number MTH 226.)

Prerequisite: MATH 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015919)

**MATH 2318 Linear Algebra (3)**

(This is a 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 2701016119)

**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 2703015119)

**MATH 2342 Introductory Statistics (3)**

(This is a common course number. Former course prefix/number MTH 202.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093 or Developmental Mathematics 0099. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (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.)

Prerequisite: MATH 1316. This course consists of the study of algebraic and trigonometric topics including polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015819)

**MATH 2414 Calculus II (4)**

(This is a common course number. Former course prefix/number MTH 225.)

Prerequisite: MATH 2513 or equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015919)

**MATH 2442 Introductory Statistics (4)**

(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. (4 Lec.)

(Coordinating Board Academic Approval Number 2705015119)



**MATH 2513 Calculus I (5)**

(This is a common course number. Former course prefix/number MTH 124.)

Prerequisite: MATH 2412 or MATH 1348 or equivalent.

This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(Coordinating Board Academic Approval Number 2701015919)

**MUAP 1101-1181 Applied Music-Minor (1)**

These courses are open to students enrolled in music theory, ensembles, and other music major and minor courses. They provide private instruction in the student's secondary area and consist of a one-half hour lesson a week. Private music may be repeated for credit. (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 5009035426)

**MUAP 1105 Applied Music-Viola (1)**

(This is a common course number. Former course prefix/number MUS 125.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1113 Applied Music-Double Bass (1)**

(This is a common course number. Former course prefix/number MUS 127.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1115 Applied Music-Electric Bass (1)**

(This is a common course number. Former course prefix/number MUS 141.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1117 Applied Music-Flute (1)**

(This is a common course number. Former course prefix/number MUS 128.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1121 Applied Music-Oboe (1)**

(This is a common course number. Former course prefix/number MUS 129.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1125 Applied Music-Bassoon (1)**

(This is a common course number. Former course prefix/number MUS 131.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1129 Applied Music-Clarinet (1)**

(This is a common course number. Former course prefix/number MUS 130.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1133 Applied Music-Saxophone (1)**

(This is a common course number. Former course prefix/number MUS 132.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1137 Applied Music-Trumpet (1)**

(This is a common course number. Former course prefix/number MUS 133.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1145 Applied Music-Trombone (1)**

(This is a common course number. Former course prefix/number MUS 135.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1149 Applied Music-Baritone (1)**

(This is a common course number. Former course prefix/number MUS 136.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1153 Applied Music-Tuba (1)**

(This is a common course number. Former course prefix/number MUS 137.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1157 Applied Music-Percussion (1)**

(This is a common course number. Former course prefix/number MUS 138.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1158 Applied Music-Drum Set (1)**

(This is a common course number. Former course prefix/number MUS 143.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1161 Applied Music-Guitar (1)**

(This is a common course number. Former course prefix/number MUS 140.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1169 Applied Music-Piano (1)**

(This is a common course number. Former course prefix/number MUS 121.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 1181 Applied Music-Voice (1)**

(This is a common course number. Former course prefix/number MUS 123.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2201- 2281 Applied Music-Concentration (2)**

These courses are open to students enrolled in music theory, ensembles, or other music major and minor courses. They provide private instruction in the area of the student's concentration and consist of one hour of instruction per week. Private music may be repeated for credit. (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 5009035426)

**MUAP 2205 Applied Music-Viola (2)**

(This is a common course number. Former course prefix/number MUS 225.)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2213 Applied Music-Double Bass (2)**

(This is a common course number. Former course prefix/number MUS 227.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2215 Applied Music-Electric Bass (2)**

(This is a common course number. Former course prefix/number MUS 241.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2217 Applied Music-Flute (2)**

(This is a common course number. Former course prefix/number MUS 228.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2221 Applied Music-Oboe (2)**

(This is a common course number. Former course prefix/number MUS 229.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2225 Applied Music-Bassoon (2)**

(This is a common course number. Former course prefix/number MUS 231.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2229 Applied Music-Clarinet (2)**

(This is a common course number. Former course prefix/number MUS 230.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2233 Applied Music-Saxophone (2)**

(This is a common course number. Former course prefix/number MUS 232.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2237 Applied Music-Trumpet (2)**

(This is a common course number. Former course prefix/number MUS 233.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2245 Applied Music-Trombone (2)**

(This is a common course number. Former course prefix/number MUS 235.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2249 Applied Music-Baritone (2)**

(This is a common course number. Former course prefix/number MUS 236.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2253 Applied Music-Tuba (2)**

(This is a common course number. Former course prefix/number MUS 237.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2257 Applied Music-Percussion (2)**

(This is a common course number. Former course prefix/number MUS 238.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2258 Applied Music-Drum Set (2)**

(This is a common course number. Former course prefix/number MUS 243.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2261 Applied Music-Guitar (2)**

(This is a common course number. Former course prefix/number MUS 240.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2269 Applied Music-Piano (2)**

(This is a common course number. Former course prefix/number MUS 221.)

(Coordinating Board Academic Approval Number 5009035426)

**MUAP 2281 Applied Music-Voice (2)**

(This is a common course number. Former course prefix/number MUS 223.)

(Coordinating Board Academic Approval Number 5009035426)

**MUEN 1122 Jazz Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 184/MUSI 1125.)

Prerequisite: Demonstrated competence approved by the instructor. The jazz ensemble rehearses and performs a variety of jazz styles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035526)

**MUEN 1123 Band (1)**

(This is a common course number. Former course prefix/number MUS 160/MUSI 1237/MUSI 1126.)

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 5009035526)

**MUEN 1131 Keyboard Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 174/MUSI 1132.)

Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

**MUEN 1132 Woodwind Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 171/MUSI 1133.)

Prerequisite: Demonstrated competence approved by the instructor. A group of woodwind instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

**MUEN 1133 Brass Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 172/MUSI 1134.)

Prerequisite: Demonstrated competence approved by the instructor. A group of brass instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

**MUEN 1134 Guitar Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 103/MUSI 1137.)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

**MUEN 1135 Percussion Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 173/MUSI 1138.)

Prerequisite: Demonstrated competence approved by the instructor. A group of percussion instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

**MUEN 1136 String Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 175/MUSI 1139.)

Prerequisite: Demonstrated competence approved by the instructor. A group of string instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

**MUEN 2123 Lab Band (1)**

(This is a common course number. Former course prefix/number MUS 181/MUSI 2237/MUSI 2127.)

Prerequisite: Demonstrated competence approved by the instructor. Students study and perform various forms of commercial music, such as jazz, pop, avant-garde, and fusion. Student arranging, composing, and conducting are encouraged. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035526)

**MUEN 2141 Chorus (1)**

(This is a common course number. Former course prefix/number MUS 150/MUSI 2143.)

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035526)

**MUSI 1116 Musicianship I (1)**

(This is a common course number. Former course prefix/number MUS 161.)

Prerequisite: Music 1300, Music 1304 or consent of the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045626)

**MUSI 1117 Musicianship II (1)**

(This is a 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 5009045626)

**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 5009085326)

**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 5009085326)

**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 5009075126)

**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 5009075126)

**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 5009085126)

**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 5009085126)

**MUSI 1192 Guitar Class I (1)**

(This is a common course number. Former course prefix/number MUS 119.)

An introductory course in acoustic guitar playing based on acoustic and classical guitar technique. Music reading of melodic, harmonic, and rhythmic exercises are learned to gain initial mastery of the fundamental techniques of guitar playing. Introductory elements about the history and culture of the guitar are included in this course. May be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035126)

**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 5009035126)

**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 5009036526)

**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 5009045426)

**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 5009045426)

**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 5009025126)

**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 5009045126)

**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 5009045126)

**MUSI 1370 Guitar Literature and Materials (3)**

(This is a unique need course. 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 5009029226)

**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 5009045726)

**MUSI 2117 Musicianship IV (1)**

(This is a common course number. Former course prefix/number MUS 272/MUSI 2118.)

Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045726)

**MUSI 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 5009085326)

**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 5009085326)

**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 5009075126)

**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 5009075126)

**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 5009045226)

**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 2117 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045226)

**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.)

(Coordinating Board Academic Approval Number 5009030026)

**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 1905025109)

**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 assessments where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**PHED 1124 Beginning Aerobics (1)**

(This is a 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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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 through a combination of walking, jogging, jumping, etc. Individual fitness levels are developed beyond the beginner level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**PHED 1146 Intermediate Basketball (1)**

(This is a 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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**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. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

**PHED 1164 Beginning Physical Fitness (1)**

(This is a common course number. Former course prefix/number PEH 115.)

Students are introduced to wellness related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085223)

**PHED 1251 Scuba Diving (2)**

(Former course prefix/number PEH 225/PHED 2270)

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. (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 1251 or appropriate certifying agency entry level certificate. 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. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085323)

**PHED 1270 Divemaster (2)**

(This is a unique need course. Former course prefix/number PEH 142.)

Prerequisite: Physical Education 1252 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. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601089323)



**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 5103015116)

**PHED 1306 Advanced First Aid and Emergency Care (3)**

(This is a common course number. Former course prefix/number PEH 257.)

This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015316)

**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 1202045109)

**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 3801015112)

**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 3801015712)

**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 3801015212)

**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 3801015312)

**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 3801015412)

**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 3801015512)

**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 19<sup>th</sup> 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 relationships among these schools of thought are explored. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015512)

**NOTE:** These courses have a Dallas County Community College prefix of "PHOT;" however, some can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

**PHOT 1316 Introduction to Photography and Photojournalism (3)**

(Former course prefix/number PHO 110. Common Course Number is COMM 1316.)

Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. (2 Lec., 4 Lab)

(Coordinating Board Academic Approval Number 0904015506)

**PHOT 1317 Advanced Photography and Photojournalism (3)**

(Former course prefix/number PHO 111. Common Course Number is COMM 1317.)

Prerequisite: Photography 1316 or demonstrated competence approved by the instructor. Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015512)

**PHOT 2356 Commercial Photography I (3)**

(Former course prefix/number PHO 122. Common Course Number is ARTS 2356.)

Prerequisite: Photography 1316 and 1317 or demonstrated competence approved by the instructor. Commercial or contract photography is studied. Field, studio, and darkroom experiences for various kinds of photography are discussed. Social, portrait, studio, fashion, publicity, landscape, and product photography, as well as portfolio development, are included. The use of natural and artificial lighting is covered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055126)

**PHOT 2357 Commercial Photography II (3)**

(Former course prefix/number PHO 123. Common Course Number is ARTS 2357.)

Prerequisite: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is a continuation of Photography 2356. Publicity, architectural, interior, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges may be made with sample clients, employers, studios, and agencies. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055226)

Some PHTC course descriptions will be revised prior to Fall 2003. Revised course descriptions can be accessed on the Dallas County Community College District homepage at <https://www1.dcccd.edu/cat0304/courseDescriptions/index.cfm?list=code&loc=dcccd> or from an academic advisor after June 2, 2003.

**PHTC 1349 Photo Digital Imaging I (3)**

(This is a WECM course number. Former course prefix/number MULT 1383 or RFTV 2378 or VCOM 2382.)

Prerequisite: IMED 1301. Instruction in the computer as an electronic darkroom. Topics include color and gray scale images and image conversion and presentation. (2 Lec., 4 Lab.)

**PHTC 2349 Photo Digital Imaging II (3)**

(This is a WECM course number. Former course prefix/number MULT 2374.)

Prerequisite: PHTC 1349 or PHOT 2325. 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.)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015303)

**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. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015303)

**PHYS 1405 Concepts in Physics (4)**

(This is a common course number. Former course prefix/number PHY 117.)

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015103)

**PHYS 1407 Concepts in Physics (4)**

(This is a common course number. Former course prefix/number PHY 118.)

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015103)

**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. (3 Lec., 3 Lab)

(Coordinating Board Academic Approval Number 4002015103)

**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. (3 Lec., 3 Lab)

(Coordinating Board Academic Approval Number 4002015103)

**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. (3 Lec., 3 Lab)

(Coordinating Board Academic Approval Number 4001015103)

**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. (3 Lec., 3 Lab)

(Coordinating Board Academic Approval Number 4001015103)

**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. (3 Lec., 3 Lab)

(Coordinating Board Academic Approval Number 4008015403)

**PHYS 2426 General Physics (4)**

(This is a common course number. Former course prefix/number PHY 202.)

Prerequisite: Physics 2425 and credit or concurrent enrollment in Mathematics 2414. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. (3 Lec., 3 Lab)

(Coordinating Board Academic Approval Number 4008015403)

**POFI 1301 Computer Applications I (3)**

(This is a WECM course number. Former course prefix/number OFCT 1377.)

Prerequisite: Keyboarding proficiency. Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course may be repeated for credit. (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. (2 Lec., 2 Lab.)

**POFI 1349 Spreadsheets (3)**

(This is a WECM course number. Former course prefix/number OFCT 1380.)

In-depth coverage in the use of a spreadsheet software application. This course may be repeated for credit. (2 Lec., 3 Lab.)

**POFI 1441 Computer Applications II (4)**

(This is a WECM course number.)

Suggested Prerequisite: Computer Applications I or equivalent. Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course may be repeated for credit.

(3 Lec., 2 Lab.)

**POFI 2301 Word Processing (3)**

(This is a WECM course number. Former course prefix/number OFCT 1379.)

Prerequisite: Keyboarding proficiency. In-depth coverage of word processing software application. This course may be repeated for credit. (2 Lec., 2 Lab.)

**POFI 2331 Desktop Publishing for the Office (3)**

(This is a WECM course number. Former course prefix/number OFCT 2372.)

Prerequisite: Keyboarding proficiency.

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. This course may be repeated for credit. (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. (2 Lab.)

**POFT 1301 Business English (3)**

(This is a WECM course number. Former course prefix/number OFCT 2370 and POFT 1302.)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (2 Lec., 2 Lab.)

**POFT 1309 Administrative Office Procedures I (3)**

(This is a WECM course number. Former course prefix/number OFCT 1373.)

Prerequisite: Basic keyboarding skills. Study of current office procedures, duties, and responsibilities applicable to an office environment. (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. (2 Lec., 2 Lab.)

**POFT 1321 Business Math (3)**

(This is a WECM course number. Former course prefix/number MTH 130/MATH 1371.)

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. (3 Lec.)

**POFT 1325 Business Math and Machine****Applications (3)**

(This is a WECM course number. Former course prefix/number OFCT 1372.)

Skill development in the use of electronic calculators and business math functions. Emphasis on business problem-solving skills using spreadsheet software and/or electronic calculation/keyboard. (2 Lec., 2 Lab.)

**POFT 1328 Business and Professional Presentations (3)**

(This is a WECM course number. Former course prefix/number POFI 1345.)

Suggested Prerequisite: Keyboarding proficiency.

Skill development in planning and conducting business presentations on an individual and/or group basis including communication and media skills. (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. (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 an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 20 Ext.)

**POFT 1381 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 an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 20 Ext.)

**POFT 2203 Speed and Accuracy Building (2)**

(This is a WECM course number. Former course prefix/number OFCT 1173.)

Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. (1 Lec., 2 Lab.)

**POFT 2301 Document Formatting and Skillbuilding (3)**

(This is a WECM course number. Former course prefix/number OFCT 1376.)

Prerequisite: Keyboarding and Document Formatting. A continuation of keyboarding skills in document formatting, emphasizing speed, and accuracy. Emphasis on proofreading, editing, and following instructions, and keying documents from various copy. This course may be repeated for credit. (2 Lec., 2 Lab.)

**POFT 2312 Business Correspondence and Communications (3)**

(This is a WECM course number. Former course prefix/number OFCT 2370.)

Prerequisite: Basic keyboarding skills. Development of writing skills to produce effective business documents. (2 Lec., 2 Lab.)

**POFT 2380 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 an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 20 Ext.)

**POFT 2381 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 an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. (1 Lec., 20 Ext.) (1 Lec., 20 Ext.)

**PORT 1311 Beginning Portuguese (3)**

(This is a common course number.)

This course is an introduction to Portuguese speaking, oral comprehension, reading, writing, grammar and culture. It is strongly recommended that students who plan to study Portuguese for more than one semester enroll in Portuguese 1411, which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Portuguese 1311 and wish to continue their studies of Portuguese may register for Portuguese 1412. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609045113)

**PORT 1411 Beginning Portuguese (4)**

(This is a common course number. Former course prefix/number POR 101.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609045113)

**PORT 1412 Beginning Portuguese (4)**

(This is a common course number. Former course prefix/number POR 102.)

Prerequisite: Portuguese 1411 or the equivalent or demonstrated competence approved by the instructor. This course continues the oral practice, reading, writing, grammar and cultural studies begun in Portuguese 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609045113)

**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 4203015125)

**PSYC 2301 Introduction to Psychology (3)**

(This is a common course number. Former course prefix/number PSY 101.)

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015125)

**PSYC 2302 Applied Psychology (3)**

(This is a 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 relations problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015225)

**PSYC 2306 Human Sexuality (3)**

(This is a 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 4201015325)

**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 4207015125)

**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 4201015725)

**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 4216015125)

**PSYC 2371 Current Issues in Psychology (3)**

(This is a unique need course. Former course prefix/number PSY 211/PSYC 2370/PSYC 2340)

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 4201019125)

**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 4501015125)

**QCTC 1343 Quality Assurance (3)**

(This is a WECM course number. Former course prefix/number ELET 2272 or ENGT 1271.)

Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. Information on quality assurance principles and applications; designed to introduce the student to the quality assurance profession. (3 Lec.)

**RBTC 2445 Robot Application, Set-Up and Testing (4)**

(This is a WECM course number. Former course prefix/number ELET 2471.)

This is a capstone course that provides the student with laboratory experience in the installation, set-up, and testing of robotic cells. Topics include maintenance. The student will demonstrate familiarity with hardwiring and interfacing PLCs, robots, CNC equipment, and support equipment; troubleshoot and debug equipment to make it function in a live automated environment; and apply design techniques to maintain maximum cycle times on an automated system. (3 Lec., 3 Lab.)

**NOTE:** These courses carry a Dallas County Community College prefix of "RELI"; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.

**RELI 1304 Major World Religion (3)**

(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 3802015212)

**RELI 1316 Religion in American Culture (3)**

(Former course prefix/number REL 101/RELI 1370. The common course number is PHIL 1316.)

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 3802015212)

**RELI 1317 The History and Literature of the Bible (3)**

(Former course prefix/number REL 105/RELI 1372. The common course number is PHIL 1317.)

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 3802015212)

**RELI 2321 Contemporary Religious Problems (3)**

(Former course prefix/number REL 102/RELI 1371. The common course number is PHIL 2321.)

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 3802015312)

**RUSS 1411 Beginning Russian (4)**

(This is a common course number.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1604025113)

**RUSS 1412 Beginning Russian (4)**

(This is a common course number.)

Prerequisite: Russian 1411 or the equivalent or demonstrated competence approved by the instructor. This course continues the oral practice, reading, writing, grammar and cultural studies begun in Russian 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1604025113)

**SCIT 1407 Human Anatomy and Physiology I (4)**

(This is a WECM course number. Former course prefix/number BIOL 1470.)

In-depth coverage of the structure and function of the human body. Topics include cell structure and function; tissues; body organization; and the integumentary, skeletal, muscular, nervous and endocrine systems. Emphasis is on homeostasis. (3 Lec., 3 Lab.)

**SCIT 1408 Human Anatomy and Physiology II (4)**

(This is a WECM course number. Former course prefix/number BIOL 1472.)

Prerequisite: SCIT 1407, Human Anatomy and Physiology I. A continuation of Human Anatomy and Physiology I with in-depth coverage of the structure and function of the human body. Topics include the digestive, respiratory, cardiovascular, lymphatic, immune, excretory, and reproductive systems. Emphasis is on homeostasis. (3 Lec., 3 Lab.)

**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.)

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 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 2375.)

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.)

**SGNL 1301 Beginning American Sign Language I (3)**

(This is a common course number.)

An introduction to the basic skills in production and comprehension of American Sign Language (ASL). Includes fingerspelling and numbers. Develops conversational ability, culturally appropriate behaviors and exposes students to ASL grammar. (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 fingerspelling and numbers. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 5102055116)

**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.)

**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. (2 Lec., 2 Lab.)

**SMFT 2231 RF Power Systems (2)**

(This is a WECM course number. Former course prefix/number ELET 2271.)

Prerequisite: CETT 1429. This course is a study of RF power systems and their applications in the semiconductor manufacturing industry. Topics include plasma physics, RF power amplifiers and oscillators, transmission lines, impedance matching and safety. The student will describe the applications of RF power systems in the semiconductor industry; describe hazards and required safety precautions in RF power systems; analyze the operation of power RD generators; explain the principles of resonance, filter applications, transmission line characteristics, and impedance matching in RF power systems. (2 Lec.)

**SMFT 2343 Semiconductor Manufacturing Technology II (3)**

(This is a WECM course number. Former course prefix/number ELET 2375 or SEMI 2370.)

Prerequisite: 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. (2 Lec., 2 Lab.)

**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, processes and structures, emphasizing diversity and commonality among human beings. Topics are examined through several sociological perspectives, encouraging critical thinking and personal responsibility about social issues. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015125)

**SOCI 1306 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 4511015225)

**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 4511015425.)

**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 4201015325)

**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 4511015325)

**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 4511015325)

**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 4216015125)

**SOCI 2372 Communication and Negotiation Skills for Conflict Resolution (3)**

(This is a unique need course.)

This course teaches how to recognize negative communication styles and the technique necessary to break impasses, and create options or agreement; skills include how to build an atmosphere that fosters negotiation and how to mediate "win-win" solutions. (3 Lec.)  
(Coordinating Board Academic Approval Number 4511019225)

**SOCI 2373 Introduction to Mediation (3)**

(This is a unique need course.)

This course defines the process of mediation, its history and development, and examines theories of conflict resolution and negotiation. Explores the use of mediation in domestic, commercial, educational, and other settings. Within each of these contexts, laws, ethics, gender considerations, psychology, sociology, and cultural diversity will be explored. (3 Lec.)  
(Coordinating Board Academic Approval Number 4511019125)

**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 experience vary. (1 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 4501015125)

**SPAN 1311 Beginning Spanish (3)**

(This is a common course number.)

This course is an introduction to Spanish speaking, oral comprehension, reading, writing, grammar, and culture. 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. (3 Lec., 1 Lab.)  
(Coordinating Board Academic Approval Number 1609055113)

**SPAN 1411 Beginning Spanish (4)**

(This is a common course number. Former course prefix/number SPA 101.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)  
(Coordinating Board Academic Approval Number 1609055113)

**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 continues the oral practice, reading, writing, grammar and cultural studies begun in Spanish 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)  
(Coordinating Board Academic Approval Number 1609055113)

**SPAN 2311 Intermediate Spanish (3)**

(This is a common course number. Former course prefix/number SPA 201.)

Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055213)

**SPAN 2312 Intermediate Spanish (3)**

(This is a 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. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055213)

**SPCH 1144 Speech Communication 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 2310016012)

**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 2310016012)

**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 2310015112)

**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 2310015312)

**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 2310015812)

**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 2001075109)

**TECA 1311 Introduction to Early Childhood Education (3)**

(This is an academic transfer credit course number.)

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. If you enroll in this academic transfer credit course, you may also be required to enroll in course CDEC 1174. (3 Lec.)

(Coordinating Board Academic Approval Number 2002015109)

**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. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 2002015209)

**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 may also be required to enroll in course CDEC 1175. (3 Lec.)

(Coordinating Board Academic Approval Number 1907065209)

**TECM 1303 Technical Mathematics (3)**

(This is a WECM course number. Former course prefix/number MTH 136/MATH 1372/MATH 1373.)

A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance. (3 Lec.)

**TECM 1341 Technical Algebra (3)**

(This is a WECM course number. Former course prefix/number MTH 195/MATH 1374.)

Prerequisite: 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.)

**VIET 1311 Beginning Vietnamese (3)**

(This is a common course number. Former course prefix/number VIET 1370.)

This course is an introduction to Vietnamese 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 Vietnamese for more than one semester enroll in Vietnamese 1411, which includes an extra hour of lab per week (and one extra hour of credit for the course). Students who successfully complete Vietnamese 1311 and wish to continue their studies of Vietnamese may register for Vietnamese 1412. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is to be assigned.)

**VIET 1411 Beginning Vietnamese I (4)**

(This is a common course number. Former course prefix/number VIET 1470.)

Prerequisite: None

This course is a beginning course in Vietnamese. Oral practice, elementary reading and grammar will be stressed. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number is to assigned.)

**VIET 1412 Beginning Vietnamese II (4)**

(This is a common course number. Former course prefix/number VIET 1471.)

Prerequisite: Vietnamese 1411 or the equivalent. This course continues the oral practice, elementary reading and grammar. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number is to be assigned.)

# Texas Department of Health

## Recommended Adult Immunization Schedule

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

### ALERT!!

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

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

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

#### TETANUS (aka. Lockjaw)

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

#### POLIOMYELITIS

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

### SECTION 51.933 TEX. EDU. CODE

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

# **DCCCD Board of Trustees**



**Kitty Boyle**  
*Chair*



**Jerry Prater**  
*Vice Chair*



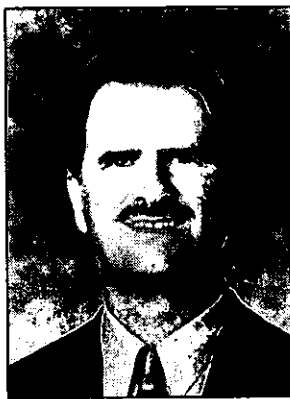
**Jeff Binford**



**Charletta Compton**



**Diana Flores**



**Randy Leake**



**Pattie T. Powell**

# DCCCD Policies

## COLLEGE POLICIES AND PROCEDURES

### Policies

#### Equal Educational and Employment Opportunity Policy

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, disability or sexual orientation. The college provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services and athletics. Existing administrative procedures of the college are used to handle student grievances. To file a grievance, refer to the student grievance procedure in the catalog.

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

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- 1.The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- 2.The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of a right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- 3.The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including campus law enforcement personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing a task.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill the official's professional responsibility.

- 4.The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

- 5.Directory information includes:

- |                           |                             |
|---------------------------|-----------------------------|
| a. name;                  | e. field of study;          |
| b. home address;          | f. photograph;              |
| c. home telephone number; | g. date and place of birth; |
| d. e-mail addresses;      | h. dates of attendance;     |

- i. enrollment status, i.e., full-time, part-time, undergraduate, graduate;
- j. degrees, certificates and other honors and awards received;
- k. the type of award received, i.e., academic, technical, tech-prep, or continuing education;
- l. participation in officially recognized activities;
- m. weight and height of members of athletic teams;
- n. student classification;
- o. name of the most recent previous institution attended; or,
- p. similar information.

Students may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session.

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

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

#### **Student Right to Know Act**

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

#### **Equity in Athletics Disclosure Act**

All coeducational institutions of higher education that participate in any Federal student financial aid program and have intercollegiate programs must provide information concerning their intercollegiate athletics programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382. This Act and accompanying federal regulations requires that intercollegiate athletics information be made available for inspections by students, prospective students and the public. The college web site or Physical Education Office can provide this information.

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

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

#### **Standard of Conduct**

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the Code of Student Conduct published in this catalog.

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

#### **Children on Campus**

The institution strives to protect an environment most conducive to teaching and learning for all enrolled students. Children who are taking part in organized scheduled activities or who are enrolled in specific classes are welcomed. Minor children, however, should not be brought to the institution unless closely supervised by their parent. Minor children should not be brought into classrooms, laboratories, or other facilities of the college. This practice is disruptive to the learning process. In the case of an emergency where the student-parent has no alternative but to bring the child to campus, classroom faculty or the administrative heads of other units have full discretion as to whether a child may be allowed to quietly stay in the location. These individuals may require that children be removed by the student-parent from the setting if, in their opinion, the presence of the child is deemed to be disruptive to the learning process. For reasons of security and child welfare the institution will not permit unattended children to be left anywhere on the premises. Parents who have problems with childcare should visit the advisement/counseling center to receive referrals to childcare services in the area.

## **Code of Student Conduct**

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

The Code of Student Conduct, Student Grievance Procedure, Computer Use Policy, Computer Software Policy, Firearms Policy and Communicable Disease Policy are common to all the colleges of the Dallas County Community College District. Certain words in the policies and procedures have been changed to reflect a college perspective; for instance, "District" may have been changed to "college." A complete listing of policies and procedures may be found in the DCCCD Policies and Procedures Manual in the college president's Office.

#### **Purpose**

The purpose of policies about student conduct and discipline are to provide guidelines for the educational environment of the college. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of



this freedom to learn, to grow and to develop. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise these freedoms with responsibility.

### **Policies, Rules, and Regulations**

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

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

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

**Standards of Due Process:** Students who allegedly violate college policy are entitled to fair and equitable proceedings. The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the college may result.

**Accountability:** Students may be accountable to both civil authorities and to the college for acts which constitute violations of law and this code. Disciplinary action at the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced. Students who participate in a college course through the R. Jan LeCroy Center for Educational Telecommunications are subject to the code of student conduct and are assigned a college for that purpose.

### **Definitions**

Definitions to be used in this policy are as follows:

1. "Designated administrator or DA" shall mean an administrator or the officer or officer directly responsible for student affairs in the college. (See DNA)
2. A "student" shall mean one who is currently enrolled in the college. This includes credit, non-credit, and dual credit students, regardless of method of delivery. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.
3. "College-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.
4. A "college" or "institution" means the colleges of the Dallas County Community College District, including the Bill J. Priest Institute of Economic Development.
5. "College premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.
6. "Published college regulation or policy" means standards of conduct or requirements located in the:
  - a. College catalog.
  - b. Board of Trustees policies and administrative procedures manual.
  - c. Student handbook.
  - d. Any other official publication.

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

The president of the Bill J. Priest Institute for Economic Development (BPI) and college presidents are authorized to promulgate written regulations which apply only to students who are subject to provisions of the federal Workforce Investment Act (WIA), as amended, its regulations, and other similar federal programs. BPI or college regulations should be designed to foster good work habits, promote skills desired by local employers, and encourage success in obtaining and maintaining a job. WIA students are subject to conduct standards in the code of student conduct as well as BPI or College regulations; however, the remainder of the code is not applicable to such students. A WIA student who allegedly violates the code and/or

BPI or College regulations must be given an opportunity to appeal expulsion, suspension, or other disciplinary sanctions in a manner determined by the college president. WIA students may file grievances with the WORKSOURCE of Dallas, North Texas Consortium and other WIA authorized WIA program managers.

### **Responsibility**

Each student shall be charged with notice and knowledge of the contents and provisions of the District's policies, procedures, and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.
2. Unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.
4. Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.
5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with college policies, regulations, and procedures.
6. Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.
7. Intentionally or maliciously furnishing false information to the college.
8. Sexual harassment.
9. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
10. Unauthorized use of computer hardware or software.
11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by college policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. "Cheating on a test" shall include:
  - a. Copying from another student's test paper.
  - b. Using test materials not authorized by the person administering the test.
  - c. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
  - d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
  - e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
  - f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
  - g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
  - h. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

12. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.

13. Theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.
14. Intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
15. Failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
16. Violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.
17. Use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
18. Unauthorized presence on or use of college premises.
19. Nonpayment or failure to pay any debt owed to the college with intent to defraud.  
(Appropriate personnel at a college may be designated by college or District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily "block" admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the DA for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by college personnel.)
20. Use or possession of an alcoholic beverage on college premises with the exception of:
  - a. Specific beverage-related courses with the El Centro food service program, or
  - b. A course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

#### Disciplinary Proceedings Investigation, Conference and Complaint

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with The Code of Student Conduct. A "violation" means an act or omission which is contrary to a published college regulation or policy.

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

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

"Aggravated violation" means a violation which resulted or foreseeable could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

#### Disciplinary Proceedings Investigation, Conference and Complaint

When the Designated Administrator (DA) directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the DA shall investigate the alleged violation, that may include a discussion with a student. After completing the preliminary investigation, the DA may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student;  
or
2. Proceed administratively, which includes a summons, conference and disposition.
3. Upon appeal, prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.
4. The DA will notify the individual who filed the complaint of the disposition of the complaint. If the DA dismisses the allegation, the individual may appeal, in writing, to the President within five (5) working days after disposition.

The president or a designee may suspend a student immediately and without prior notice for an interim period pending disciplinary proceedings, when there is evidence that the continued presence of the student on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions. A student who is suspended on an interim basis shall be given an opportunity to appear before the president or

a designee within five (5) working days from the effective date of the interim suspension. A hearing with the President shall be limited to the following issues only:

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

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

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

### **Summons**

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

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

### **Disposition**

At a conference with a student in connection with an alleged violation of this code, the DA shall provide the student with a copy of this code and discuss administrative disposition of the alleged violation.

1. If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, and the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5:00 p.m. of the day following administrative disposition. Failure to return this form, waives the student's right to appeal.
2. If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The DA shall note the date of refusal in writing and the student shall acknowledge in writing such date.
3. Administrative disposition means:
  - a. The voluntary acceptance of the penalty or penalties provided in this code.
  - b. Other appropriate penalties administered by the DA.
  - c. Without recourse by the student to hearing procedures provided herein.

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

### **Hearing Committee**

When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the Student Discipline Committee. The hearing request must be made to the Designated Administrator (DA) (or officer directly responsible for student affairs or discipline) in writing, on or before the sixth (6th) working day after the date of refusal of administrative disposition. The committee shall be composed of equal number of students, administrators and faculty of the college. The committee and its chair shall be appointed by the President for each hearing on a rotating basis or on the basis of availability. The committee chair will be selected from the administration or faculty.

The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.

The chairman shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.

The DA shall represent the college before the Student Discipline Committee and present evidence to support any allegations of violations.

### **Notice**

The committee chairman shall notify the student of the date, time, and place for the hearing by sending the student a letter by certified mail, return receipt requested, addressed to the student at his or her address appearing in the Registrar's Office records. The letter shall specify a hearing date not less than five (5) nor more than ten (10) working days after date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.

The chairman may for good cause postpone the hearing as long as all interested parties are notified of the new hearing date, time, and place.

### **Content of Notice**

The notice shall advise the student of the following 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 DA, and the student with a parent or guardian if desired.
2. Before the hearing begins, the DA or the student may request that witnesses remain outside the hearing room.
3. The DA shall read the complaint.
4. The DA shall inform the student of his or her rights, as stated in the notice of hearing.
5. The DA shall present the institution's case.
6. The student may present his or her defense.
7. The DA and the student may present rebuttal evidence and argument.
8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

If the hearing is a public hearing, the committee shall proceed generally as follows:

1. Persons present shall be the complainant, the DA and the student with a parent or guardian if desired. Designated college 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 DA or the student may request that witnesses remain outside the hearing room.
3. The DA shall read the complaint.
4. The DA shall inform the student of his or her rights, as stated in the notice of hearing.
5. The DA shall present the college's case.
6. The student may present his or her defense.
7. The DA and the student may present rebuttal evidence and argument.
8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.

9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

### **Evidence**

Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, presented by the DA, that the student violated a published college regulation or policy.

All evidence shall be offered to the committee during the hearing.

A student defendant may choose not to testify against himself or herself. The committee will make a determination based on the evidence presented.

### **Record**

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

### **Petition for Administrative Review**

A student is entitled to appeal in writing to the President who may alter, modify, or rescind the finding of the committee and/or the penalty imposed by the committee. A student is ineligible to appeal if the penalty imposed by the appeals committee is less than suspension or expulsion. The President shall automatically review every penalty of expulsion. Sanctions will not be imposed while appeal is pending.

A student is entitled to appeal in writing to the Board through the President, the Chancellor, and the Chairman of the Board. An appeal from the Student Discipline Committee is by review of the record (not de novo).

A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's action. A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

The President, the Chancellor, and the Board in their review may take any action that the Student Discipline Committee is authorized to take; however, none may increase the penalty. They may receive written briefs and hear oral argument during their review.

The President, Chancellor and Board of Trustees shall modify or set aside the finding of violation, penalty, or both, if the substance rights of a student were prejudiced because of the Student Discipline Committee's finding of facts, conclusions or decisions were:

1. In violation of federal or state law or published college regulation or policy;
2. Clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or

3. Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

### **Authorized Disciplinary Penalties**

The DA or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

1. An "admonition" means a written reprimand from the DA to the student on whom it is imposed.
2. "Warning probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on college premises, and gambling.
4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.
5. "Bar against readmission" may be imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.
6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
7. "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
8. "Suspension of eligibility for official athletic and non-athletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or non-athletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities as illustrated by, but not limited to, the following: having intoxicating beverages in any college facility, with the exception of specific beverage-related courses within the El Centro food service program; giving false information in response to requests from the college; instigating a disturbance or riot; stealing, any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.
9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.
10. "Suspension from the college" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.
11. "Expulsion" is permanent severance from the college.

A sanction imposed at one college shall apply to all colleges of the College District.

### **Hazing**

#### **1. Personal Hazing Offense**

A person commits an offense if the person commits any of the following:

1. Engages in hazing.



2. Solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing.
3. Recklessly permits hazing to occur.
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the DA or other appropriate official of the institution.

## 2. Definition

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

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or any other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or any other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
5. Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

## Student Grievance Procedure

### DEFINITION

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

### SCOPE

The student grievance procedure is not intended to supplant the Code of Student Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the college. This student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance. A student may file a grievance concerning a policy, procedure, rule or grade if discrimination on the basis of race, color, age, national origin, religion, sex, disability or sexual orientation is the basis for the grievance. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. A grade dispute that is not based on an allegation of discrimination is handled under the Grade Dispute Resolution listed below.

### GRADE DISPUTE RESOLUTION

Students who wish to dispute a credit course grade may sequentially follow the steps below unless the dispute is resolved at a preceding step:

1. Discuss the dispute with the instructor who awarded the grade.
2. Discuss the dispute with the appropriate division dean.
3. Appeal, in writing, to the appropriate vice-president
4. Appeal, in writing, to the college president whose decision is final.

A student will receive a written response within ten (10) working days after a written appeal. The appropriate faculty member will be notified in writing regarding the resolution of the matter. A grade dispute will not be considered later than the end of the semester following the semester in which the grade was awarded. In a summer session, the dispute must be initiated not later than the end of the following fall semester.

By law, the Board is not required to take any action concerning a grade dispute, but is required to listen if the grade dispute is presented at a public meeting.

#### **SEXUAL HARASSMENT**

The student grievance procedure is not applicable to complaints of sexual harassment. All students shall report complaints of sexual harassment informally to location human resources personnel or location representatives selected by the highest level administrator at the location or formally to the vice chancellor of educational affairs as provided in the sexual harassment procedure.

#### **INFORMAL PROCEDURES**

Students who wish to file a college-related grievance should, but are not required, to discuss it with the college employee most directly responsible for the condition which brought about the alleged grievance. If the grievance is not resolved to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the administrative offices to determine the next level of authority. If an appeal does not resolve the grievance, the student may proceed to the appropriate vice-president with a written presentation of the grievance. If the vice-presidential level of appeal does not prove satisfactory to the student, the student may seek review under the formal procedures below.

#### **OTHER PROCEDURAL MATTERS**

If a student files a grievance informally by discussing it with the college employee most directly responsible, etc., the following procedures apply. The student shall discuss the grievance fully at each level in the process. At each level of authority, a decision shall be made based on common sense and good 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; and
  - d. any other relevant information.
2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event or occurrence. The entire formal procedure should take no longer than 30 days.

3. In conducting the appeal committee hearing, the VPSD or responsible employee is authorized to:

- a. require any student or employee to provide a written statement along with any documents concerning the events and circumstances that may have given rise to the grievance;
- b. require any student or employee to appear and testify;
- c. question each individual who testifies; and
- d. copy all documents.

This is not an adversarial proceeding. A VPSD or responsible employee shall conduct a hearing in a professional and cooperative manner and all participants are expected to do likewise.

1. Failure to comply with a summons or order from the VPSD or responsible person may result in disciplinary action.
2. The appeal committee shall base its decisions during a hearing and make a recommendation upon the common sense and good judgement of a reasonable person.
3. The VPSD or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.
4. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witness (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.

#### **COORDINATORS**

Coordinator(s) for the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (Title II) and Education Amendments of 1972 (Title IX)

##### **Brookhaven College**

George Herring – Vice President of Business Services  
Title II Coordinator

Kathleen Whitson – Dean of Instructional Support  
& Outreach Services  
Section 504

Roger Bennett – Executive Dean for Fine Arts  
& Physical Education  
Title IX Coordinator

##### **Cedar Valley College**

Dr. Claire Gauntlett - Dean of Institution Effectiveness  
& Research  
Section 504, Title II, and Title IX Coordinator

##### **Eastfield College**

Jim Jones - Vice-President of Business Services  
Section 504, Title II, and Title IX Coordinator

##### **El Centro College**

Jim Handy - Assistant Dean of Student Services  
Section 504

Robert Garcia – Human Resources Director  
Title II Coordinator

Bettie Tully - College Ombudsperson  
Title IX Coordinator

##### **Mountain View College**

Dr. John Pruit - Executive Dean of  
Learning Support Services  
Section 504, Title II Coordinator, and  
Title IX Coordinator

##### **North Lake College**

Mary Ciminelli - Interim Dean of  
Student, Enrollment, Development  
and Student Retention  
Section 504, Title II

Dan Joutas – Athletic Director  
Title IX Coordinator

##### **Richland College**

Oscar Lopez - Director of Disability  
Services

Wes Hayes - Director of Facilities  
Section 504 and Title II Coordinators

Tom McLaughlin - Dean of Students  
Title IX Coordinator

## **Computer Use Policy**

### **Purpose of Computer Use Policy**

The college is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, the college encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The college also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, the college encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the institution's policies concerning computing use.

The chancellor is authorized to promulgate policies and procedures to implement this policy. Refer to the Business Procedures Manual for additional information.

### **Use of College Resources**

Use of college computing resources and facilities requires that individual users act in compliance with college policies and procedures, and failure to comply may result in restriction or revocation of access to college resources. Computing "resources and facilities" include, but are not limited to college-owned host computer systems, networks, peripheral equipment (such as modems, terminals and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks and the like), and all computer communications controlled, administered, or accessed directly or indirectly by the college or by any user. The college provides users with an account that permits use of the computing resources and facilities within policies and procedures established by the college. Any person who uses college computing resources and facilities through college-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by the college. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal and international), college policies and procedures, and contractual agreements. Employees who use college computers or facilities must comply with the Texas Public Information Act and the Local Government Records Act as described in CR (Regulation). The college reserves the right to limit, restrict or deny computing resources and facilities for those who violate college policies, procedures, or local, state or federal laws.

### **Freedom of Expression**

Censorship is not compatible with the goals of the college. The college shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality.

### **Privacy**

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as the college. Issuance of a password or other means of access is to ensure appropriate confidentiality of college files and information. It is not a guarantee of privacy nor a license for abuse or improper use of the institution's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated college officials, or required by law.

### **Intellectual Property**

All users should be aware that property laws apply to the electronic environment. Users must abide by all software licenses, college copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, use of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law and CR Regulation.

## **Criminal and Illegal Acts**

Computing resources of the college, which include the hardware, software and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate college authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion or sex.

## **Authorized Use**

Computing resources are provided by the college to accomplish tasks related to the institution's mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

1. imposes no measurable cost on the college;
2. is not harmful to the college;
3. is not a hindrance to the daily operations of the college; and
4. has no adverse effect upon an individual's job or educational performance.

## **Unauthorized Use**

Unauthorized use of the institution's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other college users; or unauthorized encryption. Refer to the Business Procedures Manual for additional information.

## **Individual Responsibility for Use of Computing Resources and Facilities**

All users will use these resources and facilities in accordance with college policies and procedures as well as all laws. Failure to fulfill these responsibilities may lead to the cancellation of computer access, other disciplinary action by the college and/or referral to legal and law enforcement agencies, in accord with existing college policies and procedures. Individuals using the institution's computing resources or facilities shall:

1. Use college computing resources and facilities in accord with this policy, and respect the rights of other computer users by complying with laws, license agreements and contracts.
2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate use of computing facilities prevent others from using these resources.
3. Use of college computing accounts must be limited to authorized purposes. Use of college-owned resources and facilities shall be limited to college-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.
4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek, read, provide, remove, reconfigure or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the college without the permission of those other computer users or the college. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has 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 and/or discrimination using college computing resources and facilities in accord with the institution's policy. It may be harassment if the behavior:
  - a. is unwelcome;
  - b. interferes with the user's ability, or the ability of others to work or study;
  - c. creates an intimidating, hostile or offensive environment.Alternatively, users may file a grievance through appropriate channels.

8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via college computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through the college systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

#### **Computer Software and Copyright Law**

The college respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to college policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action. College regulations and procedures will establish guidelines for the use of computer resources and local area networks.

#### **Computer Software Policy**

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

#### **Communicable Disease Policy**

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

**Philosophy:** Decisions concerning a person who has a communicable disease shall be based upon current and well-informed medical 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 college shall comply with applicable statutes and regulations which protect the privacy of persons who have a communicable disease.

**Education**

The president shall develop and maintain a comprehensive educational program regarding HIV infection for students and employees. Each college shall have a communicable disease coordinator. The coordinator shall be a registered nurse who has received training in communicable 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.

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# Application for Admission

## 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, disability or sexual orientation.

### SEMESTER YOU PLAN TO ENTER

- ☐ Fall (Aug. - Dec.) ☐ Spring (Jan. - May)  
☐ Summer I (June) ☐ Summer II (July)

Please check the college you plan to attend. Type or print in ink and complete all items.

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> <b>Brookhaven College</b><br>3939 Valley View Lane<br>Farmers Branch, TX 75244-4997<br>972-860-4700 | <input type="checkbox"/> <b>Cedar Valley College</b><br>3030 North Dallas Avenue<br>Lancaster, TX 75134-3799<br>972-860-8201 | <input type="checkbox"/> <b>Eastfield College</b><br>3737 Motley Drive<br>Mesquite, TX 75150-2099<br>972-860-7100 | <input type="checkbox"/> <b>El Centro College</b><br>Main & Lamar Streets<br>Dallas, TX 75202-3604<br>214-860-2037 |
| <input type="checkbox"/> <b>Mountain View College</b><br>4849 West Illinois Avenue<br>Dallas, TX 75211-6599<br>214-860-8680  | <input type="checkbox"/> <b>North Lake College</b><br>5001 N. MacArthur Blvd.<br>Irving, TX 75038-3899<br>972-273-3000       | <input type="checkbox"/> <b>Richland College</b><br>12800 Abrams Road<br>Dallas, TX 75243-2199<br>972-238-6106    | <input type="checkbox"/> <b>Bill J. Priest Institute</b><br>1402 Corinth<br>Dallas, TX 75215-2181<br>214-860-5700  |

\* Your responses to these questions are voluntary.

### PERSONAL INFORMATION

SOCIAL SECURITY NUMBER

    -       

GENDER \*

☐ M ☐ F

NAME Give full legal name. Do not use initials unless initials are your legal name.

Last First Middle

Give names, if different from above, that are on transcripts from other institutions.

DATE OF BIRTH (MM/DD/YY)

ADDRESS NUMBER STREET APARTMENT

CITY STATE ZIP COUNTY

HOME PHONE NUMBER

( )

WORK PHONE NUMBER

( )

E-MAIL ADDRESS

MY PRIMARY LANGUAGE IS: \*

ETHNICITY (How do you identify yourself?)\*

- ☐ African American/Black (2) ☐ Asian or Pacific Islander (4) ☐ Other (7)  
☐ American Indian or Alaskan Native (5) ☐ Hispanic/Latino (3) ☐ White/Non-Hispanic (1)

☐ INTERNATIONAL AND NON-IMMIGRANT STUDENTS (6)

☐ I have F-1 student visa status. (You must see an international student specialist.)

☐ I have other non-immigrant status.

Type of VISA: \_\_\_\_\_ Date Issued: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Country of Residence: \_\_\_\_\_

PERSON TO BE NOTIFIED IN THE EVENT OF AN EMERGENCY

Name \_\_\_\_\_ Phone Number ( ) \_\_\_\_\_

### REASON FOR ATTENDING

I will take courses:

- ☐ To Earn a One-Year Certificate [APPN.CERT]  
☐ To Earn a Two-Year Degree [APPN.ASSOCIATE]  
☐ To Improve Job Skills [APPN.J/R]  
☐ To Transfer to a University [APPN.U/T]  
☐ For Personal Interest [APPN.N/D]  
☐ In Continuing Education/NonCredit [APPN.C/E]  
☐ Uncertain [APPN.UNCERTAIN]

### FOR OFFICE USE

Date Received:

Residency Code:

County Code:

How Admitted:

Term:

Citizen:

TASP Status:

Cond. Agreement:

Rising Star:

Tech Prep:

Dual Credit:

Staff:

### EDUCATIONAL INFORMATION

NAME OF LAST HIGH SCHOOL ATTENDED

CITY

STATE

DID YOU (or will you) GRADUATE FROM HIGH SCHOOL?

- ☐ Yes (Year of Graduation \_\_\_\_\_) ☐ No (Last Year Attended \_\_\_\_\_) ☐ GED (Year Received \_\_\_\_\_)

 Official transcripts for all previous college work (except DCCCD colleges) must be submitted. 

List all colleges attended (INCLUDING DCCCD). Attach separate sheet, if necessary.

(List most recent first)

Name and Location (City and State)

Dates Attended

Fm (Mo/Yr) To (Mo/Yr)

Hours/Credits

Degree, Cert. Received (if any)

Currently on Suspension

Y N

|    |  | Fm (Mo/Yr) | To (Mo/Yr) | Hours/Credits | Degree, Cert. Received (if any) | Currently on Suspension |
|----|--|------------|------------|---------------|---------------------------------|-------------------------|
| 1. |  |            |            |               |                                 | Y N                     |
| 2. |  |            |            |               |                                 | Y N                     |
| 3. |  |            |            |               |                                 | Y N                     |
| 4. |  |            |            |               |                                 | Y N                     |

## DOCUMENTATION & OATH REQUIREMENT

### REQUIRED STATE RESIDENT VERIFICATION

DO YOU LIVE IN DALLAS COUNTY? ☐ Yes ☐ No | HOW LONG HAVE YOU LIVED IN DALLAS COUNTY? Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_ | HOW LONG HAVE YOU LIVED IN TEXAS? Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_ | PREVIOUS STATE OR COUNTRY OF RESIDENCE \_\_\_\_\_

**1.) If you consider yourself a resident of TEXAS for tuition purposes, CHECK ONE of the following:**

- ☐ I am a U.S. citizen.
- ☐ I have legal immigrant status: Permanent Resident, Refugee, Asylee, other.

Document / Card Number: \_\_\_\_\_  
"Document must be viewed by Admissions Personnel"

- ☐ I have no documentation of formal status with federal immigration authorities.

**2.) If your claim for residency is based upon your having lived in Texas for the past 12 months, please answer the following questions:**

IF YOU CAME HERE WITHIN THE PAST 5 YEARS, WHY DID YOU MOVE TO TEXAS?

- ☐ Education ☐ Employment ☐ Other (Please Specify) \_\_\_\_\_

HAVE YOU BEEN EMPLOYED IN TEXAS FOR THE PAST 12 MONTHS? ☐ Yes ☐ No

**3.) If your claim for residency is based upon a parent or legal guardian (and not yourself) please answer the following questions:**

NAME OF THE PERSON UPON WHOM CLAIM IS BASED

Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

☐ Parent

☐ Legal Guardian

HOW LONG HAS THIS PERSON LIVED IN TEXAS?

Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_

PREVIOUS STATE OR COUNTRY OF RESIDENCE \_\_\_\_\_

IS THIS PERSON A U.S. CITIZEN? ☐ Yes ☐ No

IF THIS PERSON CAME HERE WITHIN THE PAST 5 YEARS, WHY DID THIS PERSON MOVE TO TEXAS?

- ☐ Education ☐ Employment ☐ Other (Please Specify) \_\_\_\_\_

HAS PARENT OR LEGAL GUARDIAN CLAIMED YOU AS A DEPENDENT FOR U.S. FEDERAL INCOME TAX PURPOSES FOR THE TAX YEAR PRECEDING YOUR REGISTRATION?

- ☐ Yes. If "Yes," provide copies of income tax return. ☐ No

WILL THIS PERSON CLAIM YOU AS A DEPENDENT FOR THE CURRENT TAX YEAR? ☐ Yes ☐ No

### OATH OF RESIDENCY

I understand that information submitted herein will be relied upon by college/university officials to determine my status for admission and residency eligibility. I authorize the college/university to verify the information I have provided and obtain my TASP test scores as necessary. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

I understand that, by enrolling, I have received or will receive information about bacterial meningitis from the Dallas County Community College District as required by Section 51.9191 of the Texas Education Code.

Have you taken the TASP (Texas Academic Skills Program) test? ☐ Yes. If "Yes," month and year \_\_\_\_\_ ☐ No

APPLICANT'S SIGNATURE

DATE

The Admissions/Registrar's Office reserves the right to request additional information in order to comply with state residency requirements prior to enrollment.

**DOCUMENTS SUBMITTED TO MEET ADMISSIONS AND RESIDENCY REQUIREMENTS BECOME THE PROPERTY OF THE COLLEGE.**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. If you wish to protect your directory information from disclosure, proceed to the following website or contact the registrar.

For information see <https://www1.dcccd.edu/catalog/about/privacy.cfm>

**The official catalog of the Dallas  
County Community College District is on  
the web. This printed version is for  
your convenience. Changes made  
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