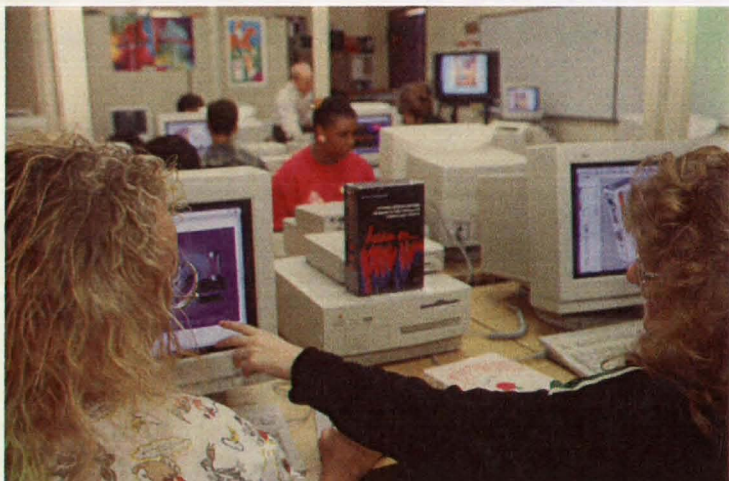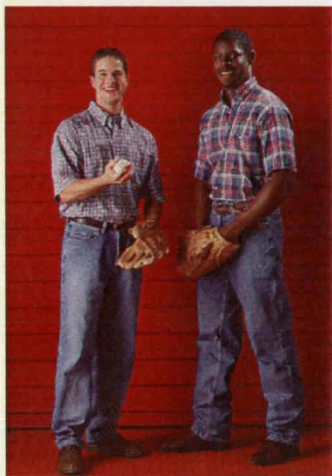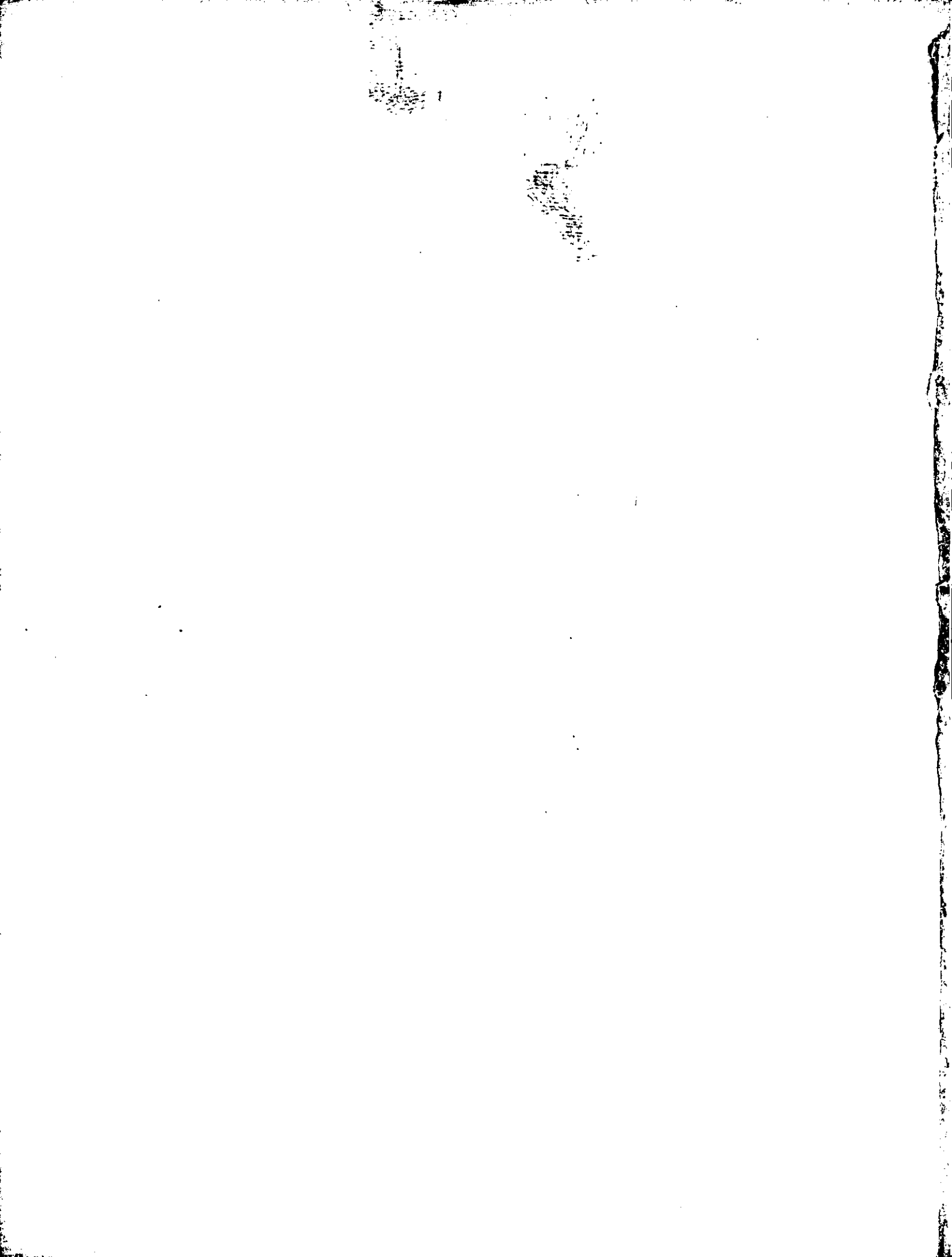# El Centro College
# 1999-2000 Catalog

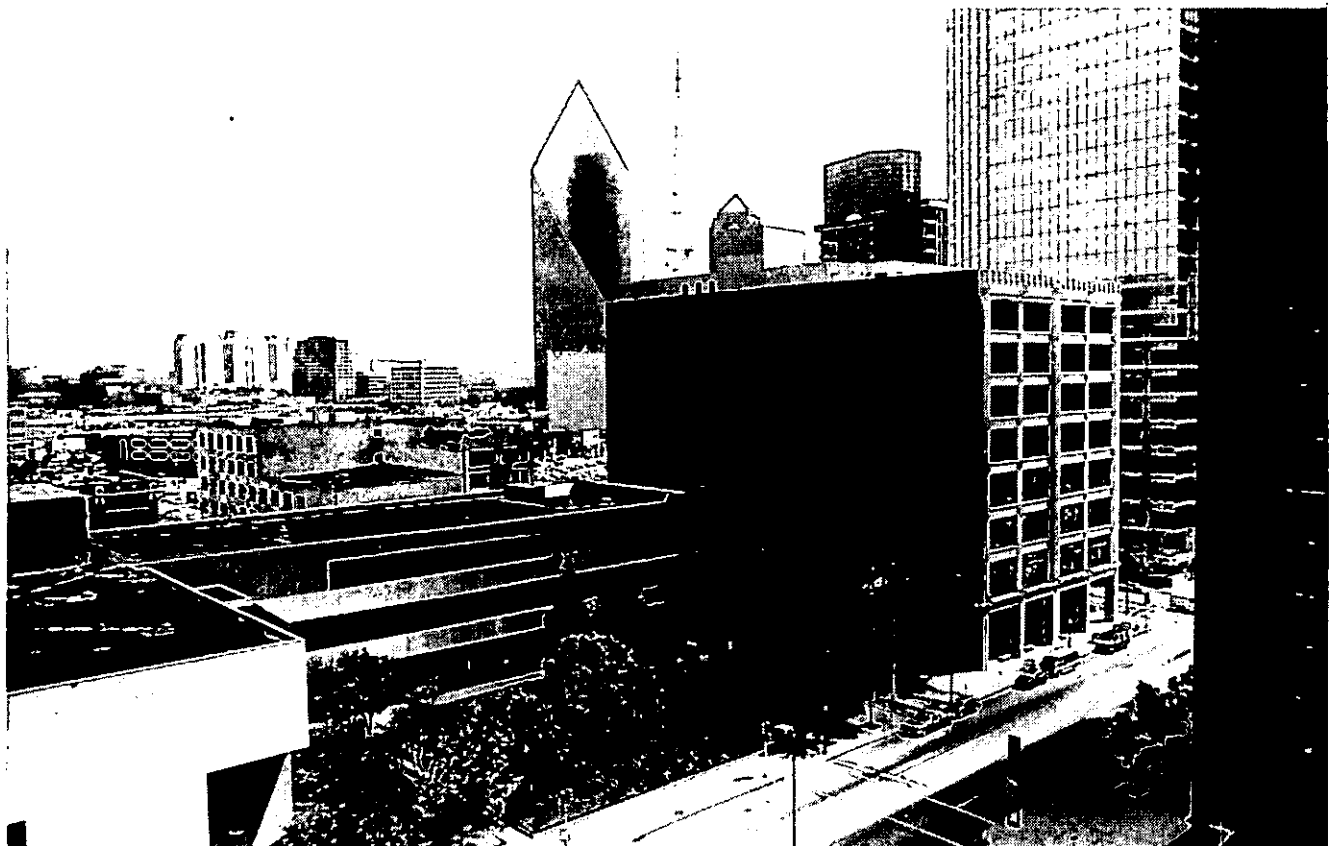## Dallas County Community College District

**DO SOMETHING WITH YOUR LIFE**

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# 1999-2000
# El Centro College Catalog

**El Centro College**
Main at Lamar Streets
Dallas, Texas 75202

**Call for information: Admissions, 214-860-2311**
**Counseling, 214-860-2084**

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

# TEXAS ACADEMIC SKILLS PROGRAM--DCCCD

*As a result of State law, ALL students entering any Texas public college Fall 1998, or thereafter, must have either TASP, QuickTASP or state approved Alternate Assessment test scores on file prior to enrolling for college-level courses. Deaf students entering Fall 1995, or thereafter, are subject to all TASP regulations with the exception that they must take the Stanford Achievement Test rather than TASP, QuickTASP or Alternate Assessment.*

1. **What is TASP?** TASP is both a test and a program to ensure Texas college students have the academic skills to be successful in college.

2. **Who must take TASP?** All students, unless otherwise exempt or waived, must participate in the TASP program.

3. **Who is exempt or waived from TASP requirements?** The following are exempt or waived: (1) Students who earned at least three hours of college-level credit prior to Fall 1989; (2) Students enrolled in certain certificate programs are Awaived@ from the requirements as long as they maintain such enrollment; (3) Students who already have a baccalaureate degree; (4) Students who have ACT/SAT/or TAAS scores which meet state approved standards; (5) Students who are enrolled in private or out-of-state institutions and who wish to remain only for one term/semester within the DCCCD; (6) Students who are not seeking a degree AND are at least 55 years of age; (7) International students who are not seeking a degree; (8) Students with either certifiable math disorders or dyslexia may be exempt when approved by The Texas Higher Education Coordinating Board as only that agency may grant such an exemption; and (9) Out-of-state students involved in official distance education courses.

4. **What happens if a student fails a section of TASP, QuickTASP or Alternate Assessment?** Students who fail either a section of the TASP, QuickTASP, or the DCCCD Alternate Assessment test must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. (Concurrently enrolled high school students who take and fail a section of TASP, QuickTASP or DCCCD Alternate Assessment will not be required to take developmental courses as long as they are in high school.) Students must continue to participate in mandated developmental coursework until (1) they pass the failed section of TASP or QuickTASP (please note that the DCCCD Alternate Assessment tests cannot be used for retesting purposes), or (2) they have completed the required developmental coursework at which time the college **may** release the student from further developmental courses.

5. **When must all TASP requirements be met?** Students must meet all TASP requirements prior to receiving a certificate (if TASP is required) or degree *OR* before taking junior/senior courses at a Texas public university.

6. **How can the TASP requirements be met?** Students may meet the TASP requirements in several ways:
   (1) Pass all sections of TASP or QuickTASP;
   (2) Pass all sections of the state approved DCCCD Alternate Assessment on the initial attempt;
   (3) In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of C or better, retake and fail the same section of TASP or QuickTASP, and then take and make a B or better in an approved, related college-level course; or
   (4) In the exact following order, take and fail a section of the DCCCD Alternate Assessment, complete all required development coursework with a grade of C or better, retest with TASP or QuickTASP and fail the same subject area originally failed on the DCCCD Alternate Assessment, and then take and make a grade of B or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods must check with the college TASP Coordinator to learn of all required steps to be met.

7. **How is the test administered?** The DCCCD Alternate Assessment and QuickTASP are offered at each DCCCD Assessment/Testing Center throughout the year during various dates and times. Please contact your DCCCD campus Assessment/Testing Center for specific information regarding DCCCD Alternate Assessment and QuickTASP test administration procedures. The TASP test is administered statewide at least six times a year. Students 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.

8. **Will other institutions have my DCCCD Alternate Assessment scores?** TASP, QuickTASP, and Alternate Assessment scores will be printed on an official Texas public college or university transcript. DCCCD students who take the DCCCD Alternate Assessment and later transfer to another Texas public college or university will have their scores honored by the receiving institution. Transfer students from another Texas public college or university to the DCCCD will have their state-approved alternate assessment scores honored by the DCCCD.

*DCCCD TASP Coordinators who can assist you with information about TASP requirements:*

| | | |
|---|---|---|
| Brookhaven College | Brenda Dalton | 972-860-4677 |
| Cedar Valley College | Carolyn Ward | 972-860-8204 |
| Eastfield College | Jennie Banks | 972-860-7028 |
| El Centro College | Charlie Morgan | 214-860-2077 |
| Mountain View College | Carolyn Carney | 214-860-8557 |
| North Lake College | Aditi Samarth | 972-273-3127 |
| Richland College | Teddy Krekula | 972-238-6115 |
| District Office | Velma Hargis | 214-860-2406 |

*It is the student's responsibility to be aware of ALL TASP requirements and to meet them.*
*\*Please note: TASP rules are always subject to change.*
Additional TASP information can be found at The Texas Higher Education Coordinating Board's website: **WWW.thecb.state.tx.us/**

# Academic Calendar for 1999-2000

## May Term, 1999
*Contact Colleges for availability and schedules.*

## Summer Sessions, 1999
*Note: Early Registration for both Summer Sessions begins Spring, 1999; contact colleges for schedules. Individual colleges may offer variations of this summer schedule.*

*First Summer Session:*
*(Based on 4 day class week plus 1st Friday)*

| | |
|---|---|
| May 31 (M) | Memorial Day Holiday |
| June 7 (M) | Classes Begin |
| June 10 (R) | 4th Class Day |
| June 11 (F) | Class Day (Only Friday class meeting) |
| June 19 (S) | TASP Test Administered |
| June 29 (T) | Last Day to Withdraw with a Grade of "W" |
| July 5 (M) | Fourth of July Holiday |
| July 8 (R) | Final Exams |
| July 8 (R) | Semester Closes |
| July 12 (T) | Grades due in Registrar's office by 10 am |

*Second Summer Session:*
*(Based on 4 day class week plus 1st Friday)*

| | |
|---|---|
| July 15 (R) | Classes Begin |
| July 16 (F) | Class Day (Only Friday class meeting) |
| July 20 (T) | 4th Class Day |
| July 24 (S) | TASP Test Administered |
| August 9 (M) | Last Day to Withdraw with a Grade of "W" |
| August 17 (T) | Final Exams |
| August 17 (T) | Semester Closes |
| August 19 (R) | Grades due in Registrar's office by 10 am |

## Fall Semester, 1999
*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. Fall registration begins June 16.*

| | |
|---|---|
| August 23 (M) | Faculty Reports |
| August 30 (M) | Classes Begin |
| September 6 (M) | Labor Day Holiday |
| September 13 (M) | 12th Class Day |
| September 18 (S) | TASP Test Administered |
| November 13 (S) | TASP Test Administered |
| November 18 (R) | Last Day to Withdraw with a Grade of "W" |
| November 25 (R) | Thanksgiving Holidays Begin |
| November 29 (M) | Classes Resume |
| December 13-16 (M-R) | Final Exams |
| December 16 (R) | Semester Closes |
| December 20 (M) | Grades due in Registrar's office by 10 am |
| December 23 (R) | College Buildings and Offices Closed for the Holidays at end of workday |

## Winter Term, 1999/2000
*Contact Colleges for availability and schedules.*

## Spring Semester, 2000
*Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Check the colleges for registration times.*

| | |
|---|---|
| January 3 (M) | College Buildings and Offices Open |
| January 10 (M) | Faculty Reports |
| January 17 (M) | Martin Luther King, Jr. Day Holiday |
| January 18 (T) | Classes Begin |
| January 31 (M) | 12th Class Day |
| March 2 (R) | Dist. Conference Day, Faculty & Admin. |
| March 3 (F) | Faculty Professional Devel. (TCCTA) |
| March 5 (S) | TASP Test Administered |
| March 13 (M) | Spring Break Begins |
| March 16 (R) | District Conference Day, Prof. Sup. Staff |
| March 17 (F) | Spring Holiday for All Employees |
| March 20 (M) | Classes Resume |
| April 13 (R) | Last Day to Withdraw with a Grade of "W" |
| April 21 (F) | Holidays Begin |
| April 24 (M) | Classes Resume |
| April 29 (S) | TASP Test Administered |
| May 8-11 (M-R) | Final Exams |
| May 11 (R) | Semester Closes |
| May 11 (R) | Graduation |
| May 15 (M) | Grades due in Registrar's office by 10 am |

## May Term, 2000
*Contact Colleges for availability and schedules.*

## Summer Sessions, 2000
*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.*

*First Summer Session:*
*(Based on 4 day class week plus 1st Friday)*

| | |
|---|---|
| May 29 (M) | Memorial Day Holiday |
| June 5 (M) | Classes Begin |
| June 8 (R) | 4th Class Day |
| June 9 (F) | Class Day (Only Friday class meeting) |
| June 17 (S) | TASP Test Administered |
| June 27 (T) | Last Day to Withdraw with a Grade of "W" |
| July 4 (T) | Fourth of July Holiday |
| July 6 (R) | Final Exams |
| July 6 (R) | Semester Closes |
| July 10 (T) | Grades due in Registrar's Office by 10 am |

*Second Summer Session:*
*(Based on 4 day class week plus 1st Friday)*

| | |
|---|---|
| July 13 (R) | Classes Begin |
| July 14 (F) | Class Day (Only Friday class meeting) |
| July 18 (T) | 4th Class Day |
| July 22 (S) | TASP Test Administered |
| August 7 (M) | Last Day to Withdraw with a Grade of "W" |
| August 15 (T) | Final Exams |
| August 15 (T) | Semester Closes |
| August 17 (R) | Grades due in Registrar's office by 10 am |

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**Mini-semesters, flexible-entry classes, and other alternative schedules may be offered between or during regular semester by some of the Dallas County Community Colleges. Please contact individual college schedules for availability.**

# Dallas County Community College District
## Board of Trustees

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Kitty Boyle

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Randy Leake

Carla C. McGee

Jerry Prater

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Chancellor

## Dallas County Community College District Administrators

# EL CENTRO COLLEGE .

El Centro, a college of the Dallas County Community College District, is centrally located in downtown Dallas and has played a vital role in its educational advancement for the past 30 years.

El Centro's central location allows students from all parts of Dallas County to take advantage of pre-professional courses transferable to four-year institutions, as well as career training in over 40 exciting fields. There is no typical student at El Centro. Students are of all ages and come from all walks of life.

The campus has gained international attention for making use of a nine-story, turn-of-the-century department store, renovated to accommodate classrooms, labora-tories, computer technology, student center, learning center, and administrative offices, as well as labs, arts facilities, gymnasium, and library. Nestled between the two wings is an inviting green space which has been commended for beautifying the downtown area.

## Accreditation

El Centro 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 of Arts and Sciences Degree and the Associate of Applied Science Degree.

## Institutional Memberships

El Centro belongs to The American Association of Community Colleges, The Association of Texas Colleges and Universities, and The League for Innovation in the Community College.

El Centro College is recognized and sanctioned by the Texas Higher Education Coordinating Board and the Texas Education Agency and is an affirmative action, equal opportunity institution.

## DCCCD Statement of Purpose

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

## El Centro's Mission

Valuing the student as its primary commitment, El Centro College provides educational opportunity for all individuals, recognizing that they bring diversity of purpose, circumstance, background, skills and ability. Innovative professional and academic curricula offer quality instruction to enhance the mind and equip students with the knowledge and skills required to reach their fullest potential. The faculty and staff of El Centro College join with students and the community in a partnership of learning to serve the educational needs of a diverse population drawn together in an urban setting.

El Centro College offers counseling, advisement and instruction -- as well as a time and place for students to develop, reflect, learn and grow according to their intellectual and career goals. The college cultivates in students an understanding of our local and global com-munity and promotes civic responsibility and leadership development.

## EL CENTRO COLLEGE ADMINISTRATION

| | | |
|---|---|---|
| President | Wright Lassiter, Jr. | 214-860-2010 |
| College Vice President | Paul McCarthy | 214-860-2019 |
| Vice President, Administrative Services | Ed DesPlas | 214-860-2041 |
| Assistant to the President | Felicitas Alfaro | 214-860-2010 |
| Dean of Students | Micheal Jackson | 214-860-2454 |
| Associate Dean, Allied Health | LaCheeta McPherson | 214-860-2271 |
| Associate Dean, Continuing/Workforce Education | Phyllis Andrews | 214-860-2413 |
| Associate Dean, Nursing (Interim) | Charlotte Green | 214-860-2269 |
| Assistant Dean, Continuing/Workforce Education | Lisa Theriot | 214-860-2263 |
| Assistant Dean, Continuing/Workforce Education | Samantha Jones | 214-860-2262 |
| Assistant Dean, Continuing/Workforce Education | Jennie Pollard-Bratcher | 214-860-2142 |
| Assistant Dean, Institutional Effectiveness and Research | Karen Laljiani | 214-860-2016 |
| Director of Admissions and Registrar (Interim) | Dianna Smith | 214-860-2118 |
| Director of Assessment Center | Paula Wiley | 214-860-2245 |
| Dean of Financial Affairs | Mike Olliges | 214-860-2041 |
| Dean of Educational & Administrative Technology | Susan Turner | 214-860-2166 |
| Associate Dean, Counseling and Special Services | Jim Handy | 214-860-2073 |
| Director of Financial Aid | Carolyn Gilleylen | 214-860-2199 |
| Director of Health Center | Vanessa Miller | 214-860-2113 |
| Director of Human Resources | Rosemary Holt | 214-860-2064 |
| Director of Learning Center | Gail Robinson | 214-860-2243 |
| Director of Marketing & Communications | Perla Sarabia | 214-860-2037 |
| Director of Student Programs and Resources | Howard Finney | 214-860-2137 |
| Admissions Advisor, International Programs | Lucia Inurrigarro | 214-860-2090 |
| Curriculum Specialist | Mary Cooper-Wallace | 214-860-2633 |

# INSTRUCTIONAL DIVISION DEANS

| | | | |
|---|---|---|---|
| Arts and Sciences | Betty Moran | 214-860-2392 |
| Business and Public Service | Allen Espree | 214-860-2202 |
| Communications/Math/Student Support Services | Georgia Francis | 214-860-2247 |
| Health/Legal Studies/Continuing/Workforce Education | Sondra Flemming | 214-860-2146 |

# EL CENTRO COLLEGE FACULTY AND STAFF

**Abbott, Kristi** ................ Instructional Associate, Continuing/Workforce Education
Texas Tech University, B.S.

**Adegbola, Maxine A.** .......................................................... AD Nursing
Hunter College CUNY, Diploma; CUNY, M.S.N.

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Incarnate Word College, B.S.; Antioch College, M.Ed.

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Texas Woman's University, B.S.

**Ames, Lois E.** .......................................................... AD Nursing
Bronson School of Nursing, Diploma; Michigan State University,
B.S.N.; U.T.A., M.S.N.

**Anderson, Eva D.** .......................................................... AD Nursing
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**Andrews, Phyllis D.** ................ Associate Dean, Continuing/Workforce Education
Univ. of Texas Southwestern Medical Center-Dallas, B.S.;
Amber Univ., M.S.;

**Anthony, Michael** .......................................................... Fashion Design
Indiana Univ., B.A.

**Armstrong, Dean** .......................................................... Drama, Humanities
Eastern New Mexico Univ., B.S.; Southwest Texas State Univ., M.A.

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Texas Woman's Univ., B.S., M.S.

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Guilford College, B.S.; Auburn Univ., M.Ed.;
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**Babcock, Rosa B.** .......................................................... English as a Second Language
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**Barnes, Monica T.** ...................... Counselor, Continuing/Workforce Education
Univ. of Southern Mississippi, B.S.; Jackson State Univ., M.S.

**Barnhart, William G.** .......................................................... Accounting
Lamar Univ., B.B.A.; Western State College of Colorado, M.A.

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Stephen F. Austin Univ., B.S., M.S.

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**Becker, Joan T.** .......................................................... AD Nursing
Hunter College, B.S.N.; New York Univ., M.A.

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Univ. of Texas Health Science Center - San Antonio, B.S.N., M.S.N.

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Huston-Tillotson College, B.A.; Texas Southern Univ., M.Ed.;
Washington State Univ., Professional Counseling Certificate;
Nova Univ., Ed.D.

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Prairie View A&M Univ., B.B.A.; East Texas State Univ., M.B.A.

**Bowell, Cassandra** .......................................................... Math/Developmental Math
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Tuskegee Institute, B.S.; Texas Woman's Univ., M.S.

**Branscome, Darlene J.** .......................................................... AD Nursing
Univ. of Pennsylvania-Pittsburgh, B.S.; Texas Woman's Univ.,
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**Bread, Aubrey H.** .......................................................... Radiologic Sciences
Parkland School of Radiologic Technology, R.T. (R), A.R.R.T.;
Amber Univ., B.S.; Abilene Christian Univ., B.S.; East Texas State
Univ., M.S.

**Bryant, Jan** .......................................................... Diagnostic Medical Sonography
Univ. of Texas Health Science Center, B.S., R.T. (R), A.R.R.T.,
R.D.M.S.; North Texas State University, M.S.

**Calcaterra, Cindy L.** .......................................................... Surgical Technology
St. Joseph's School of Nursing, Diploma, R.N.; Univ. of Texas
Health Science Center - Dallas, B.S.; Amber Univ., M.B.A.; Baylor
Univ. Medical Center, O.R. Certificate; CNOR

**Chambers, Robert W.** .......................................................... English
North Texas State Univ., B.A., M.A.

**Chandler, Gwendolyn** .......................................................... Biology
Tennessee State Univ., B.S., M.S.; Meharry Medical College,
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Averett JC, A.A.; Univ. of South Carolina, B.A.; Purdue Univ., M.A.

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Univ. of St. Thomas, B.A.; Sam Houston State Univ., M.A.

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Texas A&I Univ., B.S.; East Texas State Univ., M.Ed.

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North Texas State Univ., B.S., M.S., Ph.D.

**Grant, Robert** ................................Academic Advisor, International Center
Univ. of Texas at Austin, B.A.; Univ. of Texas at San Antonio, B.A.

**Gray, Linda G.** .......................................................... AD Nursing
Texas Woman's Univ., B.S., M.S.N.

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Texas Woman's Univ., B.S.N.; Southern Methodist Univ., M.L.A.

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North Texas State Univ., B.A.; East Texas State Univ., M.S.

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Tarrant County Junior College, A.A.S.; Univ. of Texas Health
Science Center at Dallas, B.S.; Univ. of North Texas, M.S.,
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**Handy, Jim** ............................Associate Dean, Counseling and Special Services
Univ. of Texas at Austin, B.A.; Univ. of Texas Southwestern Medical
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Univ. of Texas, B.S.N.; Texas Woman's Univ., M.S.

**Harman, Martha**.................................................................Mathematics
North Texas State Univ., B.A.; Southern Methodist Univ., M.A.
**Harvey, James R.**.................................................................Physical Education
Lamar Univ., B.B.A., M.B.A., M.S.; Louisiana State Univ., Ph.D.
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East Texas State Univ., B.S., M.Ed.
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UTHSC - San Antonio, B.S.N., CCRN
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Central Missouri State Univ., B.S.; Univ. of Missouri, M.A.L.S.;
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El Centro College, A.A.S.
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Parkland School of Radiologic Science, R.T. (R) A.R.R.T.;
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Langston Univ., A.A., B.S.; Ohio State Univ., M.A., Ph.D.
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Prairie View A&M Univ., B.S.; North Texas State Univ., M.S.;
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Baylor Univ., B.S.N.; Univ. of Texas - Arlington, M.S.N.
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East Texas State Univ., B.S.; Texas A&M at Commerce, M.S.
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Evansville Univ., B.M.E.; Southern Methodist Univ., M.M.
**Jones, Samantha**......................Assistant Dean, Continuing/Workforce Education
Univ. of Sheffield, B.A., Ph.D.
**Jones, Wanda**.................................................................History
Univ. of Texas at Arlington, B.A., M.A.
**Katsigris, Costas**...............................Director, Food and Hospitality Service Inst.
Columbia College, A.B.; Columbia Univ. Graduate School of
Business, M.S.
**Kelso, Genell O.**.................................................................Speech Communication
Univ. of Oklahoma, B.A., M.A.; Nova Univ., Ed.D.
**Knox, Dudley**.................................................................Legal Assistant
Texas Christian Univ., B.S.; Southern Methodist Univ., M.L.A.;
Baylor Univ. Law School, J.D.
**Kurtzer, Eileen**.................................................................AD Nursing
Sinclair Community College, A.D.N.; Texas Woman's Univ.,
B.S., M.S.
**Laljiani, Karen C.**...........Assistant Dean, Institutional Effectiveness and Research
Boston Univ., B.A.; Univ. of Texas at Dallas, Ph.D.
**LaLonde, Chris**.................................................................Chef Instructor
Business, Hotel and Restaurant Administration, Florida State
Univ., B.S., American Culinary Federation, C.E.C.
**Larson, Violet**........................................ Instructional Associate, Learning Center
Iowa State Univ., Chemical Engineering/Chemistry, B.S.
**Lassiter, Wright L., Jr.**.................................................................President
Alcorn State Univ., B.S.; Indiana Univ., M.B.A.; Auburn Univ., Ed.D.
**Lieou, Holly**................................ Counseling Associate, Counseling/Advisement
Texas A&M Univ., B.S.; Univ. of Texas at Austin, M.Ed.
**Litle, Marianne**.................................................................Radiologic Sciences
El Centro College, A.A.S.; Parkland School of Radiologic
Technology, Univ. of Texas Health Science Center, B.S.; East
Texas State Univ., M.Ed., R.D.M.S., M.R.T., A.R.R.T.
**Lock, Lisa**.................................................................Medical Lab Technology
Louisiana State Univ., B.S.M.T.; Amber Univ., M.B.A., M.T. (ASCP) BB
**Lunsford, Terry**.................................................................Interior Design
Texas Tech Univ., B.A.A.D.; Texas A&M-Commerce, M.S., Ed.D.
**Macdonald, Anne**............. Instructional Assoc., Food and Hospitality Service Inst.
Diploma in Institutional Management, Edinburgh College
of Domestic Science, Scotland
**Mann, Kande**.................................................................Respiratory Care
Front Range Community College, A.A.S., RCP, RRT, B.S., UTSMS
**Mansour, Kambiz**.............................. Developmental Mathematics/Mathematics
N.U.I., B.S.; Univ. of Texas at Dallas, M.S.
**Marano, Ross**.................................................Instructional Associate, Chemistry
West Liberty State College, B.A.; Niagara Univ., M.S.
**Martin, Elizabeth P.**.................................................................Vocational Nursing
Dillard Univ., B.S.
**McCarty, James E.**.................................................. Associate Dean, Nursing
Alexian Brothers School of Nursing, Diploma; Loyola Univ., B.S.N.;
Wayne State Univ., M.S.N.; Univ. of Detroit, M.B.A.
**McCarthy, Paul J.**.................................................................College Vice President
Aquinas College, B.A.; Michigan State Univ., M.A., Ph.D.
**McLelland, Sue Annette**.................................................................AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.N., R.R.T., R.C.P.

**McPherson, M. LaCheeta**....................Associate Dean, Health and Legal Studies
North Texas State Univ., B.S.; Baylor School of Medical
Technology, M.T.; East Texas State Univ., M.Ed., Ph.D.,
M.T. (A.S.C.P.); CLS (NCA)
**Menchaca, Richard V.**.................................................Developmental Reading
North Texas State Univ., B.S., M.Ed.
**Miller, Vanessa**.................................................. Director of Health Center
Univ. of North Texas, B.A.; Texas Woman's Univ., B.S., M.S.;
American Nurses Credentialing Center, R.N.C.
**Milling, Jill**.............................................. Instructional Associate, Learning Center
Univ. of Texas at Austin, B.A.; Southern Methodist Univ., M.L.A.;
Univ. of Texas at Dallas, M.A, Ph.D.
**Minnett, John**.................................................................Respiratory Care
El Centro College, A.A.S.; Stephen F. Austin State Univ., B.S.
C.R.T.T., R.R.T., R.C.P.
**Minnis, Rosalinda**.................................................Counselor, Human Development
El Centro College, A.A.A.; East Texas State Univ., B.S.;
Amber Univ., M.A.
**Moeck, Pat**.................................................Program Director Medical Assisting
Baylor Univ., B.A.; Univ. of Dallas, M.B.A.
Certified Medical Assisting (AAMA)
**Moore, Diana E.**................................... Developmental Mathematics/Mathematics
Mary Hardin-Baylor Univ., B.S.; Texas Woman's Univ., M.A.
**Moore, Janice E.**.................................................................AD Nursing
Univ. of Texas-Arlington, B.S.N.; Texas Woman's Univ., M.S.
**Moran, Betty W.**.................................................. Dean, Arts and Sciences
North Texas State Univ., B.S.; Texas Tech Univ., M.Ed.; Texas
Woman's Univ., Ph.D.
**Morgan, Charlie R.**.................................Counselor/Communications/Math
East Texas State Univ., B.S., M.S.
**Moriarty, Kathleen**.................Invasive Cardiovascular/Ecocardiology Technology
Indiana Univ., A.S., B.S.; Purdue Univ., B.S.; Kansas State Univ., M.S.,
RT (R) (CV), RCVT, RCIS
**Myers, H. Wayne**.................................................................Biology
Emporia State Univ., B.A., M.S.
**Neeley-Plog, Claudia**.......................................... Computer Information Systems
Texas A&I Univ., B.Mu., M.S.; Certificate of Data Processing,
E.C.P.I.; East Texas State Univ., M.S., Ed.D.
**Oglesby, Sarah**.................................................Director of TRIO Project
Univ. of North Texas, B.A.
**Oliver, Allen**.................................................................Interior Design
Univ. of Texas at Austin, B.A.
**Olliges, Mike**.................................................. Director of Business Operations
Univ. of Kentucky, B.B.A.; Amber Univ., M.B.A.
**Olson, Carole**.................................................................Legal Assistant
Texas Tech Univ., B.S.; Southern Methodist Univ., M.A.; Univ. of
Houston Law Center, J.D.
**Osada, Kimberly**.................................Tutor Coordinator, TRIO Program
Univ. of New Orleans, B.A.
**Page, Jean**.................................................Counselor/Human Development
North Texas State Univ., B.S., M.Ed., Ed.D.
**Peschka, Gary L.**.................................................................Respiratory Care
Univ. of Missouri, Columbia, B.S.; Univ. of Illinois, Champaign,
M.Ed., R.R.T.
**Pollard-Bratcher, Jennie**.......... Assistant Dean, Continuing/Workforce Education
Prairie View A&M Univ., B.S., M.S.
**Posey, Pamela J.**.................................................................Medical Transcription
Univ. of North Texas, B.A., C.M.T.
**Potter, Frances M.**.................................................................Fashion Design
Southern Methodist Univ., Certificate in Costume Designing
El Centro College, A.A.A.
**Pouncy, Gene E.**.................................................................English
Southern Methodist Univ., B.F.A., M.L.A.
**Powers-Prather, Ann**.................................................................AD Nursing
Paris Junior College, A.D.N.; Univ. of Texas at Arlington, B.S.N.,
M.S.N.; Univ. of North Texas, Ph.D.
**Pritchett, Kathy**.................................................................AD Nursing
Incarnate Word College, B.S.; Texas Woman's Univ., M.S.
**Ramsey, George E.**.................................................................Spanish
Southern Methodist Univ., B.A.; Texas Christian Univ., M.A.
**Reding, Diana L.**.................................................................AD Nursing
Hartwick College, B.S.; East Texas State Univ., M.S.
**Richard, Calvin**.................................................Chief of College Police
Eastfield College, A.A.S.
**Riehl, Gretchen K.**.................................................................Respiratory Care
Univ. of Missouri - Columbia, B.H.S., R.R.T., R.C.P.;
Texas Woman's Univ., M.S.
**Rios-Harris, Rebekah**.................................English/Developmental Writing
Dallas Baptist Univ., B.A., Univ. of Texas at Arlington, M.Ed., M.A.
**Robinson, Emily B.**.................................................. Office Technology
Abilene Christian Univ., B.S.E.; Univ. of North Texas, M.B.E.

Robinson, Gail...................................................................Director, Learning Center
LeMoyn-Owen College, B.S.

Rodriguez, Freddy........................................................Advisor, TRIO Program
California State Univ. Fresno, B.A.; National College of
Professional Tech. Edu. (Mexico), Productivity

Rodriguez, Joan ...................................................................................Reading
Barry College, Florida, B.A., M.A.; New Mexico State, Ed.D.

Routh, Brenda F.............................................................................AD Nursing
California State Univ., B.S.; California State Univ., M.S.

Rouze, Pamela K...............................................................Developmental Reading
North Texas State Univ., B.A.; Texas Woman's Univ., M.Ed.

Samuel, John................................................................. Computer Information
Univ. of Texas at Arlington, B.B.A., M.B.A.; American Production &
Inventory Control Society, Certified in Production and Inventory
Management, C.P.I.M.

Schmitt, Justine H.........................................................................AD Nursing
Univ. of Michigan-Ann Arbor, B.S.N.; Texas Woman's Univ., M.S.N.

Schuster, Patrick................................................................Criminal Justice
Univ. of Texas at Arlington, B.A.

Seaton, Norman ......................................................... Computer Information
Univ. of Plano, B.A.; Univ. of Dallas, M.B.A., Nova University, Ed.D.

Sementilli, Adir...................Instructional Associate, Mathematics/Learning Center
Collin County Community College, A.A.; Univ. of Texas at Dallas, B.S.

Sheffield, Jodi H..............................................................Medical Lab Technology
Alvin Community College, A.A.S.; Univ. of Texas Medical Branch,
Galveston, B.S.; Texas Woman's Univ., M.S., M.T. (A.S.C.P.) SBB

Smith, Deborah A.......................................................................Vocational Nursing
Harper Hospital School of Nursing - Diploma; Texas Woman's
Univ., B.S.

Sonnier, Beth B...........................................Food and Hospitality Service Institute
Culinary Institute of America, A.O.S., Univ. of North Texas, B.S.

Sowers, William J.....................................................................Workforce Education
St. Joseph's Univ., B.S.; Delaware State College, B.S.D.E.;
Temple Univ., Ed.M.

Speyerer, Carol ...........................................................................AD Nursing
Incarnate Word College, B.S.; Texas Woman's Univ., M.S.; Nova
Univ., Ed.D.

Stahl, Dana....................................................................................AD Nursing
Oklahoma Baptist Univ., B.S.; Texas Woman's Univ., M.S.

Steadman, Angela..................................... Instructional Associate, Learning Center
Univ. of Texas at Arlington, B.A.

Strain, Donna....................................... Developmental Mathematics/Mathematics
Southeastern State College, B.A.; Texas Woman's Univ., M.S.

Sudbay, Brenda J...............................................................................AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.N.

Theriot, Lisa................. Assistant Dean, Workforce Development/Special Projects
Illinois State Univ., B.A., Amber Univ., M.A.

Tippit, Linda L.........................................................................................Librarian
Morningside College, B.A.; Texas Women's Univ., M.L.S.

Tolentino, Albert E. ..................................... Counselor/Health and Legal Studies
New Mexico Highlands Univ., B.A., M.A.

Trammell, Deborah .............................................................................AD Nursing
Univ. of Virginia, B.S.N.; Univ. of Texas at Arlington, M.S.N.

Trotter, Robert S., Jr.................................................................... Government
Univ. of Texas, B.A.; North Texas State Univ., M.Ed., Ed.D.

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Our Lady of the Lake College, B.A., M.Ed.; East Texas State
Univ., Ed.D.

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Univ. of North Texas, M.S.; Univ. of Texas at Arlington, B.S.;
Cedar Valley College, A.A.A.S.

Urday, Iris ...............................................................................AD Nursing
Univ. of Southern Mississippi, B.S.N.

Viveros, Patricia A. ...........................................................Radiologic Sciences
Orange Memorial School of Radiologic Technology, Dallas Baptist
Univ., B.C.A., R.T.(R), A.R.R.T.

Waddle, Laura.................................................................................AD Nursing
Texas Woman's Univ., B.S., M.S.

Warrick, Frances ...........................................................Vocational Nursing
College of St. Frances, M.S.; Texas Woman's Univ., B.S., R.N.

Watson, Sue.............Program Director, CPTPD, Continuing/Workforce Education
DeVry Institute of Technology, B.S., Computer Information Systems

Wiley, Paula .........................................................Director, Assessment Center
Southwest Texas State Univ., B.A.; Trinity Univ., M.A.

Williams, Ramona L. ....... Instructional Associate, Computer Information Systems
El Centro College, A.A.S.

Wilson, Doris P...............................................................Office Technology
Prairie View A&M Univ., B.S.; Teachers College, Columbia
Univ., M.A.

Wilson, Sonia.................................. Instructional Associate, Office Technology
El Centro College, A.A.S.;

Wooldridge, Sharon K. ....................................................................Interior Design
El Centro College, First Professional Degree Level Certificate,
Interior Design; Southern Methodist Univ., B.A.

Youmans, Linda A.............................................................................AD Nursing
John Peter Smith Hospital School of Nursing, R.N.; Univ. of Florida,
B.S.N.

Young, Duane ..........Program Director, CPTPD, Continuing/Workforce Education
University of Washington, C.D.P.

Young, Jerry ..............................................Instructional Associate, Microbiology
Southwestern Oklahoma State Univ., B.S., R.Ph.;
West Texas A&M Univ., M.S., M.Ed.

# I. GENERAL INFORMATION

## History of the Dallas County Community College District

The Dallas County Community College District is comprised of seven colleges located strategically throughout Dallas County. Together the colleges enroll approximately 50,000 credit and 45,000 non-credit students per long semester and employ over 2,000 full-time faculty and staff members.

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

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

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

## Mission of the Dallas County Community College District

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

## District Philosophy and Goals

Since 1972, the District has been known as the Dallas County Community College District. The name shows that the District has outgrown the term "junior college." The name also reflects the District's philosophy. The colleges truly are community institutions, meeting the varied educa-

tional needs of the growing Dallas County region. The primary goal of the District and its colleges is to help students of all ages achieve effective living and responsible citizenship in a fast-changing region, state, nation and world. Each college is therefore committed to providing a broad range of educational programs for the people it serves.

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

The Dallas County Community Colleges and the Bill J. Priest Institute for Economic Development are teaching, learning, community-building institutions.

To fulfill the public trust the DCCCD:

• offers a student guarantee to the institutions and employers receiving its graduates;

• measures its collective and individual behaviors against a code of ethics and a statement of organizational values;

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

• strives to provide its services with revenues of:
  -no more than 20% from student tuition
  -no more than 30% from local taxes; and
  -a minimum of 50% from the State;

• seeks to maintain the highest possible credit ratings;

• views itself as a team player in the local community of educators, business people, elected officials and other community leaders; and

• sees its role as a weaver of a seamless fabric of educational opportunity for the people of Dallas County. As a major employer, the DCCCD:

• follows open search procedures which solicit the best available candidates for positions and which will provide a balanced workforce which reflects the ethnic composition of the adult workforce in Dallas County;

• involves those most directly affected by hiring decisions in the candidate review process; and

• seeks to assure that competent performers do not lose real compensation through inflation.

In its organizational culture, the DCCCD:

• places ultimate value on student success;

• applies the principles of continuous quality improvement to achieve student success; and

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

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

1. For the student working toward a bachelor's or higher degree, the colleges offer a wide range of first-year and second-year courses which transfer to senior colleges and universities.

2. For the student seeking a meaningful job, the colleges offer one-year and two-year programs in technical and occupational fields.

3. For the employed person wishing to improve job skills or to move into a new job, the colleges offer credit and non-credit adult educational courses.

4. For the person who simply wants to make life a little more interesting, the colleges offer continuing education programs on cultural, civic and other topics.

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

## District Responsibilities

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

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

## League for Innovation

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

## Equal Educational And Employment Opportunity Policy

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

## Family Educational Rights and Privacy Act Of 1974

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

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

## Student Consumer Information Services

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

## Standard Of Conduct

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

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

## Accreditation

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

# II. IMPORTANT TERMS AND ABBREVIATIONS

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

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

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

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

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

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

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

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

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

**Core**: 48 hours which a student must successfully complete in order to receive an
Associate of Arts and 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 3-credit hour class (English, history, etc.) meets 3 hours per week during the fall/spring semester; a 4-credit-hour class (science, languages, etc.) meets 6 hours per week. Check the catalog or the current class schedule for the value of any course you wish to take.

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

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

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

**Distance Learning**: Classes which are delivered to students through television, the Internet, or other types of technology.

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

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

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

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

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

**Former student**: One who has attended a DCCCD college in the past year.

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

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

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

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

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

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

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

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

11

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

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

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

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

**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) which last approximately 16 weeks. There are two summer sessions or "semesters" (Summer I and Summer II) which last approximately 52 weeks.

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

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

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

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

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

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

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

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

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

# III. ADMISSIONS AND REGISTRATION

### General Admissions Policy

The College has an "open door" admissions policy. It ensures that all persons who can profit from post-secondary education have an opportunity to enroll. Unless an admitted student is TASP exempt, prospective students must present TASP (Texas Academic Skills Program) scores or take the college assessment tests. Assessment is not used to determine admission except for students wishing to enroll in "special admissions" programs.

### Admission Requirements

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

It is recommended, although not required, that all prospective students have adequate immunization for diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis. Health-related programs may require specific immunizations prior to admission. Information is provided at orientation sessions for health-related programs.

### Beginning Freshmen

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

A. Graduates from accredited high school;
B. Graduates of an unaccredited high school who are 18 years of age or older;
C. Those who have earned a General Education Diploma (G.E.D.);
D. Those who are at least 18 years of age and who do not have a diploma or G.E.D. may be admitted by individual approval;
E. Those who are under the age of 18, are no longer enrolled in high school of any kind, and who do not have a diploma nor a G.E.D. may be admitted by one of the following:
(1) Written recommendation of the principal or superintendent of the last high school attended, or
(2) On the basis of completion of the college's assessment program or TASP with the results indicating the student has the ability to benefit from the college's curricular offerings.
F. Those who are under the age of 18, did not graduate from an accredited school, but who graduated from a non-accredited high school, or were schooled in a non-traditional setting (i.e., home-schooled) may be admitted by meeting all of the following conditions:
(1) Written recommendation of the principal or superintendent of the last school attended, or on the basis of completion of the college's assessment program or TASP with the results indicating the student has the ability to benefit from the college's curricular offerings;
(2) Present a notarized record of the high school equivalent work completed and the date of successful completion; and
(3) Agree to limitations on conditions of admission established by the college.
G. Admitted students must present TASP scores or take the college assessment program prior to registration.

## Students Concurrently Enrolled in High School and the DCCCD

Students still enrolled in high school may be admitted under the following conditions:
A. Students who have completed their junior year in an accredited high school may be admitted upon the written recommendation of the high school principal and must present scores on TASP or the college assessment program with results indicating the ability to complete college-level work. Such students may take no more than two courses each semester.
B. Students who have not completed their junior year at an accredited high school may be admitted upon meeting all the following conditions:
(1) The written recommendation of the high school principal;
(2) Presentation of scores on the TASP or college assessment program which indicate the student has the ability to complete college-level work;

(3) Approval of the Vice President of Instruction or designate. Such students may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
C. Students who are enrolled in non-accredited high schools or schooled in a non-traditional setting (i.e., home-schooled) and who have completed the equivalent of the junior year (16 units) in high school may be admitted by meeting all the following conditions.
(1) Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
(2) Presentation of scores on TASP or college assessment program with results indicating the ability to do college-level work;
(3) Agree to limitations on conditions of admission. Students may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
(4) Approval of the Vice President of Instruction or designate.
D. Students who are enrolled in non-accredited high schools or schooled in a non-traditional setting (i.e., home-schooled) and have not completed the equivalent of the junior year (16 units) in high school may be admitted by meeting all the following conditions:
(1) Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
(2) Presentation of scores on the TASP or college assessment program with results indicating the ability to do college-level work;
(3) Agree to limitations on conditions of admission. Students may take no more than two courses each semester; and
(4) Approval of the Vice President of Instruction or designate.
C. High school students may enroll in remedial courses only if a contract for such services exists between the colleges and the school.

## High School Students Enrolled in Dual Credit Programs

Dual Credit Programs are instructional partnerships approved by the governing boards or designated authorities of both the public school district or private secondary school and the DCCCD where instructional concurrent course credit is provided to high school students for the awarding of both high school and college certificate and associate degree credit.

*Student eligibility requirements:*
(1) To enroll in courses of an associate degree or level two certificate (TASP eligible) program, the high school student must present a passing score on TASP or the approved alternate-assessment in at least one area (reading, writing, or math) as deemed applicable by the college for the intended course

in which the student wishes to enroll. Students who are exempt from TASP are also exempt for purposes of concurrent course credit.

(2) All sections of TAAS must have been passed by students wishing to enroll in concurrent credit classes.

(3) Students in private or home-schools must meet #1 above.

(4) High school students are generally limited to enrollment in two concurrent courses per semester. Such students may be permitted to enroll in more than two courses if recommended to do so by the high school principal AND under one of the following conditions:

(a) Achieve a minimum GPA of 3.00 on at least two college courses taken in previous semesters; or

(b) Proof of having passed all sections of TASP or alternate assessment; or

(c) Proof of eligibility to be TASP exempt based upon TAAS, ACT, or SAT as approved by the Texas Higher Education Coordinating Board. (Note: these scores often are altered by the THECB and the currently approved scores must be utilized.)

(5) High school students must meet all appropriate admissions criteria to the college.

(6) High school students must fulfill all prerequisite requirements to enrolling in a concurrent credit course.

## Transfer Students

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

A. Present a complete transcript bearing impression of seal and signature of college/university official of each institution attended. Transcripts should be submitted before enrollment of the semester in which the student first enrolls and should include the previous admission record and evidence of honorable dismissal. Students not submitting transcripts prior to enrollment can be blocked from a number of courses which require taking certain prerequisites. Transcripts received become the permanent property of the college. Recipients of baccalaureate and/or graduate degrees from accredited colleges and universities may submit a copy of a college/university diploma in lieu of transcripts. A student transferring from another collegiate institution is not at liberty to disregard his/her collegiate record by applying as a beginning student. The college reserves the right to review academic credentials and/or transcripts from other higher education institutions for purposes of evaluating the acceptability of credits. An applicant who fails to report all accredited college/university course

work will be subject to disciplinary action (including expulsion) and possible loss of credit for subsequent course work taken at the college.

B. Meet the minimum academic standards of the college. If an applicant on enforced scholastic withdrawal or suspension from another institution meets the minimum academic standards of the college, the applicant may petition for admission to the Admissions Committee of the college. Admission may be provisional and enrollment may be limited as to credit hours and course work.

C. After being admitted, meet all TASP require ments as shown below.

(1) Transfers from other Texas public college/universities and who are not TASP exempt must present TASP scores or scores for the college=s assessment program if they wish to enroll in any college-level coursework; and

(2) Transfers from private and/or out-of-state colleges/universities who are not TASP exempt, must present TASP scores or college assessment scores.

## Former Students

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

## Academic Forgiveness Policy

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

## International Students

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

1. Contact the institution to request international student admission information;

2. Provide official TOEFL (Test of English as a Foreign Language) score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version to meet the English proficiency requirement and be considered for academic credit. Students who meet one of the following criteria will be excused from the TOEFL requirement:

A. A graduate of accredited U.S. college or university;

B. A native speaker of English from a country in which English is the primary language of the majority as documented by the Cambridge Encyclopedia of Languages. (See international admissions advisor for list of approved countries.)

C. An institutional TOEFL score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version from the University of North Texas or the University of Texas at Arlington may be substituted for the TOEFL;

D. Prospective students who document completion of the final level of an Intensive English Language Program which is ap proved by the DCCCD through an estab lished agreement.

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

3. Show documented evidence of sufficient financial support for the academic year;

4. Enroll in the DCCCD F-1 International Student Medical Benefits Plan or provide documentation of adequate health insurance coverage approved by the international admissions advisor. Insurance benefits must cover the duration of study at the institution. International students who do not maintain required insurance will be withdrawn from college.

5. Provide written proof of negative tuberculin skin test or chest X-ray, diphtheria/tetanus immunizations taken within the last ten years, measles and rubella vaccines taken since January 1, 1968, and polio immunization if the student is under nineteen years of age;

6. Submit official transcripts from each college or university previously attended with a minimum of "C" average;

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

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

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

After admission, international students will need to present TASP scores or take the college assessment program. In addition to the requirements stated above, international students wishing to transfer from another U.S. institution must also:

1. Present documentation indicating valid non-immigrant status;

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

### Evaluation of Foreign Credentials

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

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

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

### American English and Culture Institute

For international students preparing to study in American colleges and universities or planning to work in fields where English is the primary language, the DCCCD offers an intensive English program called the American English and Culture Institute (AECI). The AECI is a year around program of English and culture study that is offered in eight week sessions and is divided into proficiency levels from one through six. It is located at the Universities Center of Dallas in downtown Dallas.

### Application and Admissions Procedures

Applications may be submitted any time prior to registration. Early application is essential because the student's place in registration is determined by the date of the applicant's files. Submitting admissions documents early also insures

that there is adequate time for effective advisement and scheduling planning. A later place in registration often means that the classes a student desires may already be filled as all District colleges conduct early registration in some form.

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

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

An official application, available from any DCCCD college Admissions Office or through the Internet address of www.dcccd.edu.

Test Scores: Students who have ACT or SAT test scores taken within the last five (5) years, TAAS test scores taken within the last three (3) years or TASP test scores must submit those scores to the college.

Official Transcripts: The following MUST be submitted—(1) Students who graduated from high school (and who have no college experience) should submit high school transcripts, which will be utilized for advisement purposes; (2) a college transfer student should submit official transcripts of all college work attempted before enrollment of the semester in which the student first enrolls. The College accrediting agency requires transcripts, and the College uses them in program advisement. IT IS ABSOLUTELY ESSENTIAL THAT TRANSFER STUDENTS SUBMIT OFFICIAL TRANSCRIPTS FROM ALL COLLEGES PREVIOUSLY ATTENDED. If transcripts are not submitted prior to enrollment, students can be blocked from a number of courses which require taking certain prerequisites, future enrollment of the student will be blocked and a transcript of work attempted at any DCCCD institution will not be released.

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

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

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

After being admitted but prior to registration, students must either present TASP scores or take the college assessment program.

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

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

## Reciprocal Tuition Agreement

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

| PROGRAM | CAMPUS |
| --- | --- |
| Apparel Design | ECC |
| Automotive Technology | BHC |
| Dealership-sponsored Technician | BHC |
| Service Technician | BHC |
| Aviation Technology | MVC |
| Air Cargo | MVC |
| Aircraft Dispatcher | MVC |
| Airline Management | MVC |
| Professional Pilot | MVC |
| Fixed Base Operations | MVC |
| Commercial Music | CVC |
| Computer Information Systems | CVC |
| Construction Technology | NLC |
| Construction Management | NLC |
| PROGRAM | CAMPUS |
| Diagnostic Medical Sonography | ECC |
| Local Area Network Administrator | EFC, NLC, RLC |
| Lan Server Operator | EFC, NLC, RLC |
| Educational Personnel | ECC, RLC |
| Electrical Technology | NLC |
| Electronic Wireless Communications | EFC |
| Electronics Computer Technology | EFC |
| Automated Manufacturing | MVC |
| Engineering Technology | RLC |
| Food and Hospitality Service | ECC |
| Hotel/Motel Management | NLC |
| Interior Design | ECC |
| International Business and Trade | RLC |
| Invasive Cardiovascular Technology | ECC |
| Medical Staff Services | ECC |
| Medical Transcription | ECC |
| Mortgage Banking | NLC |
| Pattern Design | ECC |
| Physical Fitness Technology | NLC |
| Plumbing and Pipefitting | NLC |
| Social Work Associate | EFC |
| Substance Abuse Counseling | EFC |
| Veterinary Technology | CVC |
| Video & Film Technology | NLC |
| Visual Communications | BHC |

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

| PROGRAM | CAMPUS |
| --- | --- |
| Air Conditioning and Refrigeration Residential | CVC, EFC, NLC |
| Air Conditioning and Refrigeration Technology | EFC |

16

| Apparel Design | ECC |
|---|---|
| Auto Body Technology | EFC |
| Automotive Career Technician | CVC |
| Automotive Technology | BHC, EFC |
| Aviation Technology | MVC |
| Construction Management and Technology | NLC |
| Construction Technology | NLC |
| Diagnostic Medical Sonography | ECC |
| Food and Hospitality Service | ECC |
| Digital Imaging Technology | EFC |
| *PROGRAM* | *CAMPUS* |
| Educational Personnel | ECC, RLC |
| Electrical Technology | NLC |
| Interior Design | ECC |
| International Business and Trade | RLC |
| Invasive Cardiovascular Technology | ECC |
| Medical Staff Services | ECC |
| Medical Transcription | ECC |
| Mortgage Banking | NLC |
| Multimedia Technology | RLC |
| Pattern Design | ECC |
| Physical Fitness Technology | NLC |
| Postal Service | MVC |
| Radiologic Sciences | ECC |
| Social Work Associate Generalist | EFC |
| Substance Abuse Counseling | EFC |
| Travel and Tourism Management | RLC |
| Veterinary Technology | CVC |
| Video Film Technology | NLC |
| Welding Technology | MVC |

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

**Tuition**

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

**Tuition Installment Pay Plan (TIPP)**

A law passed by the Texas State Legislature permits students registering at community colleges to pay their tuition and fees in installments. Installment plan must be initiated before the first class day. One-half of the payment is required in advance of the official institutional first day of classes; one-quarter is due prior to the start of the sixth class week; and the final one-quarter payment must be made prior to the eleventh class week. Promissory notes must be signed at the time the first payment is made. Late fees will be assessed ($10 per payment not to exceed $20) for late installments. If courses are dropped, the refund, if any, will be applied to the balance of the installment plan. If courses are dropped and no refund is due, the balance of the installment plan must still be paid in full. Course credit may be denied to students who have not made payment in full by the end of the semester. Tuition installment pay plans are allowed only during the fall and spring semesters and do not apply to flex classes. A $15 fee is charged to all TIPP participants.

**HOPE and Lifetime Learning Tax Credits**

The HOPE tax credit, based upon federal law, is available for eligible taxpayers enrolling in the first two years of postsecondary education. Students must be enrolled at least half time in a degree, certificate or other program leading to a recognized educational credential. This tax credit applies only to tuition and fee expenses paid after December 31, 1997 for enrollment occurring after that date.

The Lifetime Learning tax credit is available for eligible taxpayers who are college juniors, seniors, graduate students, adults returning to college and students enrolled less than half time. This tax credit applies only to tuition and fee expenses paid after June 30, 1998 for enrollment occurring after that date.

For additional information on the two tax credits, students may contact the local Internal Revenue Service, their tax preparer, or the following website: http://www.tec.nh.us/htmls/hopetax.htm.

**Additional Fees**

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

**Special Fees and Charges**

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

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

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

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

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

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

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

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

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

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

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

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

### Refund Policy

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

(1)     Official withdrawal:

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

*Fall and Spring Semesters*
Prior to the first class day of the semester....100%*
During the first fifteen class days of the semester....70%*
During the sixteenth through twentieth class days of the semester....25%*
After the twentieth class day of the semester...NONE
*Summer Semesters*
Prior to the first class day of the semester....100%*
During the first five class days of the semester....70%*
During the sixth and seventh class days of the semester....25%*
After the seventh class day of the semester....NONE

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

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

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

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

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

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

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

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

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

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

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

(3) Requests for refunds will not be accepted after the end of the semester or summer session for which the refund is sought. Cash refunds are not issued. Refund checks are mailed to the student at the address on file in the Admissions/Registrar's Office, or if payment was originally made by credit card, the refund will be applied back to the same credit card.

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

(5) REFUND CHECKS NORMALLY REQUIRE A MINIMUM OF ONE MONTH FROM DATE OF APPROVAL FOR PROCESSING.

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

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
## TUITION AND STUDENT SUPPORT FEES
### All Semesters

| Semester Credit Hours | DALLAS COUNTY | | | | OUT-OF-DISTRICT | | | | OUT-OF-STATE OR COUNTRY | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Tuition | Regis. Fee | Tech. Fee | Total | Tuition | Regis. Fee | Tech. Fee | Total | Tuition | Regis. Fee | Tech. Fee | Total |
| 1 | $ 25 | $5 | $10 | $ 40 | $ 41 | $5 | $10 | $ 56 | $ 200 | $5 | $10 | $ 215 |
| 2 | 42 | 5 | 10 | 57 | 82 | 5 | 10 | 97 | 200 | 5 | 10 | 215 |
| 3 | 63 | 5 | 10 | 78 | 123 | 5 | 10 | 138 | 213 | 5 | 10 | 228 |
| 4 | 84 | 5 | 10 | 99 | 164 | 5 | 10 | 179 | 284 | 5 | 10 | 299 |
| 5 | 105 | 5 | 10 | 120 | 205 | 5 | 10 | 220 | 355 | 5 | 10 | 370 |
| 6 | 126 | 5 | 12 | 143 | 246 | 5 | 12 | 263 | 426 | 5 | 12 | 443 |
| 7 | 147 | 5 | 14 | 166 | 287 | 5 | 14 | 306 | 497 | 5 | 14 | 516 |
| 8 | 168 | 5 | 16 | 189 | 328 | 5 | 16 | 349 | 568 | 5 | 16 | 589 |
| 9 | 189 | 5 | 18 | 212 | 369 | 5 | 18 | 392 | 639 | 5 | 18 | 662 |
| 10 | 210 | 5 | 20 | 235 | 410 | 5 | 20 | 435 | 710 | 5 | 20 | 735 |
| 11 | 231 | 5 | 22 | 258 | 451 | 5 | 22 | 478 | 781 | 5 | 22 | 808 |
| 12 | 252 | 5 | 24 | 281 | 492 | 5 | 24 | 521 | 852 | 5 | 24 | 881 |
| 13 | 273 | 5 | 26 | 304 | 533 | 5 | 26 | 564 | 923 | 5 | 26 | 954 |
| 14 | 294 | 5 | 28 | 327 | 574 | 5 | 28 | 607 | 994 | 5 | 28 | 1,027 |
| 15 | 315 | 5 | 30 | 350 | 615 | 5 | 30 | 650 | 1,065 | 5 | 30 | 1,100 |
| 16 | 336 | 5 | 32 | 373 | 656 | 5 | 32 | 693 | 1,136 | 5 | 32 | 1,173 |
| 17 | 357 | 5 | 34 | 396 | 697 | 5 | 34 | 736 | 1,207 | 5 | 34 | 1,246 |
| 18 | 378 | 5 | 36 | 419 | 738 | 5 | 36 | 779 | 1,278 | 5 | 36 | 1,319 |
| 19 | 399 | 5 | 38 | 442 | 779 | 5 | 38 | 822 | 1,349 | 5 | 38 | 1,392 |
| 20 | 420 | 5 | 40 | 465 | 820 | 5 | 40 | 865 | 1,420 | 5 | 40 | 1,465 |

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

## SPECIAL FEES AND CHARGES

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

## SEMESTER TUITION

Tuition for all semesters is as follows:

1. **Dallas County Residents** $21.00 per credit unit or a minimum of $25.00
2. **Out-of-District Residents** $41.00 per credit unit or a minimum of $41.00
3. **Out-of-State Residents** $71.00 per credit unit; minimum of $200.00
4. **Out-of-Country Residents** $71.00 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 Semester I, 1999

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.

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

## Returned Checks

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

## Assessment and Advisement Procedures

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

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

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

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

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

Students who did not have at least 3 college-level credit hours prior to the 1989 Fall Semester must take the TASP (Texas Academic Skills Program) test or an approved TASP alternate test prior to enrollment in any college-level course work. Should students fail either the reading, writing, or mathematics section of TASP or a TASP alternate test, they will be required, as mandated by Texas 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.

## Change of Schedule

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

## Non-Credit Student (Audit)

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

## Acceptance of Credit in Transfer

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

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

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

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

Credits earned through other education programs, such as credit-by-examination, military experience, and the U.S.

Armed Forces Institute, are reviewed by the Registrar and credit may be granted if applicable.

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

## Address Changes and Social Security Number

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

## TASP (Texas Academic Skills Program)

Effective with the Fall 1998 semester, there are many changes being made to the TASP program as required by state law and/or The Texas Higher Education Coordinating Board.

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 the reading, writing, and math skills of students. The program is very complex, and students are expected to consult with the college TASP Coordinator in order to meet the TASP requirements. *It is the student=s responsibility to be aware of all TASP regulations.*

Effective Fall 1998, all entering students must have either DCCCD Alternate Assessment, TASP or QuickTASP tests scores on file prior to enrolling for college-level courses. Students meeting the following conditions are exempt or waived from the TASP requirements:

-Have at least 3 hours of college credit prior to Fall, 1989;
-Are blind/deaf and have at least 3 hours of college credit prior to Fall, 1995
- Enroll in certain certificate programs;
-Have a baccalaureate or higher degree;
- Have ACT/SAT or TAAS scores which meet state standards for an exemption;
-Enroll as a transient student from an out-of-state or private institution;
-Are not seeking a degree AND are at least 55 years of age;
-Are not seeking a degree AND are international students;
-Have been certified by the Texas Higher Education Coordinating Board as being dyslexic or having a related dis-

order OR as having a math disorder. Students seeking this exemption 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;
-Be an out-of-state student enrolled in official distance education courses.

All other students are subject to TASP requirements.

Students who fail a section of either the DCCCD Alternate Assessment, TASP or QuickTASP must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. (Concurrently enrolled high school students will not be mandated to take developmental courses while in high school.) Students must continue to participate in mandated developmental coursework until (1) they pass the failed section of TASP or QuickTASP test, (please note that the DCCCD Alternate Assessment cannot be used for retesting purposes) or (2) They have completed the developmental coursework required, at which time the college may release the student from such coursework. The college is not required to release the student from further developmental coursework.

Students may meet the TASP requirements in several ways: (1) Pass all sections of TASP or QuickTASP; (2) Pass all sections of the DCCCD Alternate Assessment on the initial attempt; (3) In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of C or better, retake and fail the same section of TASP or QuickTASP, and then take and make a B or better in an approved, related college-level course; or (4) In the exact following order, take and fail a section of the DCCCD Alternate Assessment, complete all required developmental coursework with a grade of C or better, retest with TASP or QuickTASP and fail the same subject area originally failed on the DCCCD Alternate Assessment, and then take and make a grade of B or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods must check with the college TASP Coordinator to learn of all required steps to be met.

Deaf students entering Fall 1995 and thereafter are subject to all TASP regulations with the exception that they must take the Stanford Achievement Test rather than TASP, QuickTASP, or Alternate Assessment.

DCCCD students who take the DCCCD Alternate Assessment and later transfer to another Texas public college or university will have their scores honored by the receiving institution. Transfer students from another Texas public college or university to the DCCCD will have their state-approved alternate assessment scores honored by the DCCCD.

No student may receive a degree or certain certificates without having met the TASP requirements. No student may take junior or senior level courses at a Texas public university without having met the TASP requirements.

***TASP rules are always subject to change.***
Additional Tasp information can be found at the Texas Higher Education Coordinating Board's website:
WWW.thecb.state.tx.us/

# IV. ACADEMIC INFORMATION

### Scholastic Standards: Grades & 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; re-enrollment required |
| W | Withdrawn | Not computed |
| CR | Credit | Not computed |

*Used only with developmental studies courses.

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

| Credit Hours | 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 |

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

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

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

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

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

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

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

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

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

Students on Federal Financial Aid need to check with Financial Aid Officer concerning E grade(s) and any impact on benefits.

### Acceptable Scholastic Performance

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

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

### Recommended Academic Load

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

### Classification of Students

*Freshman*: A student who has completed fewer than 30
  credit hours.
*Sophomore*: A student who has completed 30 or more
  credit hours.
*Part-time*: A student carrying fewer than 12 credit hours
  in a Fall or Spring semester.
*Full-time*: A student carrying 12 or more credit hours in a
  Fall or Spring semester.

### Class Attendance

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

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

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

### Dropping A Course Or Withdrawing From College

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

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

### Academic Recognition

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

### Scholastic Probation, Scholastic Suspension, and Academic Dismissal

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

_Scholastic Suspension:_ A student on scholastic probation who is ineligible to re-enroll shall be suspended from the college for not less than one semester.

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

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

_Indefinite Academic Dismissal:_ A student who is readmitted after having been on scholastic suspension and academic dismissal, and who subsequently fails to achieve a GPA(1) of 2.0 greater, shall be placed on indefinite academic dismissal. After a period of more than 12 months, a student may be recommended for readmission only by the Vice President of Student Development or designee.

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

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

### Grade Reports/Notification of Grades

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

### DCCCD Transcript of Credit

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

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

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

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

### Degree Requirements

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

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

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

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

### The Common Learning Curriculum

The Common Learning curriculum is composed of required courses and clusters of courses designed to advance the learning which is common to all candidates for a degree. Therefore, the courses students take toward a DCCCD degree are designed around a series of skills to be achieved in order to be a successful, contributing member of society. The

courses required in DCCCD degrees should equip students to learn to live better with themselves, others, and environments, as well as to learn to live as producers, consumers, and members within a community. It is also expected that students will learn to live more creatively, become more proficient in understanding future trends and how those trends impact their own lives, and how to develop effective learning skills. While not each of the skills will be found in each and every course within a DCCCD degree, the faculty believe that by taking those courses required for a degree program, students will encounter many of the above-named skills.

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

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

## Associate of Arts and Sciences Degree
*The title of this degree may be changed during 1999-2000.*

This degree is primarily designed as the equivalent of the first half of a baccalaureate degree. This is a general plan and may or may not satisfy the requirements of a specific transfer university. Students desiring to transfer should seek this degree after consultation with the college Counseling/Advisement Center. However, in keeping with Texas State law, students who complete the 48 hour credits of the DCCCD core curriculum are assured that the core in its entirety will transfer to any Texas public college or university, in such instances, the DCCCD core will be substituted for the core requirements of the receiving institution. Therefore, in pursuing this degree, students are encouraged to complete the entire core within the DCCCD. Students transferring into the DCCCD from another Texas public college or university who have completed that institution's core requirements are assured that the DCCCD will accept the completion of that core in lieu of its own toward the requirements for the Associate of Arts and Sciences degree.

In order to receive this degree, students should successfully complete 61 credit hours including the 48 credit hour core of the DCCCD plus an additional 13 hours of electives, normally courses designed for the selected major. This 61 hours may be completed at any DCCCD college and must include courses from the following areas:

COMMUNICATIONS--9 credit hours
Students must successfully complete all courese listed
English 1301 and 1302

MATHEMATICS--9 credit hours
Students must successfully complete one of the courses listed:
Math 1314, 1324, 1333, 1335, 1342, 1414, 2412, or higher level

LAB SCIENCES--8 credit hours
Students must successfully complete two of the courses listed:
Biology 1406, 1407, 1408, 1409
Chemistry 1405, 1407, 1411, 1412
Geology 1401, 1403, 1404, 1445
Physics 1401, 1402, 1407, 1411, 1412, 1415, 1417, 2425, 2426
Students may NOT use the following combinations to meet this requirement: Biology 1406 and 1408; Chemistry 1405 and 1411, Physics 1401 and 1405; Physics 1401 and 2425; Physics 1405 and 2425.

SOCIAL/BEHAVIORAL SCIENCES--15 credit hours
Students must successfully complete all of the courses listed
History 1301 AND 1302
Government 2301 AND 2302
Students must successfully complete one of the courses listed:
Anthropology 2346, 2351
Economics 1303, 2301, 2302, 2311
Psychology 2301, 2314, 2316
Sociology 1301, 1306, 2319

HUMANITIES/VISUAL AND PERFORMING ARTS--9 credit hours
Students must successfully complete one of the courses listed in each category:
*Category I*
Arts 1301, 1303, 1304
Dance 2303
Drama 1310, 2366
Humanities 1301
Music 1306, 1308, 1309
*Category II*
English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333
*Category III*
Cultural Studies 2301
History 2321, 2322, 2380, 2381
Philosophy 1301, 2306, 2307, 2316, 2317
Religion 1304

OTHER--4 credit hours
Students must successfully complete Physical Education 1164 AND one of the courses listed:
Computer Science 1300 OR any foreign language course numbered 1300 or higher

ELECTIVES--13 credit hours.

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The GPA for graduation is based on the credit earned for all DCCCD college-level work and for all credit which is transferred from other institutions. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, Arts 1170, Music 1175, and Drama 1170.

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

## Associate of Arts and Sciences Degree with major in Business
*The title of this degree may be changed during 1999-2000.*

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

This plan also includes courses designed for business majors. Students planning to transfer must consult the transfer institution's catalog to ensure selected courses in this area will both transfer and apply toward their degree at the receiving institutution. Once students have decided on the specific transfer institution and a specific major within business, they are strongly encouraged to utilize the transfer degree plan for those hours beyond the DCCCD core.
In order to receive this degree, students should successfully complete 61 credit hours including the 48 hour core of the DCCCD, the required business courses, and any elective courses to bring the total to 61 credit hours. These 61 hours may be completed at any DCCCD college and must include courses from the following areas:

COMMUNICATIONS--9 credit hours
Students must successfully complete all courses listed:
English 1301 AND English 1302
Speech Communications 1311

MATHEMATICS--3 credit hours
Students must successfully complete
Math 1324

LAB SCIENCES--8 credit hours
Students must successfully complete two of the courses listed
Biology 1406, 1407, 1408, 1409
Chemistry 1405, 1407, 1411, 1412
Geology 1401, 1403, 1404, 1445
Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426

Students may NOT use the following combinations to meet this requirement: Biology 1406 and 1408; Chemistry 1405 and 1411; Physics 1401 and 1405; Physics 1401 and 2425; Physics 1405 and 1425.

SOCIAL /BEHAVIORAL SCIENCE--15 credit hours
Students must successfully complete all the courses listed
History 1301 and 1302
Government 2301 and 2302
Economics 2301

HUMANITIES/VISUAL AND PERFORMING ARTS--9 credit hours
Students must successfully complete one of the courses listed in each category
Category I
Arts 1301, 1303, 1304
Dance 2303
Drama 1310, 2366
Humanities 1301
Music 1306, 1308, 1309
Category II
English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333
Category III
Cultural Studies 2301
History 2321, 2322, 2380, 2381
Philosophy 1301, 2306, 2307, 2316, 2317
Religion

OTHER--6 credit hours
Students must successfully complete both courses listed
Physical Education 1164
Computer Science 1300

REQUIRED BUSINESS COURSES--12 credit hours
Students must successfully complete all courses listed
Accounting 2301 AND 2302
Economics 2302
Math 1325

ELECTIVES--1 credit hour

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 college-level work and for all credit which is transferred from other institutions. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, Arts 1170, Music 1175, and Drama 1170.

## Associate of College/University Transfer Degree
*The title of this degree may be changed during 1999-2000.*
A student may earn an Associate of College/University Transfer through an individually-negotiated degree plan that incorporates those elements of the DCCCD Associate of Arts and Sciences Degree that fall within the student's transfer plan

developed under the Student Transfer Guarantee program. Students must have a minimum of 61 credit hours, a grade point average of at least "C" (2.00) based upon GPA (2), and have met all TASP requirements (if students are not TASP Exempt) to receive this degree. These 61 hours may be earned at any DCCCD college and must include:

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

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

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

## Associate of Applied Sciences Degree

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

Students must have a minimum of 60 credit hours, a grade of "C" or better in each of the three Core courses (English 1301 OR English 2311 (whichever is required), Speech Communication 1301, AND in the math course required in the specific degree plan), a grade point average of at least "C" (2.00), based on GPA (2), and a passing score on all sections of TASP (if students are not TASP exempt) to receive the Associate of Applied Science Degree. These 60 hours must include 18 hours of the following general education requirements:

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

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

• A math course as required in the specific degree plan (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

• Three credit hours from a Social/Behavioral Science course: Anthropology, Government, History, Human Development, Psychology, OR Sociology

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

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

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

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 Workforce/Technical Programs section of the catalog for a more detailed explanation. A maximum of four physical education activity hours may be counted as credit toward graduation. The GPA for an Associate of Applied Sciences degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 1175, and Drama 1170.

## Guarantee for Job Competency

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

Special conditions which apply to the guarantee are as follows:
1. The graduate must have earned the Associate of Applied Science Degree or completed the certificate program beginning, May, 1992, or thereafter in a Technical program identified in the college catalog.
2. The graduate must have completed this degree or certificate program in the District (with a majority of the credits being earned at the District) and must have completed the degree or certificate within a four-year time span.
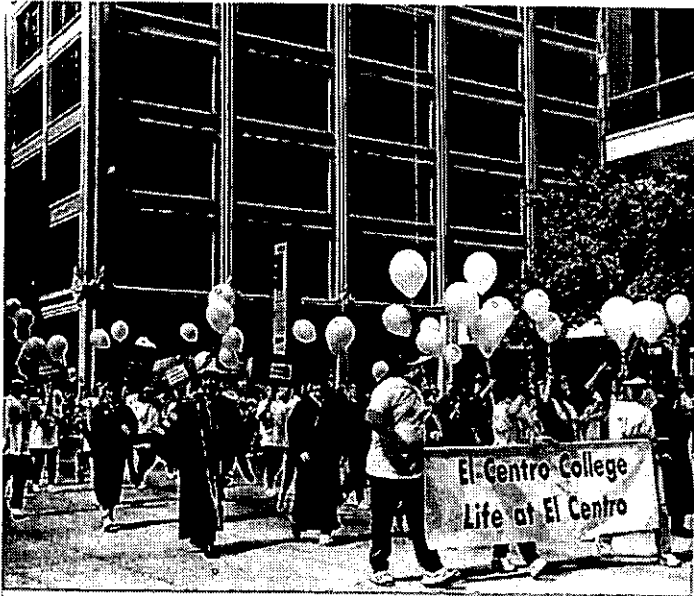
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.

4. Employment must commence within 12 months of graduation.

5. The employer must certify in writing that the employee is lacking entry-level skills identified by the DCCCD as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.

6. The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.

7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.

9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.

10. The guarantee does not imply that the graduate will pass any licensing qualifying examination for a particular career.

11. The student's sole remedy against District and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.

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

## Certificate Programs

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

## Transcript Evaluations

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

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

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

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

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

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

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

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

## Tuition Rebate Program

The State has established a tuition rebate program for students who graduate with a baccalaureate degree from a

Texas public university. Such students may qualify to receive a total of $1,000 from the baccalaureate-granting institution if they meet the following criteria: (1) must have enrolled in a Texas public institution of higher education in Fall 1997 or thereafter; (2) Must have been a resident of Texas and entitled to pay in-state tuition at all times while pursuing the degree; (3) must have received a baccalaureate degree from a Texas public university; and (4) must have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credits earned exclusively by examination, courses that are dropped after the official census date, and for-credit developmental/remedial courses.

Texas public universities are required to provide their students with appropriate forms and instructions regarding this program. Please note this rebate applies only to baccalaureate degree, and therefore, such a rebate cannot by state law, be offered by the DCCCD.

### Waiving Of Scholastic Deficiency

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

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

### Core Curriculum

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

Students who take some of the DCCCD core but do not complete it are assured that core courses will transfer and

apply to the receiving institution's core *if* that institution also requires the same course(s) within its own core requirements. Students should work closely with a DCCCD advisor to ensure they are completing the courses needed for the core requirements.

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

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

COMMUNICATIONS--9 credit hours
Students must successfully complete all courses listed:
English 1301 AND 1302
Speech Communications 1311

MATHEMATICS--3 credit hours
Students must successfully complete one of the courses listed:
Math 1314, 1324, 1332, 1333, 1335, 1342, 1414, 2312, or higher

LAB SCIENCES--8 credit hours
Students must successfully complete two of the courses listed:
Biology 1406, 1407, 1408, 1409
Chemistry 1405, 1407, 1411, 1412
Geology 1401, 1402, 1404, 1445
Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426
Students MAY NOT use the following combinations to meet this requirement: Biology 1406-1408, Chemistry 1405-1411, Physics 1401-1405, Physics 1401-2425, or Physics 1405-2425.

SOCIAL/BEHAVIORAL SCIENCES--15 credit hours
Students must successfully complete all courses listed:
History 1301 AND 1302
Government 2301 AND 2302
Students must successfully complete one of the courses listed:
Anthropology 2346, 2351
Economics 1303, 2301, 2302, 2311
Psychology 2301, 2314, 2316
Sociology 1301, 1306 2319

HUMANITIES/VISUAL AND PERFORMING ARTS--9 credit hours
Students must successfully complete one course listed in each category:
*Category I*
Arts 1301, 1303, 1304
Dance 2303
Drama 1310, 2366
Humanities 1301
Music 1306, 1308, 1309
*Category II*
English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333

*Category III*
Cultural Studies 2301
History 2321, 2322, 2380, 2381
Philosophy 1301, 2306, 2307, 2316, 2317
Religion 1304

OTHER--4 credit hours
Students must successfully complete Physical Education 1164
and one of the courses listed:
Computer Science 1300 OR any foreign language course numbered 1300 or higher.

## Academic Transfer Programs

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

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

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

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

## Earning An Associate Degree Prior To Transferring

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

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

## Guarantee For Transfer Credit

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

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

This guarantee is designed specifically for those DCCCD students who have made firm decisions about their major and the institution to which they plan to transfer. The DCCCD is working with a number of Texas institutions, such as the University of North Texas, Texas A&M at Commerce, the University of Texas at Arlington, the University of Texas at Dallas, Texas Woman's University, Texas Tech University, Dallas Baptist University, Baylor University, Southern Methodist University and others, in order to make such guarantees

possible. In order to secure such a guarantee, students should begin the process in their College Counseling/Advisement Center by scheduling an appointment with the Transfer Guarantee advisor.

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

## Transfer Dispute Resolution

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

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

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

## Choosing A Major And Developing An Educational Plan

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

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

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

Accounting
Advertising
Agriculture
American Studies
Anthropology
Architecture
Art
Biological Science
Botany
Business Administration
Chemistry

Computer Science
Dance
Dental Hygiene
*Dentistry
Dietetics
Drama
Economics
Engineering
English
Entomology
Finance
Fine Arts
Foreign Languages
Forestry
Geography
Geology
Health Sciences
History
Industrial Arts
Interior Design

Journalism
*Law

Legal Science
Liberal Arts
Life Sciences
Management

Marine Biology
Marketing
Mathematics
Medical Tech
*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 Commun.
Speech Pathology
Teacher Prep.
Telecommunications
Theatre
*Veterinary
    Medicine
Wildlife Mgt.
Zoology

*These fields require studies beyond a bachelor's degree.

## College Resources For Transfer Students

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

## World Wide Web Home Page

Many resources are available electronically on the Internet for future transfer students. The DCCCD Transfer

Information and Services home page address is http://www.dcccd.edu/trans/transfer.htm. On the home page, students will find information in the following:

1. Tips on how to transfer successfully.
2. Answers to Amost-commonly-asked@ transfer questions.
3. Transfer guides for specific majors at approximately 25 Texas universities.
4. Course-by-course equivalencies for DCCCD courses at Texas universities.
5. Details on the DCCCD Transfer Guarantee Program.

## The Counseling/Advisement Center

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

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

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

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



## Transfer Guides

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

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

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

## Course-by-Course Equivalency Guides

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

## Common Course Numbering System

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

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

## Choosing A Catalog Year

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

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

## Other Things To Consider

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

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

# VI. DISTANCE LEARNING PROGRAMS

The Dallas County Community Colleges' Distance Learning Program allows students to obtain their A.A.S degrees entirely through distance learning. For specific course options, please see the ADistance Learning@ degree plan found elsewhere in this catalog. For additional details, consult the Schedule of Classes published by each college or contact 972-669-6400 for more information.

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

## What Is Distance Learning?

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

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

Each course is the equivalent of the on-campus section of the same course in terms of objectives, content, rigor, and transferability. Students must meet stated prerequisites or assessment scores where applicable.
Tuition is the same for distance learning courses as for courses on campus. Students who apply and register through the distance learning website will pay an additional distance learning fee. For information about tuition assistance, contact the Financial Aid Office.

## What Kinds of Distance Learning Courses Are Available?

Telecourses, Online courses, Telecourse Plus Online courses, Live TV courses, and other courses are the types of courses in the DCCCD distance learning program.

### A TELECOURSE includes:

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

### An ONLINE COURSE includes:

* Lectures, notes, and assignments available to students through their office or home computers.
* Interaction with the instructor and other students provided through the use of live teleconferencing, discussion forums, and electronic mail.
* Textbook, study guides, software, and supplemental reading required in some courses.
* A **required** orientation session.
* NOTE: Students taking these courses must have a computer, an Internet connection, an e-mail account  and Netscape Navigator 3.1 or Internet Explorer 3.02 or higher. Some courses also require other specific software packages.

### A TELECOURSE PLUS ONLINE COURSE includes:

* Elements of both Telecourses and Online Courses.

*A LIVE TV COURSE includes:*
- Live classes on television which must be watched at the time of broadcast. Students' interaction with the instructor during the class is done by telephone (from home) or microphone (from campus). Students viewing from home must have cable television and should consult the Distance Learning Section in the College Schedule of Classes for details about which cable companies in Dallas carry these courses.
- A textbook and, in some courses, supplemental print or software.
- Written assignments and tests at the testing center of the college of enrollment.
- A **required** orientation.

*OTHER distance learning courses may include some or all of the elements of other types of courses plus:*
!Participation in special activities related to the course.

### How Do I Register?

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

### Will Distance Learning Courses Transfer to Other Institutions?

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

### How Can I Get More Information?

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

*Visit our home page at http://dallas.dcccd.edu*
For recorded voice mail information, please call 972-669-6410 (touch-tone telephone only!) and follow the directions to access the information you need.

# VII. OTHER EDUCATIONAL PROGRAMS

### Workforce/Technical Programs

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

Workforce/technical courses are accredited college courses which lead to a Certificate or an Associate of Applied Sciences Degree. These programs are designed for a student to complete the program within one or two years.

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

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

### 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 that community colleges can use to respond rapidly to the needs of business and industry. Instead of each institution creating courses and programs from scratch, @ the WECM offers a means for the continual design and updating of high quality workforce courses through collaboration with business/industry and the combined expertise of community college faculty from across Texas.

Courses cited in the WECM are approved from the Texas Higher Education Coordinating Board for use by all Texas public community and technical colleges. Therefore, students who earn semester credit hour and Continuing Education Units by successfully completing the requirements for the course(s) will be able to transfer the credits or CEU's to another Texas public community or technical college that also offers the same course(s).

### Tech-Prep

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

| Introduction to Computers w/ Programming in BASIC | CISC 1373 |
| Lifespan Developmental Psychology | PSYC 2314 |

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

## Non-Traditional Learning

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

1. The student must be currently enrolled in the College to receive equivalent credit for non-traditional learning.
2. Credit for specific courses offered by the College may be granted for non-traditional learning experiences after proper assessment of those experiences. Credit will be awarded on a course-by-course basis only. The student must be enrolled in the College which is assessing the learning experiences.
3. A student is required to complete at least 12 semester hours of course work with the District, six of which are

in the student's major occupational area, prior to awarding of equivalent credits for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses in programs approved by the Texas Higher Education Coordinating Board.
5. The number of equivalent credits awarded may not exceed 25% of the total number of credits required. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objectives. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.

Students desiring to take advantage of this opportunity should consult with the College Advocate for Non-traditional Learning for additional information. Students making application for assessment of prior learning through life experiences are required to enroll in Human Development 0110 to facilitate the process.

## Flexible Entry Courses

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

## Cooperative Work Experience

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

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

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

Additional information regarding cooperative education



ASSESSMENT CENTER
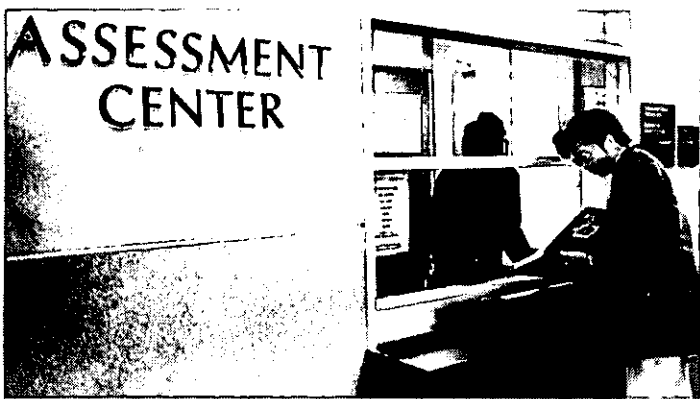
Tech Prep prepares students for direct entry into the workplace as technically skilled employees. Each program also provides students with opportunities to earn an advanced skills certificate or transfer to area universities.

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

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

*After high school graduation*

3. Enroll in the Tech Prep program at one of the DCCCD colleges.
4. Petition to articulate high school Tech Prep course work into the program degree plan and complete the college course work.

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

**Credit-By-Examination**

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

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

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

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

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

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

| Test | DCCCD Courses |
| --- | --- |
| Intro. Accounting | ACCT 2301, 2302 |
| Principles of Accounting | ACCT 2301, 2302 |
| General Biology | BIOL 1406, 1407 |
| Intro. Business Law | BUSI 2301 |
| General Chemistry | CHEM 1411, 1412 |
| Intro. Macroeconomics | ECON 2301 |
| Intro. Microeconomics | ECON 2302 |
| Principles/Macroeconomics | ECON 2301 |
| Principles/Microeconomics | ECON 2302 |
| English Literature | ENGL 2322, 2323 |
| American Literature | ENGL 2327, 2328 |
| College French 1-2 | FREN 1411, 1412 |
| College Level French Language | FREN 1411, 1412 |
| College German 1-2 | GERM 1411, 1412 |
| College Level German Language | GERM 1411, 1412 and 2311, 2312 |
| American Government | GOVT 2302 |
| American History 1 | HIST 1301 |
| History of U.S. I | HIST 1301 |
| History of U.S. II | HIST 1302 |
| Western Civilization 1 | HIST 2311 |
| Western Civilization 2 | HIST 2312 |
| Intro. Management | MGMT 1370 |
| Principles of Management | MGMT 1370 |
| Principles of Marketing | MRKT 2370 |
| College Algebra (1979) | MATH 1314 |
| College Algebra (1993) | MATH 1314 |
| Trigonometry | MATH 1316 |
| Calculus w/ Elementary Functions (1995) | MATH 2513 |
| Intro. Psychology | PSYC 2301 |
| Human Growth & Development | PSYC 2314 |
| Intro. Sociology | SOCI 1301 |
| College Spanish 1-2 | SPAN 1411, 1412 and 2311, 2312 |
| College Level Spanish Language | SPAN 1411, 1412, and 2311, 2312 |

*DANTES (Additional DANTES tests may be approved)*

| TEST | DCCCD Courses |
| --- | --- |
| Principles of Financial Accounting | ACCT 2301 |
| Introduction to Business | BUSI 1301 |
| Basic Technical Drafting | CADD 1272 |

may be secured from the Cooperative Education Office, the Division Office, or Counseling Office at each college.

Workforce/Technical programs which include cooperative education are indicated in this catalog.

## International Studies\Study Abroad Opportunities

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

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

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

## Human Development Courses

The Human Development curriculum is comprised of several different courses that provide a theoretical and practical foundation in human growth and development across the life span. These courses are organized around different topics including educational and career/life planning; interpersonal communication; personal and social growth; learning theory and study skills; and success in college. Some campuses 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.

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

## Developmental Education

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

## Evening and Weekend College

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

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

## Library and Student Obligations

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

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

## Reserve Officers Training Corps

The DCCCD offers a program in ROTC in cooperation with the University of Texas at Arlington. The ROTC program provides a unique opportunity for students to assess and develop their leadership skills. A wide variety of settings are provided to expose students to the styles, techniques, and

tools of leadership. It also develops college-educated officers for the active Army and the reserve components. This affords the student the opportunity to pursue either a civilian or military career after completing college.

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

## Servicemen's Opportunity College

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

## Continuing Education Programs

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

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

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

## Continuing Education Units

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

## The Bill J. Priest Institute for Economic Development

The Bill J. Priest Institute for Economic Development is located at 1402 Corinth, just south of downtown Dallas. The Institute assists individuals and organizations in creating jobs and improving business performance.

The Institute's program areas include:

**Business Performance Improvement Services** — assessment services and non-credit customized contract training and to business and industry.

**Edmund J. Kahn Job Training Center** — short-term, intensive career training and basic skills/GED preparation instruction.

**Dallas Small Business Development Center** — free one-on-one counseling, affordable training, and resources to small businesses throughout Dallas County.

**International Small Business Development Center** — training and free counseling to businesses interested in international trade, located at the World Trade Center.

**Center for Government Contracting** — free counseling and affordable training and resources to businesses seeking government contracts at municipal, county, state or federal levels.

**Technology Assistance Center** — counseling services and training seminars focusing on technology transfer, product development and commercialization, intellectual property protection, the invention process and licensing and the Internet.

**Business Incubation Center** — cost-shared office facilities and services to small businesses.

**North Texas Small Business Development Center** — one of four regional offices in Texas, oversees SBDC activities in 49 counties.

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

For more information about any of these programs, please consult the Bill Priest Institute section at the back of the comprehensive District Catalog or call 214-860-5809.

# VIII. STUDENT DEVELOPMENT

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

## Student Programs and Resources

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

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

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

## Counseling/Advisement Services

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

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

## Tutoring Services

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

## Assessment/Testing Center

The Assessment/Testing Center offers a variety of testing services which meet the expressed needs of students, staff, and community. Some of the services provided include:
1. Academic Testing - supports instructional programs by providing: Instructors tests, Make-up exams, Self-paced exams,Telecourse/DC-Nettesting
2. Assessment Testing – Assessment/Testing Centers provide an approved alternate TASP test that meets both TASP and placement requirements.
3. Standardized Exams - includes national and state exam programs such as: TASP, ACT, SAT, CLEP, GED, etc...
4. Psychometric Testing* - involves assessment of: Personality, Vocational Interests, Aptitude, and many others

Individuals desiring to take tests in the Centers must provide picture identification before receiving test materials. (Some Centers may also require the student identification card.) *Students must be referred by a counselor/faculty member for psychometric testing.

There is a charge for some test services. For additional information, please contact the Assessment/Testing Center of the campus you plan to attend.

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

## Health Services

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

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

The health services are available to current students and staff. Students do not need to be sick to come to the Health Center. Health questions and concerns are welcomed. Students with chronic health problems are encouraged to visit the Health Center to discuss any special concerns with the nurse before attending classes and/or whenever problems arise. No information about the individual's health is released without the written permission of that individual unless required to do so by law.

## Student Health Insurance

Optional student health insurance, with optional coverages of spouse and children, is available at the college. This limited coverage policy is administered by a local insurance company for a relatively inexpensive fee.

## Career Planning and Job Placement Services

The Dallas County Community College District provides career planning and job placement services free of charge to DCCCD students, alumni, former students, and those in the process of enrolling. Although services may vary among DCCCD colleges, most Career Planning and Job Placement Offices provide opportunities for students to learn job search skills such as how to establish employment contacts, complete an application, write a resume and cover letter, and interview for a job.
In addition, some Career Planning and Job Placement centers offer services such as career testing, and computerized career guidance programs are provided to assist with the career decision making process.

Job listing services are provided on each campus, and all DCCCD colleges participate in a computer-assisted job bank which contains full and part-time opportunities in the Metroplex. All Career Planning and Job Placement Offices strictly adhere to EEO and Affirmative Action Guidelines. Employers listing positions with the DCCCD Job Placement Service must be EEO employers. All services are free of charge.

## Disability Services/Special Services Offices

The Disability Services/Special Services Offices offer a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Services are coordinated to fit the individual needs of the student and may include the following: sign language interpreting, note-taking, tutoring, mobility assistance, reading/audio taping, and loan of specialized equipment such as audio tape recorders, talking calculators, raised-line drawing kits, and large print materials. Academic and career advisement services, testing accommodations, registration assistance, and extensive information and referral services are also available. Students with disabilities and/or special needs who wish to request accommodations are responsible for documenting their needs and should initiate their request with the Disability Services/Special Services Offices, preferably one month prior to registration. Orientation and registration information will be provided.

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

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

## Student Organizations

Information about participation in any organization may be obtained through the Student Programs and Resources Office. The development of student organizations is determined by student interest. Categories of organizations include co-curricular organizations pertinent to the educational goals and purposes of the College; social organizations to provide an opportunity for friendships and promote a sense of community among students; service organizations to promote student involvement in the community; pre-professional and academic organizations to contribute to the development of students in their career fields.

## 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 Dallas County Community College District's successes in nurturing intellectual curiosity, good citizenship, and leadership potential. Many scholarship opportunities are available including The USA All American Scholarships and the Guistwhite Scholarship Program.

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

Selections to Who's Who Among Students in America Community Colleges are made each fall at each of the Dallas County Community College District campuses. 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 a convocation in the spring.

## Intercollegiate Athletics

The purpose of the intercollegiate athletic program is to provide opportunities for female and male athletes to continue educational activities in sports. Bringing together those students with motor skills beyond the level of the college physical education class and/or intramural offerings, the program promotes physical fitness, intellectual development, social interaction, sportspersonship and team commitment. Additionally, the athletic program strives to be a force for bringing together both participants and spectators of diverse ethnic and cultural backgrounds. Participation on athletic teams is voluntary on a non-scholarship basis for women and men meeting requirements established by the Metro Athletic Conference and the National Junior College Athletic Association.. Most teams are associated with the N.J.C.A.A. and conference champions compete at regional and national tournaments. In the last several years, the DCCCD institutions have been the national champions in basketball, taken second place in the national baseball tournament, have been regional champions and participated in the district tournament in both men's and women=s soccer. For more information regarding eligibility, rules, standards, and sports offered, contact the Physical Education Office.

## Intramural Sports

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

## Housing

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

## College Police Departments

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

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

## Drug-Free Schools and Communities Act·

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

# IX.   FINANCIAL AID

Reauthorization of the Higher Education Act of 1965 was signed into law by President Clinton on October 7, 1998 which provides financial aid to eligible students.

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

### How to Apply

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

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

The Department of Education matches data such as, the Selective Service, Immigration and Naturalization Service (INS) and the National Student Loan Data System. If the match with INS has not confirmed a student's noncitizen eligibility, the college must submit the copy of the student's document to INS so the confirmation can be completed. Additionally, the social security number of each federal assistance applicant will be verified by the Federal Social Security

Administration. If the number listed by the applicant does not match the records of the Federal Social Security Administration, the application will be returned to the student unprocessed.

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

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

## Priority Processing Dates

**YOU MUST APPLY FOR ADMISSION TO THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT BEFORE YOU CAN BE CONSIDERED FOR FINANCIAL AID.** Application for financial assistance received by the following dates will be given first priority:

Academic Year - May 1

Spring Only - October 1

Summer Sessions - April 1

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

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

## Grants
### Federal Pell Grants

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

All students applying for financial assistance through the College must apply for a Federal Pell Grant. This is done through the FAFSA application discussed earlier. (See How to Apply). Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for a Federal Pell Grant is based on financial need and satisfactory academic progress. The application process takes approximately 6-8 weeks. In response to the Federal Pell Grant application, the Department of Education will provide a Student Aid Report (SAR) to the student. The student should immediately review the SAR to make sure it is correct. The exact amount of the Federal Pell Grant award will depend upon the Estimated Family Contribution (EFC) on the SAR and the number of hours for which the student enrolls.

### Federal Supplemental Educational Opportunity Grant (SEOG)

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

### Texas Public Educational Grant (TPEG)

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

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

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

## Scholarships
### DCCCD Foundation Scholarships

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

### Miscellaneous Scholarships

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

## Loans
### Federal Stafford Loans

The Department of Education provides loans from private commercial lending agencies such as banks, savings and loan associations, credit unions, and insurance compa-

nies. To be eligible, students must demonstrate financial need, make satisfactory academic progress toward their educational goal, be enrolled for at least six (6) credit hours and attend a loan entrance counseling session.

The interest rate is variable with a maximum of 9%. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays the interest during the time the student is enrolled and during the grace period of six months following enrollment. Repayment begins six months after the student leaves school or drops below half-time enrollment. Lenders will charge a loan origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan.

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

## Federal Unsubsidized Stafford Loans

The Federal Unsubsidized Stafford Loan is available for all students regardless of income. Interest payments begin the day the loan is disbursed and the student is responsible for interest accrued during in-school and deferment periods. Repayment of principle begins 6 months after the student drops below half-time enrollment.

## Federal Parent Loan for Undergraduate Students (FPLUS)

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

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

The Hinson-Hazlewood Loan is a state-funded Federal Stafford Student Loan Program for students who are attending Texas colleges and are eligible to pay Texas resident tuition rates. All Hinson-Hazlewood Loan applicants must demonstrate financial need before a loan can be approved. The loan limit is $2,625 for the first year and $3,500 for the second year of undergraduate study and a maximum of $23,000 for all years of undergraduate study. The actual loan amount may be limited to less than this depending on the cost of attendance, other financial aid, and the family's financial condition.

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

## Emergency Short-Term Loans

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

# FEDERAL STAFFORD LOAN SAMPLE REPAYMENT SCHEDULE

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

## Typical Repayment Plans

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

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

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

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

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

## Off-Campus Employment

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

## Tuition Exemption Programs

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

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

## Vocational Rehabilitation

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

## Bureau of Indian Affairs

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

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

## Veteran's Benefits Programs

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

## Standards of Progress For Veterans

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

## Guidelines For Veterans

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

1. A veteran may be required to pay back portions of the benefits received, if they drop a course or in some other way receive a non-punitive "W" grade.
2. A veteran student who withdraws from all courses attempted during a semester is considered as making unsatisfactory progress by the VA and may lose future benefits.
3. A veteran student who plans to enroll in developmental courses must first take an Assessment Test at the college and show a need in basic skills before enrolling in these courses.
4. A veteran student must enroll in courses required by his/her Educational Degree Plan. A veteran will not receive payment of benefits for courses not required by this plan. Violation of these regulations can cause complications in receiving monthly educational benefits or loss of those benefits. The above VA regulations are subject to change without notice. Students should contact the Veterans Affairs Office in order to be aware of current regulations and procedures. Questions concerning amounts of educational assistance a veteran may be eligible for and other financial related questions should be referred to the Department of Veterans Affairs, Regional Office at 1 (800) 827-1000.

## Hazlewood Act

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

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

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

**Academic Progress Requirements**

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

# STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

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

## II. Grade Point Average (GPA) Requirement
A. All new and continuing students applying for financial assistance must have a cumulative GPA that meets the District's requirements (see following chart) on all credit hours earned from District colleges prior to the semester for which aid is requested.

B. Transfer students from colleges outside the District may be eligible for funding only on a probationary basis **(unless an academic transcript is provided to the Financial Aid Office indicating a cumulative GPA of at least 2.0.)**

C. Each fall and spring semester students must complete both the minimum numbers of hours from those attempted as well as achieve the Cumulative GPA requirements. The following chart states the minimums that all Financial Aid Students must meet:

| SEMESTER REQUIREMENTS | | CUMULATIVE GPA REQUIREMENTS | |
|---|---|---|---|
| Hours Attempted | Hours Required To Complete | Hours Attempted | Minimum CPGA Required |
| 12 or more | 9 | 0 to 14 | 1.50 |
| 9 to 11 | 6 | 15 to 29 | 1.70 |
| 6 to 8 | 6 | 30 to 44 | 1.90 |
| 5 or less | All | 45 or more | 2.00 |

## III. Failure to Meet the Standards of Academic Progress
In these provisions, probation or suspension refers only to financial aid probation or suspension.

A. Following the first semester in which the above standards of academic progress are not met, the student will be placed on probation for the next semester of funding.

B. The student may be allowed to receive financial aid funds while on probation, but must complete the subsequent term by meeting all of the minimum requirements at the close of that term.

C. The student who fails to meet the Standards of Academic Progress during the semester of attendance while on probation will be placed on suspension and denied further funding for one semester.

D. During the first period of suspension, the student must enroll in a minimum of six (6 credit hours) for one semester at a District college, pay the expenses related to that enrollment, and complete all courses attempted with a GPA of 2.0 or better. It is the students responsibility to inform the Financial Aid Office of the completion of this requirement to facilitate reinstatement.

E. If failure to meet satisfactory progress in a second semester (or any subsequent) results in suspension from financial aid, the student must be enrolled in a minimum of 6 credit hours and complete the semester with a GPA of 2.0 or better.

F. Students who have been reinstated from any suspension status may continue only on a probationary status for at least one term, regardless of their CGPA at the time of reinstatement.

G.  Students placed on probation or suspension will be notified in writing of their status at the end of the semester.

H.  If failure to meet Satisfactory Progress results in a third suspension from Financial Aid, no additional aid will be awarded.

## IV. Appeal Process

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

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

All financial aid recipients will have a maximum of 90 attempted hours to complete their educational requirements of 90 credit hours.

### Additional Information

A.  Financial Aid will not be provided for:
  - courses taken by audit;
  - credit hours earned by placement tests;
  - non-credit coursework;
  - any course registered for after the last official day of late registration (i.e., flex entry, fast track, mini term courses);
  - transfer students attending for summer only.

B.  Grades of "W", "WX", AE@ or "I" will be counted towards hours attempted but will not be treated as completed coursework.

C.  Any "F" grade is a completed grade and will be taken into consideration when calculating the number of hours completed and Cumulative Grade Point Average (CGPA).

D.  Developmental remedial coursework may receive funding up to a maximum of "30 credit hours" according to Federal Regulations.

E.  Support Services: Many services are available at each District college to help students attain academic success. The services include Counseling, Testing, Tutoring, Health Services, Placement, the Career Development Center, and the Learning Resource Center. Information on such services shall be made available to all financial aid students.

# STUDENT CODE OF CONDUCT

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

## PURPOSE

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

## POLICIES, RULES, AND REGULATIONS

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

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

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

**Standards of Due Process:** Students who allegedly violate District policy are entitled to fair and equitable proceedings. The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the college may result.

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

## DEFINITIONS

Definitions to be used in this policy are as follows:

1. "Designated administrator" shall mean an administrator or the officer or officers directy responsible for student affairs in the District.

2. A "student" shall mean one who is currently enrolled in the District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.

3. "College-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.

4. A "college" or "institution" means the colleges of the Dallas County Community College District, including the Bill J. Priest Institute of Economic Development.

5. "College premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.

6. "Published college regulation or policy" means standards of conduct or requirements located in the:
   a. College catalog.
   b. Board of Trustees policies and administrative procedures manual.
   c. Student handbook.

d. Any other official publication.

## BILL J. PRIEST INSTITUTE FOR ECONOMIC DEVELOPMENT

The Provost of the Bill J. Priest Institute for Economic Development and College President are authorized to promulgate written regulations which apply only to students who are subject to provisions of the federal Job Training Partnership Act (JTPA), as amended, its regulations, and other similar federal programs. JTC or College regulations should be designed to foster good work habits, promote skills desired by local employers, and encourage success in obtaining and maintaining a job. JTPA students are subject to conduct standards in the code of student conduct as well as JTC or College regulations; however, the remainder of the code is not applicable to such students. A JTPA student who allegedly violates the code and/or JTC or College regulations must be given an opportunity to appeal expulsion, suspension, or other disciplinary sanctions in a manner determined by the Provost or College President. JTPA students may file grievances with the private industry council only.

## RESPONSIBILITY

Each student shall be charged with notice and knowledge of the contents and provisions of the District's policies, procedures, and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.

2. Unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.

3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.

4. Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.

5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with District policies, regulations, and procedures.

6. Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.

7. Intentionally or maliciously furnishing false information to the college.

8. Sexual harassment.

9. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.

10. Unauthorized use of computer hardware or software.

11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

    "Cheating on a test" shall include:
    a. Copying from another student's test paper.
    b. Using test materials not authorized by the person administering the test.
    c. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
    d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
    e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
    f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
    g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
    h. Bribing another person to obtain an unadministrered test or information about an unadministered test.

47

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowl-edged 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 demonstra-tions, misuse of identification cards, and smoking.

17. Use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.

18. Unauthorized presence on or use of college premises.

19. Nonpayment or failure to pay any debt owed to the college with intent to defraud.

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

20. Use or possession of an alcoholic beverage on college premises with the exception of:
    a. specific beverage-related courses with the El Centro food service program, or
    b. a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

## DISCIPLINE

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with The Student Code of Conduct. 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 (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 sugnificant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

## DISCIPLINARY PROCEEDINGS

When the Vice President of Student Development (VPSD) or officer directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the VPSD or a designee shall investigate the alleged violation. After completing the preliminary investigation, the VPSD may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student; or

2. Proceed administratively and impose disciplinary action; or

3. Prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

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

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

1. The reliability of the information concerning the student's conduct, including the matter of his or her identity; and

2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance of normal college functions.

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

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

## SUMMONS

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

The letter shall direct a student to appear at a specific time and place not less than five (5) working days after the date of the letter. The letter shall describe briefly the alleged violation and cite the published college regulation or policy which allegedly has been violated.

The VPSD has authority to place a student on disciplinary probation if the student fails, without good cause, to comply with a letter of summons, or to apply sanctions against the student as provided in this code.

## DISPOSITION

At a conference with a student in connection with an alleged violation of this code, the VPSD shall provide the student with a copy of this code and discuss administrative disposition of the alleged violation.

1. If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5:00 p.m. of the day following administrative disposition.

2. If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The VPSD shall note the date of refusal in writing and the student shall acknowledge in writing such date.

3. Administrative disposition means:
    a. The voluntary acceptance of the penalty or penalties provided in this code.
    b. Other appropriate penalties administered by the VPSD.
    c. Without recourse by the student to hearing procedures provided herein.

The VPSD shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the

Director of Campus Security, to the complainant, and to other appropriate officials.

## HEARING COMMITTEE

When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the Student Discipline Committee. The hearing request must be made to the VPSD (or officer directly responsible for student affairs or discipline) in writing, on or before the sixth (6th) working day after the date of refusal of administrative disposition. The committee shall be composed of equal number of students, administrators and faculty of the college. The committee and its chair shall be appointed by the President for each hearing on a rotating basis or on the basis of availability. The committee chair will be selected from the administration or faculty.

The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.

The chairman shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.

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

## NOTICE

The committee chairman shall notify the student of the date, time, and place for the hearing by sending the student a letter by certified mail, return receipt requested, addressed to the student at his or her address appearing in the Registrar's Office records. The letter shall specify a hearing date not less than five (5) nor more than ten (10) working days after date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.

The chairman may for good cause postpone the hearing as long as all interested parties are notified of the new hearing date, time, and place.

## CONTENT OF NOTICE

The notice shall advise the student of the following rights:

1. To a private hearing or a public hearing (as he or she chooses);
2. To appear alone or with legal counsel if the alleged violation subjects the student to expulsion or suspension. The role of legal counsel is limited as provided in the code;
3. To have a parent or legal guardian present at the hearing;
4. To know the identity of each witness who will testify;
5. To cause the committee to summon witnesses, and to require the production of documentary and other evidence possessed by the College;
6. To cross-examine each witness who testifies.

## FAILURE TO COMPLY WITH NOTICE

A student who fails to appear after proper notice and without good cause will be deemed to have pleaded guilty to the violation pending against the student. The committee shall impose appropriate penalty and notify the student in the same manner as the notice of hearing.

## ROLE OF LEGAL COUNSEL

Legal counsel who represents a student in a hearing where the alleged violation subjects the student to expulsion or suspension is limited to advising and assisting the student. This limitation means that legal counsel shall not cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. The same preceding limitation applies to counsel who represents the college. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject the student to expulsion or suspension.

## PRELIMINARY MATTERS

Charges arising out of a single transaction or occurrence, against one or more students, may be heard together, or, upon request by one of the students-in-interest, separate hearings may be held.

There will be disclosure of all evidence to both sides prior to the hearing.

At least by 12:00 noon, five (5) full working days before the hearing date, the student concerned shall furnish the committee chairman with:

1. The name of each witness he or she wants summoned and a description of all documentary and other evidence possessed by the college which he or she wants produced.
2. An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing.
3. The name of the legal counsel, if any, who will appear with the student.
4. A request for a separate hearing, if any, and the grounds for such a request.

## HEARING PROCEDURE

The hearing shall be conducted by the chairman who shall provide opportunities for witnesses to be heard. The college will be represented by legal counsel if the student is represented by legal counsel in a hearing where the student is subject to expulsion or suspension.

If a hearing may result in expulsion or suspension of a student, the college will have a court reporter present to transcribe the proceedings. If a hearing will not result in expulsion or suspension of a student, legal representation is not permitted and recording of the hearing by any means is not permitted unless authorized by law.

If the hearing is a **private hearing**, the committee shall proceed generally as follows:

1. Persons present shall be the complainant, the VPSD, and the student with a parent or guardian if desired.
2. Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
3. The VPSD shall read the complaint.
4. The VPSD shall inform the student of his or her rights, as stated in the notice of hearing.
5. The VPSD shall present the college's case.
6. The student may present his or her defense.
7. The VPSD and the student may present rebuttal evidence and argument.
8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

If the hearing is a **public hearing**, the committee shall proceed generally as follows:

1. Persons present: the complainant, the VPSD and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:
   a. Faculty Association
   b. College Newspaper
   c. College President
   Other persons may attend based on the seating available. The

Chairman may limit seating accommodations based on the size of the facilities;

2. Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.

3. The VPSD shall read the complaint.

4. The VPSD shall inform the student of his or her rights, as stated in the notice of hearing.

5. The VPSD shall present the college's case.

6. The student may present his or her defense.

7. The VPSD and the student may present rebuttal evidence and argument.

8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.

9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.

10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

## EVIDENCE

Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, presented by the VPSD, that the student violated a published college regulation or policy.

All evidence shall be offered to the committee during the hearing.

A student defendant may choose not to testify against himself or herself. The committee will make a determination based on the evidence presented.

## RECORD

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

## PETITION FOR ADMINISTRATIVE REVIEW

A student is entitled to appeal in writing to the President who may alter, modify, or rescind the finding of the committee and/or the penalty imposed by the committee. A student is ineligible to appeal if the penalty imposed is less than suspension or expulsion. The President shall automatically review every penalty of expulsion. Sanctions will not be imposed while appeal is pending.

A student is entitled to appeal in writing to the Board through the President, the Chancellor, and the Chairman of the Board. An appeal from the Student Discipline Committee is by review of the record (not de novo).

A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's

action. A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

The President, the Chancellor, and the Board in their review may take any action that the Student Discipline Committee is authorized to take; however, none may increase the penalty. They may receive written briefs and hear oral argument during their review.

The President, Chancellor and Board of Trustees shall modify or set aside the finding of violation, penalty, or both, if the substance rights of a student were prejudiced because of the Student Discipline Committee's finding of facts, conclusions or decisions were:

1. In violation of federal or state law or published college regulation or policy;

2. Clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or

3. Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

## AUTHORIZED DISCIPLINARY PENALTIES

The VPSD (or office directly responsible for student affairs or discipline) or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

1. An "admonition" means a written reprimand from the VPSD to the student on whom it is imposed.

2. "Warning probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.

3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on college premises, and gambling.

4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.

5. "Bar against readmission" may be imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.

6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

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

8. "Suspension of eligibility for official athletic and nonathletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities as illustrated by, but not limited, to the following: having intoxicating beverages in any college facility, with the exception of specific beverage-related courses within the El Centro food service program; destroying property or student's personal property; giving false information in response to requests from the college; instigating a disturbance or riot; stealing, possession, use, sale, or purchase of illegal drugs on or off campus;

any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.

9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

10. "Suspension from the college" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.

11. "Expulsion" is permanent severance from the college.

A sanction imposed at one college shall apply to all colleges of the College District.

## HAZING

1. **Personal Hazing Offense**

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

   b. The offense for failing to report hazing incident is a misdemeanor punishable by a fine not to exceed $1,000, confinement in county jail for not more than 180 days, or both such fine and confinement.

   c. Any other hazing offense which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than $500 nor more than $1,000, confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.

   d. Any other hazing offense which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than $1,000 nor more than $5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.

   e. Any other hazing offense which causes the death of another is a misdemeanor punishable by a fine of not less than $5,000 nor more than $10,000, confinement in county jail for not less than one year nor more than two years, or both fine and confinement.

2. **Organization Hazing Offense**

   a. An organization commits an offense if the organization condones or encourages hazing, or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

   b. The above offense is a misdemeanor punishable by a fine of not less than $5,000 nor more than $10,000. If a court finds that the offense caused personal injury, property damage, or other loss, the court may sentence the organization to pay a fine of not less than $5,000 nor more than double that amount lost or expenses incurred because of such injury, damage, or loss.

3. **Consent Not a Defense**

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

4. **Immunity from Prosecution**

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

5. **Definition**

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

   a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

   b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or any other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

   c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or any other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;

   d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in the subsection;

   e. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

## STUDENT GRIEVANCE PROCEDURE

### DEFINITION

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

### SCOPE

The student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College. This student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, and then by the division dean. If a student is not satisfied, the student may appeal the decision, in writing, to the appropriate vice-president. If still not satisfied, the student may pursue the appeal to the College President whose decision is final.

### SEXUAL HARASSMENT

The student grievance procedure is not applicable to complaints of sexual harassment. All students shall report complaints of sexual harassment informally to location Human Resources personnel or location representatives selected by the highest level administrator at the location or formally to the Vice-Chancellor of Educational Affairs as provided in the sexual harassment procedure.

## INFORMAL PROCEDURES

Students who wish to file a College-related grievance should, but are not required to discuss it with the College employee most directly responsible for the condition which brought about the alleged grievance. If the grievance is not resolved to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the administrative offices to determine the next level of authority. If an appeal does not resolve the grievance, the student may proceed to the appropriate vice-president with a written presentation of the grievance. If the vice-presidential level of appeal does not prove satisfactory to the student, the student may seek review under the formal procedures below.

## OTHER PROCEDURAL MATTERS

If a student files a grievance informally by discussing it with the college employee most directly responsible, etc., the following procedures apply. The student shall discuss the grievance fully at each level in the process. At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. Each level may seek the appropriate authority, if necessary, to resolve the grievance. The entire informal procedure should take no longer than 30 days.

## FORMAL PROCEDURES

Procedures for appeals are as follows:

1. A student who wishes a grievance to be heard by an appeal committee must submit a request in writing to the vice-president of student development (VPSD) or employee who is responsible for student development.

2. The VPSD or responsible employee will convene and chair the appeal committee.

3. The appeal must be heard by the committee within ten class days of the request unless extended with the agreement of both the student and the VPSD or responsible employee.

4. The committee will be ad hoc and will consist of two students, two faculty members, and one staff member who is either an administrator or a noncontractual employee. It is the responsibility of the College President or designee to appoint all committee members and the appointor shall examine each member to ensure their impartiality.

5. The appeal committee will make findings and send its decision to the College President. A grievant may seek review of an adverse decision through the President. The decision of the President shall be final.

## BOARD ACTION

By law, the Board of Trustees is not required to take any action concerning a grievance, but is required to listen if the grievance is presented at a public meeting.

## APPEAL COMMITTEE PROCEDURES

1. If a student requests a hearing by an appeal committee, a grievance must be in writing and contain:
   a. the student's name and address;
   b. the nature of the grievance, including the date it occurred;
   c. the corrective action sought;
   d. any other relevant information.

2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event or occurrence. The entire formal procedure should take no longer than 30 days.

3. In conducting the appeal committee hearing, the VPSD or responsible employee is authorized to:
   a. require any student or employee to provide a written statement along with any documents concerning the events and circumstances that may have given rise to the grievance;
   b. require any student or employee to appear and testify;
   c. question each individual who testifies; and
   d. copy all documents.

This is not an adversarial proceeding. A VPSD or responsible employee shall conduct a hearing in a professional and cooperative manner and all participants are expected to do likewise.

4. Failure to comply with a summons or order from the VPSD or responsible person may result in disciplinary action.

5. The appeal committee shall base its decisions during a hearing and make a recommendation upon, the common sense and good judgement of a reasonable person.

6. The VPSD or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.

7. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witness (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.

## COORDINATORS

Coordinator(s) for the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (Title II) and Education Amendments of 1972 (Title IX)

**Cedar Valley College**
Claire Gauntlett - Dean of Institution Effectiveness & Research
Section 504, Title II, and Title IX Coordinator

**Brookhaven College**
Maxine Rodgers - Vice President of Business Services
Section 504 and Title II Coordinator

Lynn Levesque - Athletic Director
Title IX Coordinator

**Eastfield College**
Mike Burke - Vice-President of Finance & Planning
Section 504, Title II, and Title IX Coordinator

**El Centro College**
Jim Handy - Assistant Dean of Student Services
Section 504 and Title II Coordinator

Bettie Tully - College Ombudsperson
Title IX Coordinator

**Mountain View College**
Dr. Margot Hirsch - 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 & Student Retention
Section 504, Title II, and Title IX Coordinator

**Richland College**
Oscar Lopez - Director of Disability Services
Wes Hayes - Director of Facilities
Section 504 and Title II Coordinators

Tom McLaughlin - Dean of Students
Title IX Coordinator

## PURPOSE OF COMPUTER USE POLICY

The District is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, the District encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The District also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, the District encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a

variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the District's policies concerning computing use.

The Chancellor is authorized to promulgate policies and procedures to implement this policy. Refer to the Business Procedures Manual for additional information.

## USE OF DISTRICT RESOURCES

Use of District computing resources and facilities requires that individual users act in compliance with District policies and procedures, and failure to comply may result in restriction or revocation of access to District resources. Computing "resources and facilities" include, but are not limited to District and college-owned host computer systems, networks, peripheral equipment (such as modems, terminals and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks and the like), and all computer communications controlled, administered, or accessed directly or indirectly by the District or by any user. The District provides users with an account that permits use of the computing resources and facilities within policies and procedures established by the District. Any person who uses District computing resources and facilities through District-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by the District. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal and international), District policies and procedures, and contractual agreements. The District reserves the right to limit, restrict or deny computing resources and facilities for those who violate District policies, procedures, or local, state or federal laws.

## FREEDOM OF EXPRESSION

Censorship is not compatible with the goals of the District. The District shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality. Access to information by a user may be blocked at the request of that user, or at the request of a minor user's parent.

## PRIVACY

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as the District. Issuance of a password or other means of access is to assure appropriate confidentiality of District files and information. It is not a guarantee of privacy nor a license for abuse or improper use of the District's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated District officials, or required by law.

## INTELLECTUAL PROPERTY

All members of the District community should be aware that property laws apply to the electronic environment. Users must abide by all software licenses. District copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, utilization of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law.

## CRIMINAL AND ILLEGAL ACTS

Computing resources of the District, which include the hardware. software and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate

District authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion or sex.

## AUTHORIZED USE

Computing resources are provided by the District to accomplish tasks related to the District's mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

1. imposes no measurable cost on the District;

2. is not harmful to the District;

3. is not a hindrance to the daily operations of the District; and

4. has no adverse effect upon an individual's job or educational performance.

## UNAUTHORIZED USE

Unauthorized use of the District's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other District users; or unauthorized encryption. Refer to the Business Procedures Manual for additional information.

## INDIVIDUAL RESPONSIBILITY FOR USE OF COMPUTING RESOURCES AND FACILITIES

All members of the District community will use these resources and facilities in accordance with District policies and procedures as well as all laws. Failure to fulfill these responsibilities may lead to the cancellation of computer access, other disciplinary action by the District and/or referral to legal and law enforcement agencies, in accord with existing District policies and procedures. Individuals using the District's computing resources or facilities shall:

1. Use District computing resources and facilities in accord with this policy, and respect the rights of other computer users by complying with laws, license agreements and contracts.

2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate use of computing facilities prevent others from using these resources.

3. Use of District computing accounts must be limited to authorized purposes. Use of District-owned resources and facilities shall be limited to District-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.

4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek, read, provide, remove, reconfigure or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the District without the permission of those other computer users or the District. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.

5. Report improper use of computer resources and facilities which may include:
   a. breach of computer security
   b. unauthorized access to computing resources
   c. release of password or other confidential information on computer security

d. harmful access

e. alteration, damage, or destruction of data

f. injection of a destructive computer virus

g. invasion of privacy

h. reading files without authorization

i. criminal and illegal acts

6. Comply with requests concerning computing from the system operator.

7. Report any incidents of harassment using District computing resources and facilities in accord with the District's policy. It may be harassment if the behavior:

a. is unwelcome;

b. interferes with the user's ability, or the ability of others to work or study;

c. creates an intimidating, hostile or offensive environment. Alternatively, users may file a grievance through appropriate channels.

8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via District computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through the District systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

## COMPUTER SOFTWARE AND COPYRIGHT LAW

The District respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to District policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action. District regulations and procedures will establish guidelines for the use of computer resources and local area networks.

## COMPUTER SOFTWARE POLICY

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

## COMMUNICABLE DISEASE POLICY

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

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

Nondiscrimination

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

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

Confidentiality

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

Education

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

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

Counseling

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

## FIREARMS POLICY

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

# ASSOCIATE OF ARTS AND SCIENCES DEGREE

*The title of this degree may be changed during 1999-2000*

In order to be eligible to receive an Associate of Arts and Sciences Degree, a student must:
(1) Complete a minimum of 61 credit hours as shown below;
(2) Receive a GPA (2) of at least 2.00 ("C"); and
(3) Meet all TASP requirements.

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

| | CREDIT HOURS TO BE COMPLETED | | CREDIT HOURS TO BE COMPLETED |
|---|---|---|---|

**COMMUNICATION**  9
*Select each of the following:*
English 1301
English 1302
Speech 1311

**MATHEMATICS**  3
*Select one course:*
Math 1314
Math 1324
Math 1332
Math 1333
Math 1335
Math 1342
Math 1414
Math 2412
Or higher level

**LAB SCIENCES**  8
*Select two courses:*
Biology 1406, 1407, 1408, 1409;
Chemistry 1405, 1407, 1411, 1412;
Geology 1401, 1403, 1404, 1445;
Physics 1401, 1402, 1405, 1407,
    1411, 1412, 1415, 1417,
    2425, 2426

**SOCIAL/BEHAVIORAL SCIENCES**  15
History 1301, 1302
Government 2301, 2302
*Select one course from the following:*
    Anthropology 2346, 2351;
    Economics 1303, 2301, 2302, 2311;
    Psychology 2301, 2314, 2316;
    Sociology 1301, 1306, 2319

**HUMANITIES/VISUAL AND PERFORMING ARTS**  9
*Select one course from each of the three groupings:*
I.   Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309
II.  English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333
III. Cultural Studies 2301; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304

**INSTITUTIONAL OPTIONS**  4
Physical Education 1164,
*and select one of the following:*
    Computer Science 1300 or higher *OR*
    Foreign Language 1311 or higher

**ELECTIVE CREDITS**  13

| | | | |
|---|---|---|---|
| | | TOTAL CREDIT HOURS | 61 |

# ASSOCIATE OF ARTS AND SCIENCES DEGREE IN BUSINESS

*The title of this degree may be changed during 1999-2000*

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

In order to be eligible to receive this degree, a student must:
- (1) Complete a minimum of 61 credit hours including the courses listed below;
- (2) Receive a GPA (2) of at least 2.00 ("C"); and
- (3) Meet all TASP requirements.

| | CREDIT HOURS TO BE COMPLETED |
|---|---|
| **COMMUNICATION** | 9 |
| *Select each of the following:* | |
| English 1301 | |
| English 1302 | |
| Speech 1311 | |
| **MATHEMATICS** | 3 |
| Math 1324 | |
| **LAB SCIENCES** | 8 |
| *Select two courses:* | |
| Biology 1406, 1407, 1408, 1409; | |
| Chemistry 1405, 1407, 1411, 1412; | |
| Geology 1401, 1403, 1404, 1445; | |
| Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 | |
| **SOCIAL/BEHAVIORAL SCIENCES** | 15 |
| *Take all courses below:* | |
| History 1301, 1302 | |
| Government 2301, 2302 | |
| Economics 2301 | |

| | CREDIT HOURS TO BE COMPLETED |
|---|---|
| **HUMANITIES/VISUAL AND PERFORMING ARTS** | 9 |
| *Select one course from each of the three groupings:* | |
| I.  Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 | |
| II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 | |
| III. Cultural Studies 2301; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317, Religion 1304 | |
| **INSTITUTIONAL OPTIONS** | 4 |
| *Take both courses below:* | |
| Physical Education 1164, AND | |
| Computer Science 1300 | |
| **REQUIRED BUSINESS COURSES** | |
| *Must take all courses below:* | |
| Accounting 2301 AND 2302 | |
| Economics 2302 | |
| Math 1325 | |
| **ELECTIVE CREDIT** | 1 |

| | |
|---|---|
| TOTAL CREDIT HOURS | 61 |

*NOTE: Students who complete this plan are awarded the Associate of Arts and Sciences Degree.*

# ASSOCIATE OF ARTS AND SCIENCES DEGREE PLAN

*The title of this degree may be changed during 1999-2000*

In order to be eligible to receive an Associate of Arts and Sciences degree, a student must:
  . 1.   Complete a minimum of 61 credit hours.

- Have a passing score on all sections of TASP.
- Students who plan to transfer to a four-year institution should consult an advisor of that institution to ensure that selected courses will both transfer and apply toward the intended major.
- **Veterans** and **Financial Aid** recipients should consult an advisor *before* enrolling in distance learning.

## Distance Learning Course Options
## From the Dallas County Community Colleges

This chart shows how you can earn the entire A.A.S. degree with distance learning courses.
However, you can also earn your degree with a combination of distance learning courses and on-campus courses.
Talk to a counselor to see which options are right for you.

| | CREDIT HOURS TO BE COMPLETED | | CREDIT HOURS TO BE COMPLETED |
|---|---|---|---|
| **COMMUNICATION** | | **HUMANITIES/VISUAL & PERFORMING ARTS** | |
| **9 credit hours – required:** | | Category I – 3 cr. hours – may be chosen from: | |
| English 1301 | 3 | Humanities 1301 | 3 |
| English 1302 | 3 | Music 1306 | 3 |
| Speech Commun. 1311 | 3 | **HUMANITIES/VISUAL & PERFORMING ARTS** | |
| **MATHEMATICS** | | Category II – 3 credit hours – required: | |
| **3 credit hours – required:** | | Literature (avail. Spring '00) | 3 |
| Math 1314 | 3 | **HUMANITIES/VISUAL & PERFORMING ARTS** | |
| **LAB SCIENCES** | | Category III – 3 credit hours – required: | |
| **8 credit hours – may be chosen from:** | | Philosophy (avail. Spring '00) | 3 |
| Physics (Astronomy) 1411 | 4 | **OTHER** | |
| Physics (Astromony) 1412 | 4 | **3 credit hours – may be chosen from:** | |
| Biology 1408 | 4 | Spanish 1411 | 4 |
| Biology 1409 | 4 | Spanish 1412 | 4 |
| **SOCIAL/BEHAVIORAL SCIENCES** | | **PHYSICAL EDUCATION** | |
| **12 credit hours – required:** | | **1 credit hour – required:** | |
| History 1301 | 3 | Physical Ed. 1164 | 1 |
| History 1302 | 3 | *(A maximum of 4 physical education activity hours may be counted toward graduation requirements.)* | |
| Government 2301 | 3 | **ELECTIVES** | |
| Government 2302 | 3 | **13 credit hours – may be chosen from:** | |
| **SOCIAL BEHAVIORAL SCIENCES** | | Physical Ed. 1304 | 3 |
| **3 credit hours – may be chosen from:** | | Nutrition 1322 | 3 |
| Anthropology 2351 | 3 | **and** any distance learning courses that are not used to fulfill other requirements. | |
| Economics 2301 | 3 | | |
| Economics 2302 | 3 | | |
| Psychology 2301 | 3 | | |
| Psychology 2314 | 3 | | |
| Sociology 1301 | 3 | | |

|  |  |
|---|---|
| TOTAL CREDIT HOURS | 61 |

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
## 1999-2000 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 Assistant Certificate | • | • | • | • | • | • | • |
|   Accounting Clerk Certificate | • | • | • | • | • | • | • |
| Air Conditioning & Refrigeration – Residential AAS | | • | • | | • | | |
|   *Profit Center Manager Enhanced Skills Certificate* | | • | • | | • | | |
|   Technician I Skills Achievement Award | | | • | | | | |
|   Technician II Skills Achievement Award | | | • | | | | |
|   Technician III Certificate | | • | • | | • | | |
| Air Conditioning & Refrigeration Technology AAS | | | • | | | | |
| Associate Degree Nursing AAS | • | | | • | | | |
|   *Perioperative Nursing Int. Enhanced Skills Cert.* | | | | • | | | |
|   LVN Option AAS | | | | • | | | |
| Auto Body Technology AAS | | | • | | | | |
|   Auto Body Metal Technician Certificate | | | • | | | | |
|   Auto Body Painter Certificate | | | • | | | | |
|   Auto Body Shop Management Certificate | | | • | | | | |
|   Auto Body Technology Certificate | | | • | | | | |
| Automotive Career Technician AAS | | • | | | | | |
|   Automotive Career Technician Certificate | | • | | | | | |
|   Technician I Certificate | | • | | | | | |
| Automotive Technology AAS | • | | • | | | | |
|   Automotive Technology Certificate | | | • | | | | |
|   Brakes and Front End Certificate | | | • | | | | |
|   Dealership-Sponsored Technician AAS | • | | | | | | |
|   Electronic Engine Control Technician Cert. | • | | | | | | |
|   Heat and Air Certificate | | | • | | | | |
|   Power Plant and Performance Certificate | | | • | | | | |
|   Power Transmissions Certificate | | | • | | | | |
|   Service Technician AAS | • | | | | | | |
|   Service Technician Certificate | • | | | | | | |
| Automotive Technology/Diesel Equipment | | | • | | | | |
|   Construction Equipment AAS | | | • | | | | |
|   Heavy Truck AAS | | | • | | | | |
|   Maintenance Technician Certificate | | | • | | | | |
| Aviation Technology | | | | • | | | |
|   Air Cargo Transport AAS | | | | • | | | |
|   Aircraft Dispatcher AAS | | | | • | | | |
|   Aircraft Dispatcher Certificate | | | | • | | | |
|   Airline Management AAS | | | | • | | | |
|   Fixed Base Operations/Airport Management AAS | | | | • | | | |
|   Professional Pilot Option AAS | | | | • | | | |
| Business Administration AAS | • | • | • | • | • | • | • |

| Career Educational Programs | BH | CV | EF | EC | MV | NL | RL |
|---|---|---|---|---|---|---|---|
| Child Development Associate | • | | • | | | | |
|   *Administrator Enhanced Skills Certificate* | • | | • | | | | |
|   *Special Child Caregiver Enhanced Skills Cert.* | • | | • | | | | |
|   *Infant and Toddler Specialist Enhanced Skills Cert.* | • | | • | | | | |
|   Administrative Certificate | • | | • | | | | |
|   Early Childhood Training Certificate | • | | • | | | | |
|   Infant-Toddler Certificate | • | | • | | | | |
|   School-Age Caregiver Certificate | • | | • | | | | |
|   Special Child Certificate | • | | • | | | | |
| Commercial Music | | • | | | | | |
|   Arranger/Composer/Copyist AAS | | • | | | | | |
|   Music Retailing AAS | | • | | | | | |
|   Music Retailing Certificate | | • | | | | | |
|   Performing Musician AAS | | • | | | | | |
|   Recording Technology AAS | | • | | | | | |
|   Recording Technology Certificate | | • | | | | | |
| Computer Aided Design & Drafting AAS | | | • | | • | | |
|   *Junior CADD Specialist Enhanced Skills Cert.* | | | • | | • | | |
|   Advanced Computer-Aided Design Operator Cert. | | | • | | • | | |
|   Computer-Aided Design Operator Certificate | | | • | | • | | |
|   Integrated Circuit Design AAS | | | • | | | | |
|   Integrated Circuit Design Certificate | | | • | | | | |
| Computer Information Systems | • | • | • | • | • | • | • |
|   Business Computer Assistant Certificate | | | | • | | | |
|   Business Computer Information Systems AAS | • | • | • | • | • | • | • |
|   Business Software Programmer/Developer AAS | • | • | • | • | • | • | • |
|   C Programming Skills Achievement Award | • | | | | | | |
|   Intro. to Computers and Netwkg Skills Ach. Award | • | | | | | | |
|   Local Area Network Administrator AAS | • | | • | | | • | • |
|   LAN Server Operator Certificate | • | | • | | | • | • |
|   Midrange Computer Center Specialist AAS | | | | | • | | |
|   Midrange Computer Technician Certificate | | | | | • | | |
|   Personal Computer Support AAS | | | • | • | • | | • |
|   Personal Computer Technology Skills Ach. Award | • | | | | | | |
|   Unix and Operating Systems Skills Ach. Award | • | | | | | | |
|   Unix System Administrator Certificate | | | | | | • | |
| Computer Networking AAS | | | | | | | • |
|   *Master CNE in Infra. & Adv. Acc. Enh. Skills Cert.* | | | | | | | • |
|   *Master CNE in Network Mgmt. Enh. Skills Cert.* | | | | | | | • |
|   CNE-5 | | | | | | | • |
|   NT-4 | | | | | | | • |
|   Master CNE in Infrastructure and Adv. Access Cert. | | | | | | | • |
|   Master CNE in Network Management Certificate | | | | | | | • |
| Construction Management and Technology AAS | | | | | | • | |
| *continued on next page* | | | | | | | |

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
## 1999-2000 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 |
|---|---|---|---|---|---|---|---|
| Construction Technology AAS |  |  |  |  |  | • |  |
| Construction Technology Certificate |  |  |  |  |  | • |  |
| Criminal Justice AAS |  | • | • | • | • |  |  |
| *Human Services Enhanced Skills Certificate* |  | • | • | • | • |  |  |
| *Law Enforcement Enhanced Skills Certificate* |  | • | • | • | • |  |  |
| Criminal Justice Certificate (45 hours) |  | • | • | • | • |  |  |
| Criminal Justice Certificate (30 hours) |  | • | • | • | • |  |  |
| Diagnostic Medical Sonography AAS |  |  |  | • |  |  |  |
| Diagnostic Medical Sonography Certificate |  |  |  | • |  |  |  |
| Digital Imaging Technology AAS |  |  | • |  |  |  |  |
| Electronic Pre-Press Certificate |  |  | • |  |  |  |  |
| Echocardiology Technology AAS |  |  |  | • |  |  |  |
| Echocardiology Technology Certificate |  |  |  | • |  |  |  |
| Educational Personnel AAS |  |  |  | • |  |  | • |
| Bilingual/ESL AAS |  |  |  | • |  |  | • |
| Educational Assistant Certificate |  |  |  | • |  |  | • |
| Electrical Technology AAS |  |  |  |  | • |  |  |
| Electrical Technology Certificate |  |  |  |  | • |  |  |
| Electronic Telecommunications AAS |  |  | • |  |  |  |  |
| Convergence Technology AAS |  |  |  |  | • |  |  |
| Convergence Technology Certificate |  |  |  |  | • |  |  |
| Electronic Telecommunications Certificate |  |  | • |  |  |  |  |
| Technical Platform Certificate |  |  | • |  |  |  |  |
| 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 |  |  |  |  | • | • |  |
| *Avionics Enhanced Skills Certificate* |  |  |  |  | • |  |  |
| *Automated Manufacturing Enhanced Skills Cert.* |  |  |  |  | • | • |  |
| *Computer Maintenance Enhanced Skills Cert.* |  |  |  |  | • | • |  |
| Avionics Certificate |  |  |  |  | • |  |  |
| Semiconductor Manufacturing Technology AAS |  |  |  |  | • | • |  |
| Engine Technology |  | • |  |  |  |  |  |
| Motorcycle Mechanics Certificate |  | • |  |  |  |  |  |
| Outboard Mechanics Certificate |  | • |  |  |  |  |  |
| Small Engine Mechanics Certificate |  | • |  |  |  |  |  |
| Engineering Technology |  |  |  |  |  |  | • |
| Automated Systems Technology |  |  |  |  |  |  | • |
| CAD/CAM Certificate |  |  |  |  |  |  | • |
| Computer-Aided Design AAS |  |  |  |  |  |  | • |
| Electronics Technology AAS |  |  |  |  |  |  | • |
| Electronics Technology Certificate |  |  |  |  |  |  | • |
| Robotics Certificate |  |  |  |  |  |  | • |

| Career Educational Programs | BH | CV | EF | EC | MV | NL | RL |
|---|---|---|---|---|---|---|---|
| Fashion Design |  |  |  | • |  |  |  |
| Apparel Design AAS |  |  |  | • |  |  |  |
| Pattern Design AAS |  |  |  | • |  |  |  |
| Food And Hospitality Service AAS |  |  |  | • |  |  |  |
| Bakery/Pastry Certificate |  |  |  | • |  |  |  |
| Food and Hospitality Certificate |  |  |  | • |  |  |  |
| Health Information Management |  |  |  |  | • |  | • |
| Medical Records Technician AAS |  |  |  |  | • |  | • |
| Medical Records Coding Specialist Certificate |  |  |  |  | • |  | • |
| Hotel/Motel Management AAS |  |  |  |  |  | • |  |
| Hotel/Motel Management Certificate |  |  |  |  |  | • |  |
| Interior Design AAS |  |  |  | • |  |  |  |
| First Professional Level Cert. in Interior Design |  |  |  | • |  |  |  |
| International Business & Trade AAS |  |  |  |  |  |  | • |
| International Business & Trade Certificate |  |  |  |  |  |  | • |
| Internet Pub., Training & Commerce Tech. Cert. |  |  |  |  | • |  |  |
| Internet Pub., Trng. & Commerce Tech. Adv. Cert. |  |  |  |  | • |  |  |
| Interpreter Training Program AAS |  | • |  |  |  |  |  |
| Invasive Cardiovascular Technology AAS |  |  |  |  | • |  |  |
| Management AAS | • | • | • | • | • | • | • |
| Management Certificate | • | • | • | • | • | • | • |
| Marketing Careers | • | • |  |  |  |  |  |
| Business Marketing AAS | • | • |  |  |  |  |  |
| *Department Manager Enhanced Skills Cert.* | • | • |  |  |  |  |  |
| Customer Service Representative Certificate | • | • |  |  |  |  |  |
| Fashion Marketing AAS | • | • |  |  |  |  |  |
| *Department Manager Enhanced Skills Cert.* | • | • |  |  |  |  |  |
| Retail Sales Associate Certificate | • | • |  |  |  |  |  |
| Showroom Manager Certificate | • | • |  |  |  |  |  |
| Visual Merchandising Assistant Certificate | • | • |  |  |  |  |  |
| Medical Assisting Certificate |  |  |  | • | • |  |  |
| Medical Laboratory Technology AAS |  |  |  | • |  |  |  |
| Medical Staff Services AAS |  |  |  | • |  |  |  |
| Medical Transcription Certificate |  |  |  | • |  |  |  |
| Mortgage Banking AAS |  |  |  |  |  | • |  |
| Designate Certificate |  |  |  |  |  | • |  |
| Internship Skills Achievement Award |  |  |  |  |  | • |  |
| Multimedia Technology |  |  |  |  |  |  | • |
| Internet Communications Level I Certificate |  |  |  |  |  |  | • |
| Internet Communications Level II Certificate |  |  |  |  |  |  | • |
| Multimedia Authoring Level I Certificate |  |  |  |  |  |  | • |
| Multimedia Authoring Level II Certificate |  |  |  |  |  |  | • |
| Visual Design Level I Certificate |  |  |  |  |  |  | • |
| Visual Design Level II Certificate |  |  |  |  |  |  | • |

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
## 1999-2000 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 |
|---|---|---|---|---|---|---|---|
| Office Technology | • | • | • | • | • | • | • |
| *Medical Admin. Assistant Enhanced Skills Cert.* | • | • | • | • | • | • | • |
| Administrative Assistant AAS | • | • | • | • | • | • | • |
| General Office Clerk Certificate | • | • | • | • | • | • | • |
| Office Assistant Skills Achievement Award | • | | | | | | |
| Receptionist Certificate | • | • | • | • | • | • | • |
| Word Processing Typist Certificate | • | • | • | • | • | • | • |
| Ornamental Horticulture | | | | | | | • |
| Paralegal AAS | | | | • | | | |
| Paramedic Certificate | | | | • | | | |
| Physical Fitness Technology AAS | | | | | • | | |
| Physical Fitness Technology Certificate | | | | | • | | |
| Postal Service AAS | | | | • | | | |
| Radiologic Sciences AAS | | | | • | | | |
| Real Estate AAS | | • | | | • | • | |
| Real Estate Certificate | | • | | | • | • | |
| Building Property Management AAS | | | | | • | | |
| Building Property Management Certificate | | | | | • | | |
| Respiratory Care AAS | | | | • | | | |
| Semiconductor Manufacturing | | | | | | | • |
| Equipment Technician AAS | | | | | | | • |
| Operator Certificate | | | | | | | • |

| Career Educational Programs | BH | CV | EF | EC | MV | NL | RL |
|---|---|---|---|---|---|---|---|
| Social Work Associate-Generalist AAS | | • | | | | | |
| Human Services Certificate | | • | | | | | |
| Substance Abuse Counseling AAS | | • | | | | | |
| Substance Abuse Counseling Certificate | | • | | | | | |
| Surgical Technology Certificate | | | | • | | | |
| Travel, Exposition and Meeting Management AAS | | | | | | | • |
| *Exposition/Trade Show Mgmt. Enh. Skills Cert.* | | | | | | | • |
| *Meeting and Convention Mgmt. Enh. Skills Cert.* | | | | | | | • |
| *Travel Management Enhanced Skills Certificate* | | | | | | | • |
| Travel and Tourism Management Certificate | | | | | | | • |
| Veterinary Technology AAS | | • | | | | | |
| Video Technology AAS | | | | | | • | |
| *Multimedia Producer Enhanced Skills Certificate* | | | | | | • | |
| Multimedia Specialist Certificate | | | | | | • | |
| Visual Communications AAS | • | | | | | | |
| Computer Graphics Skills Achievement Award | • | | | | | | |
| Design and Layout Certificate | • | | | | | | |
| Vocational Nursing Certificate | | | | • | | | |
| Welding Technology | | | | | • | | |

# ACCOUNTING

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X40899

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

> This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [*http://www.dcccd.edu/admiss/dp.htm*] or from an academic advisor beginning June 1, 1999.

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

# ACCOUNTING ASSISTANT

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Number X53879

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

> This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [*http://www.dcccd.edu/admiss/dp.htm*] or from an academic advisor beginning June 1, 1999.

# ACCOUNTING CLERK

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Number X53889

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

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at *[http://www.dcccd.edu/admiss/dp.htm]* or from an academic advisor beginning June 1, 1999.

# 'ASSOCIATE DEGREE NURSING

*El Centro and Brookhaven only*

(Associate Degree, Tech Prep Enhanced Skills
Certificate)

Degree Plan Number 540439

The Associate Degree Nursing Program is a two-year, 72
credit hour program, leading to the Associate of Applied
Science Degree. The program prepares graduates to be
eligible to write the NCLEX-RN Examination to become
licensed as a Registered Nurse (R.N.) in Texas. The
program is accredited by the Board of Nurse Examiners
for the State of Texas, (333 Guadalupe, Suite 3-460,
Austin, Texas 78701: Telephone number 512-305-7400)
and the National League for Nursing Accrediting
Commission (350 Hudson St., New York, New York
10014: Telephone number 404-679-4501).

The program combines classroom and skills laboratory
experience with hospital clinical experience.

The program offered at Brookhaven is under the
administration and accreditation of the El Centro College
Associate Degree Nursing Program. Students apply for
admission and attend classes at Brookhaven but receive
their degrees from El Centro.

Contact the Assessment Center at El Centro College for
the pre-entrance assessment and, Health Occupations
Admissions to receive an information packet.

## ADMISSION TO THE PROGRAM

Applicants are rank ordered for admission based on the
G.P.A. earned on four prerequisite courses.

Applicants must:
1. Fulfill all requirements for admission to both the
   college and the Associate Degree Nursing Program.
2. Complete the designated assessment testing
   process and any required remediation.
3. Complete the four prerequisite courses in English,
   Biology, Psychology and Mathematics with a
   cumulative grade point average of 2.5 or better.
4. Submit a completed admission application packet to
   the nursing admission office at El Centro or
   Brookhaven on or before the enrollment period
   deadline. Information sessions are available to
   further discuss the application process to the
   program.

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

## PREREQUISITES TO PROGRAM ADMISSION

| | | |
|---|---|---|
| BIOL 1470 | Introduction to Human Anatomy and Physiology* OR | |
| BIOL 2401 | Anatomy and Physiology I | 4 |
| ENGL 1301 | Composition I | 3 |
| MATH 1314 | College Algebra** | 3 |
| PSYC 2301 | Introduction to Psychology | 3 |
| | | 13 |

## SEMESTER I

| | | |
|---|---|---|
| NURS 1870 | Introduction to Process and Practice of Nursing | 8 |
| BIOL 1472 | Introduction to Human Anatomy and Physiology OR | |
| BIOL 2402 | Anatomy and Physiology II | 4 |
| PSYC 2314 | Developmental Psychology | 3 |
| | | 15 |

## SEMESTER II

| | | |
|---|---|---|
| NURS 1971 | Family Nursing | 9 |
| BIOL 2420 | General Microbiology | 4 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 16 |

## SEMESTER III

| | | |
|---|---|---|
| NURS 2870 | Nursing of Adults with Commonly Occurring Health Problems | 8 |
| NURS 2375 | Mental Health Nursing | 3 |
| +Elective | Humanities/Fine Arts | 3 |
| | | 14 |

## SEMESTER IV

| | | |
|---|---|---|
| NURS 2972 | Advanced Medical-Surgical Nursing/Synthesis | 9 |
| NURS 2270 | Transition to Professional Nursing | 2 |
| ++Elective | | 3 |
| | | 14 |

Minimum Hours Required .......................................... 72

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

| | | | |
|---|---|---|---|
| ARTS | 1301 | Art Appreciation | 3 |
| DRAM | ·1310 | Introduction to Theatre | 3 |
| ENGL | | (2000-level Literature Course) | 3 |
| HUMA | 1301 | Introduction to the Humanities | 3 |
| MUSI | 1306 | Music Appreciation | 3 |
| PHIL | 1301 | Introduction to Philosophy | 3 |
| Foreign Language or American Sign Language | | | 4 |

++Elective may be selected from the following:

| | | | |
|---|---|---|---|
| NURS | 1370 | Basic Pharmacology | 3 |
| NURS | 1371 | Introduction to Pathophysiology | 3 |
| Any other course above the 1000 level. | | | |

*Biology 1408 recommended prior to Biology 1470 if no previous high
school biology.

**MATH 1414 may be substituted.

A "C" grade is required in all courses. Support courses must be
completed before or during the semester indicated.

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

# TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Nursing Associate Degree and provides the student advanced skills required by the industry to specialize in Perioperative Nursing.

## ASSOCIATE DEGREE NURSING-- PERIOPERATIVE NURSE INTERNSHIP

*El Centro only*

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

Degree Plan Number 537289

The two-semester program is designed for registered nurses or graduate nursing pending NCLEX-RN examination. The perioperative approach to patient care is employed. Principles of surgical asepsis, patient care, use of surgical supplies and equipment, and ethical/legal aspects are presented. The emphasis of the program is on the scrub and circulating roles in perioperative nursing. Nurses enrolled in this program must hold a current license from the Board of Nurses Examiners for the State of Texas, or be a graduate of a nursing program eligible for the next NCLEX-RN examination.

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| SGTC 1671 | Perioperative Nurse Internship I | 6 |
| | | 6 |
| **SEMESTER II** | | |
| SGTC 1672 | Perioperative Nurse Internship II | 6 |
| | | 6 |

Minimum Hours Required ................................... 12

# ASSOCIATE DEGREE NURSING -- LVN OPTION

*El Centro only*

(Associate Degree)

Degree Plan Number 542729

A Licensed Vocational Nurse in Texas may qualify to complete the Associate Degree Nursing program at an accelerated pace. Students must meet all entrance requirements for the Associate Degree Nursing Program, and complete twenty-seven hours of prerequisite courses to enter this articulation option. Upon completion of the "bridging" course, which focuses on the change in role from LVN to RN, the student is granted equivalency credit for the first two semesters of the Associate Degree Nursing Program. The student will then complete the second year of the curriculum. Graduates of this program will receive an Associate of Applied Science Degree, and they will be eligible to write the NCLEX-RN Examination to become licensed as a Registered Nurse (RN) in Texas.

ADMISSION TO THE PROGRAM:

Applications are rank ordered for admission based on the G.P.A. earned on four prerequisite courses.

Applicants must:

1. Fulfill any requirements for admission to both the college and the Associate Degree Nursing Program.
2. Complete the designated assessment testing process and any required remediation.
3. Complete the four prerequisite courses in English, Biology, Psychology and Mathematics with a grade point average of 2.5 or better. Complete the remaining prerequisite courses with a grade of "C" or better.
4. Submit a completed admission application packet to the nursing admission office at El Centro on or before the enrollment period deadline. Information sessions are available to further discuss the application process to the program.
5. Successfully complete a check-off procedure to validate proficiency in basic nursing skills and math.

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

### PREREQUISITES TO PROGRAM ADMISSION

| | | |
|---|---|---|
| BIOL 1470 | Introduction to Human Anatomy and Physiology* OR | |
| BIOL 2401 | Anatomy and Physiology I | 4 |
| BIOL 1472 | Introduction to Human Anatomy and Physiology OR | |
| BIOL 2402 | Anatomy and Physiology II | 4 |
| BIOL 2420 | General Microbiology | 4 |
| ENGL 1301 | Composition I | 3 |
| MATH 1314 | College Algebra*** | 3 |
| PSYC 2301 | Introduction to Psychology | 3 |
| PSYC 2314 | Developmental Psychology | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 27 |

### SEMESTER I

| | | |
|---|---|---|
| NURS 1570 | Transition from Vocational to Professional Nursing** | 5 |
| | | 5 |

### SEMESTER II

| | | |
|---|---|---|
| NURS 2870 | Nursing of Adults with Commonly Occurring Health Problems | 8 |
| NURS 2375 | Mental Health Nursing | 3 |
| +Elective | Humanities/Fine Arts | 3 |
| | | 14 |

### SEMESTER III

| | | |
|---|---|---|
| NURS 2972 | Advanced Medical-Surgical Nursing/Synthesis | 9 |
| NURS 2270 | Transition to Professional Nursing | 2 |
| ++Elective | | 3 |
| | | 14 |

Minimum Hours Required ........................ 72

*Biology 1408 recommended prior to Biology 1470 if no previous high school biology.

**Upon successful completion of Nursing 1570, 12 hours of equivalency credit for Nursing 1870 and Nursing 1971 is awarded in addition to the 5 credit hours earned for Nursing 1570.

***MATH 1414 may be substituted.

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

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

++Elective may be selected from the following:

| | | | |
|---|---|---|---|
| NURS | 1370 | Basic Pharmacology | 3 |
| NURS | 1371 | Introduction to Pathophysiology | 3 |
| Any other course above the 1000 level. | | | |

A "C" grade is required in all courses. Support courses must be completed before or during the semester indicated.

# BUSINESS ADMINISTRATION

*Offered at all seven campuses*

- (Associate Degree)

Degree Plan Number X43659

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

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*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

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

# COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER ASSISTANT

*El Centro only*

(Certificate)

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

Degree Plan Number 552659

This one-year certificate program is designed to develop skills and knowledge related to the use of personal computers for business. The graduate will be qualified to be a trainee in any number of categories: personal computer operator/software package user, data entry specialist, or information processing assistant. A touch typing speed of 20 words per minute is suggested for most CISC courses with a lab component. Students are advised to develop this proficiency.

<table>
<tr><td></td><td></td><td>CREDIT<br>HOURS</td></tr>
<tr><td colspan="3"><strong>SEMESTER I</strong></td></tr>
<tr><td>CISC 1470</td><td>Introduction to Computer Concepts and Applications</td><td>4</td></tr>
<tr><td>CISC 1471</td><td>Problem Solving with the Computer</td><td>4</td></tr>
<tr><td>CISC 1473</td><td>Systems Management/Operations I[1]</td><td>4</td></tr>
<tr><td>BUSI 1301</td><td>Introduction to Business OR</td><td></td></tr>
<tr><td>MGMT 1370</td><td>Principles of Management</td><td>3</td></tr>
<tr><td>ENGL 1301</td><td>Composition I</td><td>3</td></tr>
<tr><td></td><td></td><td>18</td></tr>
<tr><td colspan="3"><strong>SEMESTER II</strong></td></tr>
<tr><td>CISC 1372</td><td>Data Communications and Operating Systems</td><td>3</td></tr>
<tr><td>CISC 1474</td><td>Text Processing Applications</td><td>4</td></tr>
<tr><td>CISC 2476</td><td>Spreadsheet Applications</td><td>4</td></tr>
<tr><td>CISC 2478</td><td>PC Operating Systems and Utilities</td><td>4</td></tr>
<tr><td>CISC 7271</td><td>Cooperative Work Experience[2]</td><td>2</td></tr>
<tr><td>SPCH 1311</td><td>Introduction to Speech Communication</td><td>3</td></tr>
<tr><td></td><td></td><td>20</td></tr>
</table>

Minimum Hours Required ........................................ 38

[1] CISC 2484, AS/400 Concepts level I, may be substituted for CISC 1473.

[2] CISC 7371 or 7471 may be substituted for CISC 7271.

# COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER INFORMATION SYSTEMS

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42279

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

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| CISC 1470 | Introduction to Computer Concepts and Applications | 4 |
| CISC 1471 | Problem Solving with the Computer | 4 |
| BUSI 1301 | Introduction to Business **OR** | |
| MGMT 1370 | Principles of Management | 3 |
| ENGL 1301 | Composition I | 3 |
| MATH 1324 | Mathematics for Business and Economics I | 3 |
| | | 17 |
| **SEMESTER II** | | |
| CISC 1372 | Data Communications and Operating Systems | 3 |
| CISC 1476 | Programming I | 4 |
| ACCT 2301 | Principles of Accounting I **OR** | 3 |
| ACCT 2401 | Principles of Accounting I | (4) |
| MATH 1325 | Mathematics for Business and Economics II | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 16-17 |
| **SEMESTER III** | | |
| CISC 1477 | Programming II **OR** | |
| CISC 1480 | UNIX Operating System I | 4 |
| ACCT 2302 | Principles of Accounting II **OR** | 3 |
| ACCT 2402 | Principles of Accounting II | (4) |
| ECON 2301 | Principles of Economics I | 3 |
| +Elective | | 3-4 |
| Elective | Humanities/Fine Arts | 3 |
| | | 16-18 |

| | | |
|---|---|---|
| **SEMESTER IV** | | |
| CISC 2474 | C Programming **OR** | |
| CISC 2475 | Microcomputer Assembly Language **OR** | |
| CISC 2490 | UNIX Operating Systems II | 4 |
| CISC 2479 | Systems Analysis and Design | 4 |
| ECON 2302 | Principles of Economics II | 3 |
| Elective | Social/Behavioral Science | 3 |
| | | 14 |

Minimum Hours Required ........................................63

+Elective--Any CISC course including but not limited to CISC 7271, CISC 7371 or CISC 7471

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

CISC 1373 or COSC 1310
CISC 2473 or COSC 2325

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

# COMPUTER INFORMATION SYSTEMS -- BUSINESS SOFTWARE PROGRAMMER/DEVELOPER

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42669

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

CREDIT HOURS

### SEMESTER I
| | | |
|---|---|---|
| CISC 1470 | Introduction to Computer Concepts and Applications | 4 |
| CISC 1471 | Problem Solving with the Computer | 4 |
| BUSI 1301 | Introduction to Business **OR** | |
| MGMT 1370 | Principles of Management | 3 |
| ENGL 1301 | Composition I | 3 |
| MATH 1332 | College Mathematics I [1] | 3 |
| | | 17 |

### SEMESTER II
| | | |
|---|---|---|
| CISC 1372 | Data Communications and Operating Systems | 3 |
| CISC 1476 | Programming I | 4 |
| CISC 2470 | Control Language and Operating Environments **OR** | |
| CISC 2478 | PC Operating Systems and Utilities **OR** | |
| CISC 1480 | UNIX Operating Systems | 4 |
| PSYC 2302 | Applied Psychology [2] | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 17 |

### SEMESTER III
| | | |
|---|---|---|
| CISC 2375 | User Documentation and Training | 3 |
| CISC 2481 | Database Applications | 4 |
| CISC XXXX | CISC Programming Course [3] | 3-4 |
| ACCT 2301 | Principles of Accounting I **OR** | 3 |
| ACCT 2401 | Principles of Accounting I | (4) |
| Elective | Humanities/Fine Arts | 3 |
| | | 16-18 |

### SEMESTER IV
| | | |
|---|---|---|
| CISC 2479 | Systems Analysis and Design | 4 |
| CISC XXXX | CISC Programming Course [4] | 3-4 |
| CISC XXXX | Any CISC Programming **OR** Application Development Course | 3-4 |
| +Elective | | 3-4 |
| | | 13-16 |

Minimum Hours Required ..................................63

+Elective--Any CISC or COSC course including but not limited to CISC 7271, CISC 7371, CISC 7471

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

CISC 1373 or COSC 1310
CISC 2473 or COSC 2325

[1] MATH 1324 may be substituted for MATH 1332.

[2] PSYC 2301 may be substituted for PSYC 2302.

[3] First in a two-course programming language series or CISC 1477 or CISC 2490.

[4] Second in a two-course programming language series or any CISC programming course if CISC 1477 or CISC 2490 is completed

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

# COMPUTER INFORMATION SYSTEMS -- MIDRANGE COMPUTER CENTER SPECIALIST

*El Centro only*

(Associate Degree)

Degree Plan Number 542839

This option is intended to prepare students to function in programmer/analyst/operator positions within a midrange computer center. It may also serve as a career path for those completing the Midrange Computer Technician certificate program, as all courses within that curriculum can be applied to the first year of this curriculum. A touch typing speed of 20 words per minute is suggested for most CISC courses with a lab component. Students are advised to develop this proficiency.

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| CISC 1470 | Introduction to Computer Concepts and Applications | 4 |
| CISC 1471 | Problem Solving with the Computer | 4 |
| CISC 1473 | Systems Management/Operations I [1] | 4 |
| BUSI 1301 | Introduction to Business **OR** | |
| MGMT 1370 | Principles of Management | 3 |
| ENGL 1301 | Composition I | 3 |
| | | 18 |
| **SEMESTER II** | | |
| CISC 1372 | Data Communications and Operating Systems | 3 |
| CISC 1475 | Systems Management /Operations II [2] | 4 |
| CISC 2470 | Control Language and Operating Environments | 4 |
| MATH 1332 | College Mathematics I [4] | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 17 |
| **SEMESTER III** | | |
| CISC 1474 | Text Processing Applications | 4 |
| CISC 1476 | Programming I **OR** | |
| CISC 1478 | RPG Programming | 4 |
| CISC 2478 | PC Operating Systems and Utilities | 4 |
| ACCT 1371 | Elementary Accounting [5] | 3 |
| Elective | Humanities/Fine Arts | 3 |
| | | 18 |

| | | |
|---|---|---|
| **SEMESTER IV** | | |
| CISC 2480 | PC Hardware | 4 |
| CISC 1477 | Programming II **OR** | |
| CISC 2492 | RPG Interactive Subfile Processing | 4 |
| CISC 7271 | Cooperative Work Experience [3] | 2 |
| PSYC 2302 | Applied Psychology [6] | 3 |
| +Elective | | 3-4 |
| | | 16 |

Minimum Hours Required ........................69

+Elective—Any CISC or COSC course including but not limited to CISC 7271, CISC 7371, or CISC 7471

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

CISC 1373 or COSC 1310
CISC 2473 or COSC 2325

[1] CISC 2484, AS/400 Concepts Level I, may be substituted for CISC 1473.

[2] CISC 2484, AS/400 Concepts Level II, may be substituted for CISC 1475.

[3] CISC 7371 or 7471 may be substituted for CISC 7271.

[4] MATH 1324 may be substituted for MATH 1332.

[5] ACCT 2301 or ACCT 2401 may be substituted for ACCT 1371.

[6] PSYC 2301 may be substituted for PSYC 2302.

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

# COMPUTER INFORMATION SYSTEMS -- MIDRANGE COMPUTER TECHNICIAN

*El Centro only*

(Certificate)

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

Degree Plan Number 552299

This one-year certificate is designed to develop skills and knowledge to meet the demands of computer operations in any midrange environment. The graduate will be qualified to be a trainee in entry-level midrange computing positions. A touch typing speed of 20 words per minute is suggested for most CISC courses with a lab component. Students are advised to develop this proficiency.

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| CISC 1470 | Introduction to Computer Concepts and Applications | 4 |
| CISC 1471 | Problem Solving with the Computer | 4 |
| CISC 1473 | Systems Management/Operations I[1] | 4 |
| BUSI 1301 | Introduction to Business **OR** | |
| MGMT 1370 | Principles of Management | 3 |
| ENGL 1301 | Composition I | 3 |
| | | 18 |
| **SEMESTER II** | | |
| CISC 1372 | Data Communications and Operating Systems | 3 |
| CISC 1475 | Systems Management/Operations II[2] | 4 |
| CISC 2470 | Control Language and Operating Environments | 4 |
| CISC 2478 | PC Operating Systems and Utilities | 4 |
| CISC 7271 | Cooperative Work Experience[3] | 2 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 20 |

Minimum Hours Required ............................38

[1] CISC 2484, AS/400 Concepts Level I, may be substituted for CISC 1473.

[2] CISC 2484, AS/400 Concepts Level II, may be substituted for CISC 1475.

[3] CISC 7371 or 7471 may be substituted for CISC 7271.

# COMPUTER INFORMATION SYSTEMS -- PERSONAL COMPUTER SUPPORT

*Eastfield, El Centro, Mountain View, and Richland only*

(Associate Degree)

Degree Plan Number X42799

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

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

|  | | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| CISC 1470 | Introduction to Computer Concepts and Applications | 4 |
| CISC 1471 | Problem Solving with the Computer | 4 |
| BUSI 1301 | Introduction to Business **OR** | |
| MGMT 1370 | Principles of Management | 3 |
| ENGL 1301 | Composition I | 3 |
| MATH 1332 | College Mathematics I [1] | 3 |
| | | 17 |
| **SEMESTER II** | | |
| CISC 1372 | Data Communications and Operating Systems | 3 |
| CISC 1474 | Text Processing Applications | 4 |
| CISC 2476 | Spreadsheet Applications | 4 |
| ACCT 1371 | Elementary Accounting[2] | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 17 |
| **SEMESTER III** | | |
| CISC 2370 | Fundamentals of Networking | 3 |
| CISC 2478 | PC Operating Systems and Utilities | 4 |
| CISC 2480 | PC Hardware | 4 |
| PSYC 2302 | Applied Psychology [3] | 3 |
| Elective | Humanities/Fine Arts | 3 |
| | | 17 |

| **SEMESTER IV** | | |
|---|---|---|
| CISC 2375 | User Documentation and Training | 3 |
| CISC 2481 | Database Applications | 4 |
| CISC 7371 | Cooperative Work Experience **OR** | 3 |
| CISC 7471 | Cooperative Work Experience | (4) |
| +Elective | | 3-4 |
| | | 13-15 |

Minimum Hours Required ............................................. 64

+Elective - Any CISC course.

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

CISC 1373 or COSC 1310
CISC 2473 or COSC 2325

[1] MATH 1324 may be substituted for MATH 1332.

[2] ACCT 2301 or ACCT 2401 may be substituted for ACCT 1371.

[3] PSYC 2301 may be substituted for PSYC 2302.

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, El Centro and Mountain View only*

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X42449

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

> *This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

# TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Criminal Justice Associate Degree and provide the student advanced skills required by the industry to specialize in Human Services or Law Enforcement.

## HUMAN SERVICES

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

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

Degree Plan Number X37389

> *This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

## LAW ENFORCEMENT

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

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

Degree Plan Number X37399

> *This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

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, El Centro and Mountain View only*

(Certificate)

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

Degree Plan Number X53939

This certificate is attached to the Criminal Justice Associate Degree and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 45 semester-hour requirement.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

# CRIMINAL JUSTICE

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

(Certificate)

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

Degree Plan Number X53949

This certificate is attached to the Criminal Justice Associate Degree and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 30 semester-hour requirement.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

# DIAGNOSTIC MEDICAL SONOGRAPHY

*El Centro only*

(Associate Degree)

Degree Plan Number 543899

The Diagnostic Medical Sonography program prepares the student to function as a medical sonographer.

The diagnostic medical sonographer performs sonography examinations using high frequency sound waves to visualize soft tissue structures, including the gall bladder, kidneys, pregnant uterus and other organs as requested by the physician.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) and (JRC-DMS, 7108-C South Alton Way, Englewood, CO 80112-3533: Telephone number 303-741-3533) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point, interviews and recommendation letters, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

CREDIT HOURS

## CORE CURRICULUM

### PROGRAM PREREQUISITES
| | | |
|---|---|---|
| BIOL 1470 | Introduction to Human Anatomy and Physiology OR | |
| BIOL 2401 | Anatomy and Physiology I | 4 |
| MATH 1314 | College Algebra OR | 3 |
| MATH 1414 | College Algebra | (4) |
| ENGL 1301 | Composition I | 3 |
| | | 10 |

### SEMESTER I
### (FALL 1ST YEAR)
| | | |
|---|---|---|
| BIOL 1472 | Introduction to Human Anatomy and Physiology OR | |
| BIOL 2402 | Anatomy and Physiology II | 4 |
| HOCC 1270 | Basic Skills I | 2 |
| HOCC 1272 | Introduction to the Health Care Environment | 2 |
| HOCC 1274 | Wellness | 2 |
| PSYC 2301 | Introduction to Psychology | 3 |
| | | 13 |

### SEMESTER II
| | | |
|---|---|---|
| HOCC 1271 | Basic Skills II | 2 |
| HOCC 1273 | Introduction to Human Diseases | 2 |
| HOCC 1370 | Health Careers Pharmacology | 3 |
| Elective | Humanities | 3 |
| SPCH 1311 | Introduction to Speech Communications | 3 |
| | | 13 |

### SEMESTER III
### (FALL)
| | | |
|---|---|---|
| SONO 2377 | Sonographic Cross-Sectional Anatomy | 3 |
| SONO 2378 | Advanced Acoustical Physics | 3 |
| SONO 2375 | Practicum I | 3 |
| SONO 2475 | Sonography I | 4 |
| | | 13 |

### SEMESTER IV
### (SPRING)
| | | |
|---|---|---|
| SONO 2173 | Ultrasound Instrumentation | 1 |
| SONO 2476 | Sonography II | 4 |
| SONO 2376 | Practicum II | 3 |
| SONO 2275 | Pathophysiology | 2 |
| | | 10 |

### SEMESTER V
### (SUMMER)
| | | |
|---|---|---|
| SONO 2171 | Sonography III | 1 |
| SONO 2276 | Practicum III | 2 |
| | | 3 |

### SEMESTER VI
### (SUMMER)
| | | |
|---|---|---|
| SONO 2277 | Practicum IV | 2 |
| SONO 2174 | Sonography IV | 1 |
| | | 3 |

### SEMESTER VII
### (FALL)
| | | |
|---|---|---|
| SONO 2477 | Practicum V | 4 |
| SONO 2379 | Sonography V | 3 |
| | | 7 |

Minimum Hours Required ........72

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

# DIAGNOSTIC MEDICAL SONOGRAPHY

*El Centro only*

(Certificate)

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

Degree Plan Number 553909

The Diagnostic Medical Sonography Certificate Option is for students having at least a previous Associate Degree in a designated allied health field or a B.S. degree with a major in a science discipline. Potential students will be considered on an individual basis to determine if they have an adequate background in anatomy and physiology, math and physics. Upon completion, a certificate will be awarded.

The diagnostic medical sonographer performs sonography examinations using high-frequency sound waves to visualize soft tissue structures including the gall bladder, kidneys, pregnant uterus, and other organs as requested by the physician.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, 7108-C South Alton Way, Englewood, CO 80112-3533: Telephone number 303-741-3533).

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point, interviews and recommendation letters, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

CREDIT HOURS

## PREREQUISITES:
Certificate applicants must have two of the three common learning courses prior to acceptance into the program. These courses include:

| | | |
|---|---|---|
| MATH 1314 | College Algebra* | 3 |
| ENGL 1301 | Composition I | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |

## SEMESTER III (FALL)

| | | |
|---|---|---|
| SONO 2377 | Sonographic Cross-Sectional Anatomy | 3 |
| SONO 2378 | Advanced Acoustical Physics | 3 |
| SONO 2375 | Practicum I | 3 |
| SONO 2475 | Sonography I | 4 |
| | | 13 |

## SEMESTER IV (SPRING)

| | | |
|---|---|---|
| SONO 2173 | Ultrasound Instrumentation | 1 |
| SONO 2476 | Sonography II | 4 |
| SONO 2376 | Practicum II | 3 |
| SONO 2275 | Pathophysiology | 2 |
| | | 10 |

## SEMESTER V (SUMMER)

| | | |
|---|---|---|
| SONO 2171 | Sonography III | 1 |
| SONO 2276 | Practicum III | 2 |
| | | 3 |

## SEMESTER VI (SUMMER)

| | | |
|---|---|---|
| SONO 2277 | Practicum IV | 2 |
| SONO 2174 | Sonography IV | 1 |
| | | 3 |

## SEMESTER VII (FALL)

| | | |
|---|---|---|
| SONO 2477 | Practicum V | 4 |
| SONO 2379 | Sonography V | 3 |
| | | 7 |

Minimum Hours Required ................................. 36

*MATH 1414 may be substituted.

# ECHOCARDIOLOGY TECHNOLOGY

*El Centro only*

(Associate Degree)

Degree Plan Number 544279

The Echocardiology Technology program is a two-year program that prepares students to function as an Echocardiographer. The first year of the program consists of general education and health occupations core courses. The second year of the program provides intensive didactic and clinical training in the medical specialty of Echocardiology.

The Echocardiology technologist performs cardio-vascular examinations to produce a picture of a heart and great vessels using high-frequency sound waves. These examinations are used to diagnose congenital heart disease, valvular disease, pericardial disease, cardiomyopathy, and other cardiovascular disorders. Types of examinations include 2D and 3D Echo, M-mode and color flow Doppler, as well as Transesophageal and Stress Studies. The Echocardio-grapher may work in hospitals, clinics and physicians offices.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point of 2.5 or higher, completion of all requirements for admissions as a full-time student to the college. Applicants are rank-ordered for admission based on grade point earned on prerequisite courses, interviews and recommendation letters. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

CREDIT HOURS

## CORE CURRICULUM

### PROGRAM PREREQUISITES

| | | |
|---|---|---|
| BIOL 1470 | Introduction to Human Anatomy and Physiology OR | |
| BIOL 2401 | Anatomy and Physiology I | 4 |
| MATH 1314 | College Algebra OR | 3 |
| MATH 1414 | College Algebra | (4) |
| ENGL 1301 | Composition I | 3 |
| | | 10 |

## SEMESTER I
### (FALL FIRST YEAR)

| | | |
|---|---|---|
| BIOL 1472 | Introduction to Human Anatomy and Physiology OR | |
| BIOL 2402 | Anatomy and Physiology II | 4 |
| HOCC 1270 | Basic Skills I | 2 |
| HOCC 1272 | Introduction to the Health Care Environment | 2 |
| HOCC 1274 | Wellness | 2 |
| PSYC 2302 | Applied Psychology OR | |
| PSYC 2301 | Introduction to Psychology | 3 |
| | | 13 |

## SEMESTER II

| | | |
|---|---|---|
| HOCC 1271 | Basic Skills II | 2 |
| HOCC 1273 | Introduction to Human Diseases | 2 |
| HOCC 1370 | Health Careers Pharmacology | 3 |
| Elective | Humanities | 3 |
| SPCH 1311 | Introduction to Speech Communications | 3 |
| | | 13 |

## SEMESTER III
### (SUMMER – 10 weeks)

| | | |
|---|---|---|
| ECHO 1370 | Echocardiology Lab Fundamentals | 3 |
| ECHO 1270 | Introduction to the Echocardiology Lab | 2 |
| | | 5 |

## SEMESTER IV

| | | |
|---|---|---|
| ECHO 2470 | Echocardiology I | 4 |
| ECHO 2670 | Echocardiology Clinical I | 6 |
| | | 10 |

## SEMESTER V

| | | |
|---|---|---|
| ECHO 2471 | Echocardiology II | 4 |
| ECHO 2671 | Echocardiology Clinical II | 6 |
| | | 10 |

Minimum Hours Requested ..................................... 61

# ECHOCARDIOLOGY TECHNOLOGY

*El Centro only*

(Certificate)

Degree Plan Number 544289

The Echocardiology Technology Certificate Option is for a student having at least a previous Associate Degree in a designated allied health field or a B.S. degree with a major in a science discipline. Potential students will be considered on an individual basis to determine if they have an adequate background in anatomy and physiology and math and physics. A background in basic ECGs and pharmacology is also required. Upon completion, a certificate will be awarded.

The Echocardiology technologist performs cardio-vascular examinations to produce a picture of a heart and great vessels using high-frequency sound waves. These examinations are used to diagnose congenital heart disease, valvular disease, pericardial disease, cardiomyopathy, and other cardiovascular disorders. Types of examinations include 2D and 3D Echo, M-mode and color flow Doppler, as well as Transesophageal and Stress Studies. The Echocardio-grapher may work in hospitals, clinics and physicians offices.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point of 2.5 or higher, completion of all requirements for admissions as a full-time student to the college. Applicants are rank-ordered for admission based on grade point earned on prerequisite courses, interviews and recommendation letters. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

### PROGRAM PREREQUISITES

| | | CREDIT HOURS |
|---|---|---|
| MATH 1314 | College Algebra **OR** | 3 |
| MATH 1414 | College Algebra | (4) |
| ENGL 1301 | Composition I | 3 |
| SPCH 1311 | Introduction to Speech Communications | 3 |
| | | 9 |

### SEMESTER I
### (SUMMER – 10 weeks)

| | | |
|---|---|---|
| ECHO 1370 | Echocardiology Lab Fundamentals | 3 |
| ECHO 1270 | Introduction to the Echocardiology Lab | 2 |
| | | 5 |

### SEMESTER II
### (FALL)

| | | |
|---|---|---|
| ECHO 2470 | Echocardiology I | 4 |
| ECHO 2670 | Echocardiology Clinical I | 6 |
| | | 10 |

### SEMESTER III
### (SPRING)

| | | |
|---|---|---|
| ECHO 2471 | Echocardiology II | 4 |
| ECHO 2671 | Echocardiology Clinical II | 6 |
| | | 10 |

Minimum Hours Requested ................................34

# EDUCATIONAL PERSONNEL

*El Centro and Richland only*

(Associate Degree)

Degree Plan Number X42889

This program is designed to prepare educational personnel in a wide range of competencies needed for effective roles in public and nonpublic schools. A student can take courses required for the one year Educational Assistant Certificate and continue in the program to receive the two-year Associate in Applied Sciences Degree.

Educational personnel are employed under job titles such as teacher aide, assistant teacher, library assistant, P.E. aide, study hall teacher, tutor, tutoring coordinator, youth worker, special education aides, etc. Individuals working with handicapped children have found this program to be especially beneficial.

The program offered at El Centro College is under the administration of Richland College. Students apply for admission and attend classes at El Centro but receive their degrees from Richland.

Ask about special articulation agreements that utilize this program as the first two years of area University Teacher Education Programs.

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| EDUC 1370 | Language Skills for Educational Personnel | 3 |
| EDUC 1371 | Introduction to Educational Processes I | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| Elective | Any Non-EDUC Course | 3 |
| HIST 1301 | History of the United States OR | |
| +Elective | Social/Behavioral Science | 3 |
| | | 15 |
| **SEMESTER II** | | |
| EDUC 1375 | Principles and Practices of Multi-Cultural Communications | 3 |
| EDUC 2370 | Computer Instruction for Educators | 3 |
| ENGL 1301 | Composition I | 3 |
| HIST 1302 | History of the United States | 3 |
| Elective | | 3 |
| | | 15 |

**SEMESTER III**

| | | |
|---|---|---|
| EDUC 2373 | The Exceptional Child | 3 |
| EDUC 7271 | Cooperative Work Experience* OR | 2 |
| EDUC 7371 | Cooperative Work Experience* OR | (3) |
| EDUC 7471 | Cooperative Work Experience | (4) |
| ENGL 1302 | Composition II | 3 |
| GOVT 2301 | American Government OR | |
| Elective | | 3 |
| ++Elective | Humanities/Fine Arts | 3 |
| | | 14-16 |

**SEMESTER IV**

| | | |
|---|---|---|
| EDUC 7272 | Cooperative Work Experience* OR | 2 |
| EDUC 7372 | Cooperative Work Experience* OR | (3) |
| EDUC 7472 | Cooperative Work Experience | (4) |
| GOVT 2302 | American Government OR | |
| Elective | | 3 |
| MATH 1314 | College Algebra OR | 3 |
| MATH 1414 | College Algebra OR | (4) |
| MATH 1335 | Fundamental Concepts of Mathematics for Elementary Teachers | 3 |
| +++Elective | | 4-6 |
| | | 12-16 |

Minimum Hours Required ........................................ 60

Electives--should be selected in consultation with the Educational Personnel Program Coordinator.

+Elective--must be selected from the following:

| PSYC | 2301 | Introduction to Psychology | 3 |
|---|---|---|---|
| PSYC | 2314 | Developmental Psychology | 3 |
| SOCI | 1301 | Introduction to Sociology | 3 |
| SOCI | 1306 | Social Problems | 3 |
| SOCI | 2319 | Race, Ethnicity and Community | 3 |

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

| ARTS | 1301 | Art Appreciation | 3 |
|---|---|---|---|
| DRAM | 1310 | Introduction to the Theatre | 3 |
| HUMA | 1301 | Introduction to the Humanities | 3 |
| MUSI | 1306 | Music Appreciation | 3 |
| PHIL | 1301 | Introduction to Philosophy | 3 |

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

| BIOL | 1408 | Biological Science | 4 |
|---|---|---|---|
| BIOL | 1409 | Biological Science | 4 |
| CHEM | 1405 | Introductory Chemistry I | 4 |
| CHEM | 1407 | Introductory Chemistry II | 4 |
| OFCT | 1375 | Beginning Keyboarding | 3 |
| OFCT | 1376 | Intermediate Keyboarding | 3 |
| PHYS | 1311 | Descriptive Astronomy | 3 |
| PHYS | 1312 | General Astronomy | 3 |

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

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.

# EDUCATIONAL PERSONNEL -- BILINGUAL/ESL OPTION

*El Centro and Richland only*

(Associate Degree)

Degree Plan Number X42899

The Bilingual/ESL Option in the Educational Personnel Program is designed to prepare the student to assist in the instructional development of children who have a limited English proficiency.

The Associate in Applied Sciences Degree is awarded for successful completion of at least 64 credit hours as outlined.

Ask about special articulation agreements that utilize this program as the first two years of area University Teacher Education Programs.

CREDIT HOURS

**SEMESTER I**

| | | |
|---|---|---|
| EDUC 1371 | Introduction to Educational Processes I | 3 |
| EDUC 1375 | Principles and Practices of Multicultural Communications | 3 |
| ENGL 1301 | Composition I | 3 |
| HIST 1301 | History of the United States | 3 |
| SPAN 1411 | Beginning Spanish | 4 |
| | | 16 |

**SEMESTER II**

| | | |
|---|---|---|
| EDUC 1370 | Language Skills for Educational Personnel | 3 |
| ENGL 1302 | Composition II | 3 |
| HIST 1302 | History of the United States | 3 |
| MATH 1335 | Fundamental Concepts of Mathematics for Elementary Teachers **OR** | |
| MATH 1314 | College Algebra **OR** | 3 |
| MATH 1414 | College Algebra | (4) |
| SPAN 1412 | Beginning Spanish | 4 |
| | | 16-17 |

**SEMESTER III**

| | | |
|---|---|---|
| EDUC 1377 | Bilingual Education: Philosophy, Techniques, Materials | 3 |
| EDUC 2370 | Computer Instruction for Educators | 3 |
| PSYC 2301 | Introduction to Psychology | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| +Elective | Humanities/Fine Arts | 3 |
| Elective | Any Non-EDUC Course | 3 |
| | | 18 |

**SEMESTER IV**

| | | |
|---|---|---|
| EDUC 2371 | Techniques for Teaching English to Non-Native Speakers | 3 |
| EDUC 2373 | Exceptional Child | 3 |
| EDUC 7271 | Cooperative Work Experience OR | (2) |
| EDUC 7371 | Cooperative Work Experience OR | (3) |
| EDUC 7471 | Cooperative Work Experience | 4 |
| GOVT 2301 | American Government | 3 |
| ++Elective | | 3-4 |
| | | 14-17 |

Minimum Hours Required.................................... 64

+Elective--must be selected from the following:

| | | | |
|---|---|---|---|
| ARTS | 1301 | Art Appreciation | 3 |
| HUMA | 1301 | Introduction to the Humanities | 3 |
| MUSI | 1306 | Music Appreciation | 3 |

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

| | | | |
|---|---|---|---|
| BUSI | 1301 | Introduction to Business | 3 |
| BIOL | 1406 | General Biology OR | |
| BIOL | 1408 | Biological Science | 4 |
| OFCT | 1375 | Beginning Keyboarding | 3 |
| PHYS | 1415 | Physical Science | 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.

# EDUCATIONAL PERSONNEL --
# EDUCATIONAL ASSISTANT

*El Centro and Richland only*

(Certificate)

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

Degree Plan Number X52909

This Educational Assistant certificate program provides the student with the basic knowledge and skills to work effectively in public schools as an educational aide or teacher assistant. All courses taken in this certificate program will apply to the Associate Degree program in Educational Personnel as well as to the Bilingual/ESL Option.

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| EDUC 1371 | Introduction to Educational Processes I | 3 |
| EDUC XXXX | Any EDUC Course | 3 |
| SPCH 1311 | Introduction to Speech Communication **OR** | |
| MATH 1314 | College Algebra **OR** | 3 |
| MATH 1414 | College Algebra **OR** | (4) |
| MATH 1335 | Fundamental Concepts of Mathematics for Elementary Teachers | (3) |
| +Technical Electives | | 6 |
| | | 15-16 |
| **SEMESTER II** | | |
| EDUC 1370 | Language Skills for Educational Personnel | 3 |
| EDUC 1375 | Principles and Practices of Multicultural Communications | 3 |
| EDUC 2373 | The Exceptional Child | 3 |
| ENGL 1301 | Composition I | 3 |
| +Technical Elective | | 3 |
| | | 15 |

**Minimum Hours Required** .................................... 30

+Technical Electives--must be selected from the following:

| COMM | 1370 | Applied Communications | 3 |
|---|---|---|---|
| EDUC | 1372 | Introduction to Educational Processes II | 3 |
| EDUC | 1373 | Introduction to Media | 3 |
| EDUC | 2370 | Computer Instruction for Educators | 3 |
| EDUC | 2170 | Diversified Studies | 1 |
| EDUC | 2270 | Diversified Studies | 2 |
| EDUC | 2372 | Diversified Studies | 3 |
| EDUC | 7271 | Cooperative Work Experience | 2 |
| EDUC | 7371 | Cooperative Work Experience | 3 |
| EDUC | 7471 | Cooperative Work Experience | 4 |
| EDUC | 7272 | Cooperative Work Experience | 2 |
| EDUC | 7372 | Cooperative Work Experience | 3 |
| EDUC | 7472 | Cooperative Work Experience | 4 |
| ENGL | 1301 | Composition I | 3 |
| EITP | 1470 | Beginning Sign Language | 4 |
| EITP | 1471 | Intermediate Sign Language | 4 |
| ENGL | 1302 | Composition II | 3 |
| ENGL | | (2000 Level Literature Course) | 3 |
| HDEV | 1370 | Educational and Career Planning | 3 |
| MATH | 1335 | Fundamental Concepts of Mathematics for Elementary Teachers OR Mathematics Elective | 3 |
| OFCT | 1375 | Beginning Keyboarding | 3 |
| OFCT | 1376 | Intermediate Keyboarding | 3 |
| PHED | 1304 | Fundamentals of Health | 3 |
| PHED | 1301 | Introduction to Physical Education | 3 |
| PHED | 1306 | Advanced First Aid and Emergency Care | 3 |
| PSYC | 2301 | Introduction to Psychology | 3 |
| PSYC | 2314 | Developmental Psychology | 3 |
| SOCI | 1301 | Introduction to Sociology | 3 |
| SOCI | 1306 | Social Problems | 3 |
| SOCI | 2301 | Marriage and Family | 3 |
| SOCI | 2319 | Race, Ethnicity and Community | 3 |
| SPCH | 1315 | Fundamentals of Public Speaking | 3 |
| SPCH | 1342 | Voice and Articulation | 3 |

Art or music as appropriate and approved by EDUC instructor. Other courses occupationally appropriate and approved by the EDUC instructor.

# FASHION DESIGN

*El Centro only*

(Associate Degree)

The Fashion design freshman student is provided a core curriculum of study related to the fashion industry. The basic fashion core, along with the general education courses, enables the student to enter a specialized track of either Apparel Design or Pattern Design in the second year of studies. Upon completion an Associate of Applied Arts Degree is awarded.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

# FASHION DESIGN--APPAREL DESIGN

*El Centro only*

(Associate Degree)

Degree Plan Number 543979

The apparel designer converts the design idea into an industrial paper pattern used in the mass production of clothing. New style trends each season demand individual creative thinking to develop saleable designs. Upon successful completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the design department.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

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

# FASHION DESIGN--PATTERN DESIGN

*El Centro only*

(Associate Degree)

Degree Plan Number 543989

The pattern designer converts the fashion sketch or original garment into an industrial paper pattern used in the mass production of clothing. Drafting is the skill of developing a flat pattern with measurements. Draping is the skill of developing a pattern by placing cloth over a dress form. Upon completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the pattern department.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

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.

# FOOD AND HOSPITALITY SERVICE

*El Centro only*

(Associate Degree)

Degree Plan Number 542609

The Food and Hospitality Service Program trains students to assume responsible positions in the Food Hospitality industry. Courses are designed to cover the various operational functions of restaurants, clubs, cafeterias, coffee shops and other types of hospitality service.

CREDIT HOURS

**SEMESTER I**

| FHSV 1370 | Principles of Food and Beverage Administration* OR | |
| FHSV 1372 | Organization and Management* OR | |
| FHSV 1374 | Principles of Hotel Administration | ...3 |
| FHSV 1376 | Food Service Equipment | 3 |
| FHSV 1377 | Basic Food Preparation | 3 |
| FHSV 1379 | Food Service Sanitation and Safety | 3 |
| ENGL 1301 | Composition I | 3 |
| MATH 1371 | Business Mathematics | 3 |
| | | 18 |

**SEMESTER II**

| FHSV 1371 | Dining Room Service Management | ..3 |
| FHSV 1375 | Supervision for Hospitality Services | 3 |
| FHSV 1378 | Advanced Food Preparation | 3 |
| FHSV 1380 | Food Purchasing, Handling and Storage | 3 |
| FHSV 1381 | Nutrition and Menu Planning | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 18 |

**SEMESTER III**

| FHSV 2470 | Quantity Food Preparation and Service | 4 |
| FHSV 2374 | Food Marketing** OR | |
| FHSV 2379 | Advanced Nutrition and Dietetics** OR | |
| FHSV 2380 | Child Nutrition OR | |
| FHSV 2372 | Hotel-Motel Sales Development** | ..3 |
| FHSV 7471 | Cooperative Work Experience | 4 |
| ++Elective | Humanities/Fine Arts | 3 |
| +++Elective | Natural Science | 3 |
| | | 17 |

**SEMESTER IV**

| FHSV 1382 | Food Service Cost Control | 3 |
| FHSV 2471 | Advanced Quantity Food Preparation and Service | 4 |
| FHSV 7472 | Cooperative Work Experience | 4 |
| PSYC 2302 | Applied Psychology OR | |
| PSYC 2301 | Introduction to Psychology | 3 |
| +Elective | | 3 |
| | | 17 |

Minimum Hours Required ........................................70

+Electives--must be selected from the following:

| FHSV | 1373 | Front Office Procedures | 3 |
| FHSV | 1383 | Elementary Bakery Training | 3 |
| FHSV | 1385 | Bakery Operations and Management | 3 |
| FHSV | 2170 | Hotel-Restaurant-Institution-Special Topics | 1 |
| FHSV | 2270 | Hotel-Restaurant-Institution-Special Topics | 2 |
| FHSV | 2370 | Hotel-Restaurant-Institution-Special Topics | 3 |
| FHSV | 2371 | Hotel-Restaurant-Institution-Special Topics | 3 |
| FHSV | 2373 | Hotel-Motel Law | 3 |
| FHSV | 2374 | Food Marketing | 3 |
| FHSV | 2375 | Garde-Manger Training | 3 |
| FHSV | 2376 | Saucier Training | 3 |
| FHSV | 2377 | Advanced Pastry Shop Training | 3 |
| FHSV | 2378 | Beverage Operations and Service | 3 |
| FHSV | 2379 | Advanced Nutrition and Dietetics | 3 |
| ACCT | 2301 | Principles of Accounting I OR | 3 |
| ACCT | 2401 | Principles of Accounting I | 4 |
| BUSI | 2301 | Business Law | 3 |
| ECON | 1303 | Economics of Contemporary Social Issues | 3 |
| ECON | 2301 | Principles of Economics I | 3 |

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

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

+++Elective--must be selected from Astronomy, Biology, Chemistry, Earth Science, Ecology, Geology, Physical Science or Physics.

*FHSV 1370 is recommended for those interested in Commercial Food Service - such as restaurants.

*FHSV 1372 is recommended for those interested in Institutional Food Service - such as school and hospitals.

*FHSV 1373 or 1374 is recommended for those interested in Hotel/Motel Management.

*FHSV 1385 is recommended for those interested in Bakery Training.

**FHSV 2372 or 2373 is recommended for those interested in Hotel/Motel Management.

**FHSV 2374 or 2378 is suggested for those interested in Restaurant Management.

**FHSV 2379 is suggested for those interested in the areas of hospital dietetics.

**FHSV 2380 is suggested for those interested in the fields of child nutrition.

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.

# FOOD AND HOSPITALITY SERVICE

*El Centro only*

(Certificate)

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

Degree Plan Number 552619

This certificate program prepares the student to function as a hospitality services worker. All credits earned in this program may be applied toward the Associate Degree in Food and Hospitality Service.

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| FHSV 1370 | Principles of Food and Beverage Administration **OR** | |
| FHSV 1372 | Organization and Management **OR** | |
| FHSV 1374 | Principles of Hotel Administration | 3 |
| FHSV 1376 | Food Service Equipment | 3 |
| FHSV 1377 | Basic Food Preparation | 3 |
| FHSV 1379 | Food Service Sanitation and Safety | 3 |
| MATH 1371 | Business Mathematics | 3 |
| | | 15 |
| **SEMESTER II** | | |
| FHSV 1375 | Supervision for Hospitality Services | 3 |
| FHSV 1378 | Advanced Food Preparation | 3 |
| FHSV 1381 | Nutrition and Menu Planning | 3 |
| FHSV 1382 | Food Service Cost Control | 3 |
| FHSV 2374 | Food Marketing **OR** | |
| FHSV 2379 | Advanced Nutrition and Dietetics **OR** | |
| FHSV 2380 | Child Nutrition and Dietetics **OR** | |
| FHSV 2372 | Hotel-Motel Sales Development | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 18 |

Minimum Hours Required..............................33

# FOOD AND HOSPITALITY SERVICE -- BAKERY/PASTRY

*El Centro only*

(Certificate)

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

Degree Plan Number 553619

This certificate program prepares the student to function in a bakeshop or pastry shop. Credits earned may be applied toward an associate degree.

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| FHSV 1379 | Food Service Sanitation and Safety | 3 |
| FHSV 1383 | Elementary Bakery Training **OR** | |
| FHSV 1384 | Breads and Rolls | 3 |
| FHSV 2271 | Entry Level Cake Decorating | 2 |
| MATH 1371 | Business Mathematics | 3 |
| | | 11 |
| **SEMESTER II** | | |
| FHSV 1384 | Breads and Rolls **OR** | |
| FHSV 1383 | Elementary Bakery Training | 3 |
| FHSV 1386 | Pies, Tarts, Tea Cakes and Cookies | 3 |
| FHSV 1385 | Bakery Operations and Management | 3 |
| FHSV 1375 | Supervision for Hospitality Services | 3 |
| | | 12 |
| **SEMESTER III** | | |
| FHSV 1387 | Laminated Doughs, Pate A Choux and Donuts | 3 |
| FHSV 2377 | Advanced Pastry Shop Training I | 3 |
| FHSV 7471 | Cooperative Work Experience | 4 |
| SPCH 1311 | Introduction to Speech Communication **OR** | |
| ENGL 1301 | Composition I | 3 |
| | | 13 |
| **SEMESTER IV** | | |
| FHSV 2381 | Advanced Pastry Shop Training II | 3 |
| FHSV 7472 | Cooperative Work Experience | 4 |
| +Elective | Food and Hospitality Service | 2-3 |
| | | 9-10 |

Minimum Hours Required ........................45

+Elective--Food and Hospitality Service elective must be selected from:

| | | | |
|---|---|---|---|
| FHSV | 1377 | Basic Food Preparation | 3 |
| FHSV | 1380 | Food Purchasing, Handling, and Storage | 3 |
| FHSV | 2374 | Food Marketing | 3 |
| FHSV | 2382 | Special Topics in Baking/Pastry | 3 |
| FHSV | 2272 | Intermediate Cake Decorating | 2 |

# INTERIOR DESIGN

*El Centro only*

(First Professional Level Certificate in Interior Design)

(Associate Degree-Semesters I through IV)

Degree Plan Number 540339

The Interior Design Department offers both a 2-year Associate Degree in Interior Design and a 3-year Professional Certificate in Interior Design. The Professional Certificate program is accredited by the Foundation for Interior Design Education Research (FIDER). In order to be awarded the Professional Certificate, the candidate must have completed a total of 120 credit hours of college-level course work, including the Interior Design degree plan described below.

An Interior Designer is an individual who identifies, researches, and creatively solves problems relating to the functions and aesthetics of the interior environment, including issues pertaining to life safety. The Interior Designer must possess specialized knowledge in interior construction, equipment, materials, furniture and building codes.

Formal training in Interior Design prepares the individual to begin work as a design assistant and to possibly progress to full professional status and independent practice. In order to be fully licensed as an Interior Designer by the State of Texas, one must have an appropriate combination of formal education and practical experience, and must also pass a formal examination administered by the National Council for Interior Design Qualification (NCIDQ).

|  |  | CREDIT HOURS |
|---|---|---|
| **FALL - SEMESTER I** | | |
| INTD 1370 | Color Theory and Applications for Interior Designers* | 3 |
| INTD 1374 | Interior Design Studio I* | 3 |
| INTD 1371 | Drafting for Interior Designers* | 3 |
| ARTS 1303 | Survey of Art History **OR** | |
| ARTS 1304 | Survey of Art History | 3 |
| ARTS 1316 | Drawing I | 3 |
| | | 15 |
| **SPRING - SEMESTER II** | | |
| INTD 1375 | Interior Design Studio II* | 3 |
| INTD 1372 | Construction Drawings for Interior Designers* | 3 |
| INTD 1376 | Perspective Drawing and Design Sketching* | 3 |
| INTD 1373 | History of Modern Design* | 3 |
| ENGL 1301 | Composition I | 3 |
| | | 15 |

**SUMMER SESSION I**

| | | |
|---|---|---|
| HUMA 1301 | Introduction to the Humanities **OR** | |
| PHIL 1301 | Introduction to Philosophy **OR** | |
| Foreign Language (on approval) **OR** | | |
| American Sign Language (on approval) | | 3 |
| MATH 1314 | College Algebra **OR** | 3 |
| MATH 1414 | College Algebra | (4) |
| | | 6 |

**SUMMER SESSION II**

| | | |
|---|---|---|
| PSYC 2301 | Introduction to Psychology **OR** | |
| PSYC 2302 | Applied Psychology | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 6 |

**FALL - SEMESTER III**

| | | |
|---|---|---|
| INTD 2371 | Interior Design Studio III | 3 |
| INTD 2373 | Rendering for Interior Design | 3 |
| INTD 2374 | Textiles for Interior Design | 3 |
| INTD 2377 | History of the Interior Arts | 3 |
| ARCH 1315 | Computer Graphics | 3 |
| | | 15 |

**SPRING - SEMESTER IV**

| | | |
|---|---|---|
| INTD 2372 | Interior Design Studio IV | 3 |
| INTD 2375 | Materials for Interior Design | 3 |
| INTD 2376 | Lighting Design | 3 |
| INTD 2378 | Comparative Survey of Styles | 3 |
| Elective | Any Non-INTD Course | 3 |
| | | 15 |

Minimum Hours Required For Associate Degree ....72

**FALL - SEMESTER V**

| | | |
|---|---|---|
| INTD 3370 | Interior Design Studio V | 3 |
| INTD 3374 | Directed Design Research | 3 |
| INTD 3372 | Professional Practice for Interior Designers | 3 |
| INTD 3373 | Restoration and Preservation | 3 |
| | | 12 |

**SPRING - SEMESTER VI**

| | | |
|---|---|---|
| INTD 3470 | Interior Design Studio VI | 4 |
| INTD 3375 | Directed Design Studies | 3 |
| INTD 7271 | Cooperative Work Experience** **OR** | 2 |
| INTD 7371 | Cooperative Work Experience** | (3) |
| ARCH 2371 | Architectural Computer Graphics II | 3 |
| | | 12-13 |

Degree Plan Total .............................................96

Minimum Hours Required for
Professional Certificate ................................. 120

Upon completion of the course work required for semesters one through six and an additional twenty-four credit hours of approved course work (as required by F.I.D.E.R.), the student will qualify for the "First Professional Degree Level Certificate" in Interior Design.

*A required prerequisite for INTD 2371.

**Also offered in summer as flex-entry.

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.

# INTERNET PUBLISHING, TRAINING AND COMMERCE TECHNOLOGY

*El Centro only*

(Certificate)

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

Degree Plan Number 554049

This El Centro College Internet Publishing, Training and Commerce Program is designed to prepare individuals to perform the duties of Web Site Production Specialists who function as members of a Webmaster Team. The Certificate Option curricula is designed to provide a series of courses teaching students how to integrate text, still graphics, audio and video materials into a digital, media-rich information, training and electronic commerce space. The program is three semesters in length, awarding 37 credit hours upon successful completion.

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| ENGL 1301 | Composition I | 3 |
| ARTS 1311 | 2D Design | 3 |
| WEBT 1270 | The Multimedia/Internet Computer: Components and Operating Systems | 2 |
| WEBT 1271 | Introduction to Internet Publishing | 2 |
| WEBT 1272 | Digital Media Production | 2 |
| | | 12 |
| **SEMESTER II** | | |
| WEBT 1273 | Instructional Design for Interactive Publishing | 2 |
| WEBT 1274 | Writing for Interactive Publishing | 2 |
| WEBT 1275 | Digital Graphics and Advanced Visual Design | 2 |
| WEBT 1276 | Web Site Production Techniques | 2 |
| WEBT 1277 | Authoring Web-Based Training | 2 |
| WEBT 1278 | 2D Digital Animation for Internet Publishing | 2 |
| | | 12 |
| **SEMESTER III** | | |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| WEBT 1279 | Virtual Reality for Internet Publishing | 2 |
| WEBT 1280 | Web-Based Marketing and Commerce | 2 |
| WEBT 1281 | Managing Large-Scale Interactive Projects | 2 |
| WEBT 1282 | Authoring for New Media | 2 |
| WEBT 1283 | Portfolio | 2 |
| | | 13 |

Minimum Hours Required ........................37

# INTERNET PUBLISHING, TRAINING AND COMMERCE TECHNOLOGY

*El Centro only*

(Advanced Certificate)

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

Degree Plan Number 554059

The El Centro College Internet Publishing, Training and Commerce Program's Advanced Certificate Option is designed to prepare individuals in advanced management of Web server technology. Skills taught allow the Web Site Production Specialist to configure Web servers to provide secure transactions, private communications and data base access. Site maintenance and management of server security are also implemented.

The Advanced Certificate requires successful completion of the Internet Publishing, Training and Commerce Technology Certificate Option prior to admission. Upon successful completion of a fourth semester, graduates will earn an additional 12 credit hours; earning a grand total of 49 credit hours for the Advanced Certificate Option.

CREDIT HOURS

**SEMESTER I**

| | | |
|---|---|---|
| ENGL 1301 | Composition I | 3 |
| ARTS 1311 | 2D Design | 3 |
| WEBT 1270 | The Multimedia/Internet Computer: Components and Operating Systems | 2 |
| WEBT 1271 | Introduction to Internet Publishing | 2 |
| WEBT 1272 | Digital Media Production | 2 |
| | | 12 |

**SEMESTER II**

| | | |
|---|---|---|
| WEBT 1273 | Instructional Design for Interactive Publishing | 2 |
| WEBT 1274 | Writing for Interactive Publishing | 2 |
| WEBT 1275 | Digital Graphics and Advanced Visual Design | 2 |
| WEBT 1276 | Web Site Production Techniques | 2 |
| WEBT 1277 | Authoring Web-Based Training | 2 |
| WEBT 1278 | 2D Digital Animation for Internet Publishing | 2 |
| | | 12 |

**SEMESTER III**

| | | |
|---|---|---|
| SPCH 1311 | Introduction to Speech Communication | 3 |
| WEBT 1279 | Virtual Reality for Internet Publishing | 2 |
| WEBT 1280 | Web-Based Marketing and Commerce | 2 |
| WEBT 1281 | Managing Large-Scale Interactive Projects | 2 |
| WEBT 1282 | Authoring for New Media | 2 |
| WEBT 1283 | Portfolio | 2 |
| | | 13 |

**SEMESTER IV**

| | | |
|---|---|---|
| WEBT 1284 | Web Server Management | 2 |
| WEBT 1285 | Web Site Maintenance | 2 |
| WEBT 1286 | Web-Based Training System Management | 2 |
| WEBT 1370 | Internet Scripting Languages | 3 |
| WEBT 7371 | Cooperative Work Experience | 3 |
| | | 12 |

Minimum Hours Required ........................................ 49

# INVASIVE CARDIOVASCULAR TECHNOLOGY

*El Centro only*

(Associate Degree)

Degree Plan Number 543919

The El Centro Invasive Cardiovascular Technology program is a two-year Associate degree program. The intensive didactic and clinical training program prepares the graduate for employment in the medical specialty of invasive cardiovascular technology as an invasive cardiovascular technologist.

Invasive Cardiovascular Technology students study the theory of techniques used in diagnosis, treatment, and follow-up of cardiovascular disease in humans.

Invasive cardiovascular technologists work in cardiac catheterization laboratories. They assist the cardiologist in performing intracardiac pressure and electrical measurements, oximetry determination, angio-cardiography, and measurement/calculation of cardiac function indices. The technologist assists in all phases of the cardiac catheterization including catheter insertion, operation of the electronic instruments, and calculation of the cardiac data used by the physician in confirming diagnosis and designing treatment for the cardiac patient.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point of 2.85 or better, and completion of all requirements for admissions as a full-time student to the College. Applicants are rank-ordered for admission based on the grade point earned on prerequisite courses, interviews and letters of recommendation. Contact the Assessment Center at El Centro College to sign up for the assessment tests, and Health Occupational Admissions, to receive an information packet.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) in cooperation with the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT, 9111 Old Georgetown Road, Bethesda, Maryland 20814-1699: Telephone number 301-493-2334).

## CREDIT HOURS

### CORE CURRICULUM – SEMESTERS I AND II

**PROGRAM PREREQUISITES**

| | | |
|---|---|---|
| BIOL 1470 | Introduction to Human Anatomy and Physiology **OR** | |
| BIOL 2401 | Anatomy and Physiology I | 4 |
| MATH 1314 | College Algebra **OR** | 3 |
| MATH 1414 | College Algebra | (4) |
| ENGL 1301 | Composition I | 3 |
| | | 10 |

**SEMESTER I**
**(FALL-FIRST YEAR)**

| | | |
|---|---|---|
| BIOL 1472 | Introduction to Human Anatomy and Physiology **OR** | |
| BIOL 2402 | Anatomy and Physiology II | 4 |
| HOCC 1270 | Basic Skills I | 2 |
| HOCC 1272 | Introduction to the Health Care Environment | 2 |
| HOCC 1274 | Wellness | 2 |
| PSYC 2302 | Applied Psychology **OR** | |
| PSYC 2301 | Introduction to Psychology | 3 |
| | | 13 |

**SEMESTER II**

| | | |
|---|---|---|
| HOCC 1271 | Basic Skills II | 2 |
| HOCC 1273 | Introduction to Human Diseases | 2 |
| HOCC 1370 | Health Careers Pharmacology | 3 |
| Elective | Humanities | 3 |
| SPCH 1311 | Introduction to Speech Communications | 3 |
| | | 13 |

**SEMESTER III**
**SUMMER (9 Weeks)**

| | | |
|---|---|---|
| ICVT 1375 | Cath Lab Fundamentals | 3 |
| ICVT 1272 | Introduction to the Cath Lab | 2 |
| | | 5 |

**SEMESTER IV**
**(FALL-SECOND YEAR)**

| | | |
|---|---|---|
| ICVT 2470 | Cath Lab I | 4 |
| ICVT 2670 | Cath Lab Clinical I | 6 |
| | | 10 |

**SEMESTER V**
**(SPRING)**

| | | |
|---|---|---|
| ICVT 2471 | Cath Lab II | 4 |
| ICVT 2671 | Cath Lab Clinical II | 6 |
| | | 10 |

Minimum Hours Required ....... 61

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.

NOTE: Pending approval, curriculum changes will affect students admitted Fall 1999.

# MANAGEMENT

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X43669

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.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

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 Number X53469

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 curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

# MEDICAL ASSISTING

*El Centro and Mountain View only*

(Certificate)

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

Degree Plan Number X53869

This 12-month program is designed to prepare individuals to perform the duties of a medical assistant who can function in an acute care clinical setting or physician's office in the areas of: medical office administration, clinical lab procedures, and examining room assisting. The student may elect to complete the program either as a block CEU program or as a credit certificate program. This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Students who complete the entire program are eligible to sit for the Certified Medical Assistant Exam through the American Association of Medical Assistants (AAMA).

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| MEDA 1170 | Law and Ethics for Health Professionals | 1 |
| MEDA 1171 | Medical Emergencies | 1 |
| MEDA 1172 | Computer Applications for the Medical Office | 1 |
| MEDA 1271 | Human Diseases | 2 |
| MEDA 1370 | Medical Terminology | 3 |
| ENGL 1301 | Composition I | 3 |
| | | 11 |
| **SEMESTER II** | | |
| MEDA 1270 | Medical Office Procedures I | 2 |
| MEDA 1272 | Transcription for the Medical Office | 2 |
| MEDA 1273 | Medical Office Procedures II | 2 |
| MEDA 1274 | Medical Office Externship | 2 |
| MEDA 1279 | Medical Office Coding and Insurance | 2 |
| SPCH 1311 | Introduction to Speech Communications | 3 |
| | | 13 |
| **SEMESTER III** | | |
| MEDA 1275 | Clinical Procedures I | 2 |
| MEDA 1276 | Clinical Procedures II | 2 |
| MEDA 1277 | Medical Office Laboratory Procedures | 2 |
| MEDA 1278 | Clinical Office Externship | 2 |
| MEDA 1280 | Pharmacology and Medication Administration | 2 |
| | | 10 |

Minimum Hours Required .......................... 34

Note: Pending approval curriculum changes will affect students admitted Fall 1999.

# MEDICAL LABORATORY TECHNOLOGY

*El Centro only*

(Associate Degree)

Degree Plan Number 542389

The Medical Laboratory Technology program prepares the student to perform tests and related duties in a medical laboratory. The program is a balanced curriculum of science, liberal arts, and technical courses including didactic and clinical education. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 8410 West Bryn Mawr, Suite 670, Chicago, Illinois, 60631-3415: Telephone 773-714-8880).

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point average earned on the two pre-requisite courses, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions, to receive an information packet.

Upon completion of the program, the student is awarded an Associate of Applied Science Degree and is qualified to take the Board of Registry for the American Society of Clinical Pathologists (ASCP).

CREDIT HOURS

## PROGRAM PREREQUISITES
| | | |
|---|---|---|
| BIOL 1470 | Introduction to Human Anatomy and Physiology OR | |
| BIOL 2401 | Anatomy and Physiology I | 4 |
| ENGL 1301 | Composition I | 3 |
| | | 7 |

## SEMESTER I
## (FALL-FIRST YEAR)
| | | |
|---|---|---|
| BIOL 1472 | Introduction to Human Anatomy and Physiology OR | |
| BIOL 2402 | Anatomy and Physiology II | 4 |
| CHEM 1411 | General Chemistry | 4 |
| HOCC 1270 | Basic Skills I | 2 |
| HOCC 1272 | Introduction to the Health Care Environment | 2 |
| HOCC 1273 | Introduction to Human Diseases | 2 |
| HOCC 1274 | Wellness | 2 |
| | | 16 |

## SEMESTER II
## (SPRING FIRST YEAR)
| | | |
|---|---|---|
| MATH 1314 | College Algebra OR | 3 |
| MATH 1414 | College Algebra | (4) |
| CHEM 1412 | General Chemistry | 4 |
| HOCC 1271 | Basic Skills II | 2 |
| SPCH 1311 | Introduction to Speech Communications | 3 |
| MDLT 1470 | Hematology | 4 |
| | | 16 |

## SEMESTER III
## (MAY TERM FIRST YEAR)
| | | |
|---|---|---|
| MDLT 1171 | Practicum I | 1 |
| | | 1 |

## SEMESTER IV
## (SUMMER SESSION I FIRST YEAR)
| | | |
|---|---|---|
| BIOL 2420 | General Microbiology OR | |
| CHEM 2423 | Organic Chemistry | 4 |
| | | 4 |

## SEMESTER V
## (SUMMER SESSION II FIRST YEAR)
| | | |
|---|---|---|
| PSYC 2301 | Introduction to Psychology | 3 |
| +Elective | Humanities/Fine Arts | 3 |
| | | 6 |

## SEMESTER VI
## (FALL SECOND YEAR)
| | | |
|---|---|---|
| MDLT 2570 | Clinical Chemistry | 5 |
| MDLT 2371 | Immunology/Serology | 3 |
| MDLT 2272 | Clinical Practicum II | 2 |
| | | 10 |

## SEMESTER VII
## (SPRING SECOND YEAR)
| | | |
|---|---|---|
| MDLT 2372 | Immunohematology | 3 |
| MLDT 2473 | Clinical Microbiology | 4 |
| HOCC 1370 | Health Careers Pharmacology | 3 |
| | | 10 |

## SEMESTER VIII
## (SUMMER SESSION SECOND YEAR)
| | | |
|---|---|---|
| MDLT 2273 | Clinical Practicum III | 2 |
| | | 2 |

Minimum Hours Required ..................................72

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

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

NOTE: MDLT designated courses available daytime only, other courses available at night.

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.

NOTE: Pending approval, curriculum changes will affect students admitted Fall 1999.

# MEDICAL STAFF SERVICES

*El Centro only*

(Associate Degree)

Degree Plan Number 544069

The Medical Staff Services program includes a two-year, 64 credit hour curriculum. The program is designed to prepare individuals to perform duties of a Medical Staff Service Coordinator in health care settings, including hospitals, managed care organizations, and credentialing organizations.

A Medical Staff Services Coordinator provides credentialing and monitoring services for physicians and allied health professionals. Confidentiality and legal issues associated with accredited services of health care organizations, peer review and impaired physicians issues are included in the responsibilities of a Medical Staff Services Coordinator.

Upon completion of the program, graduates are eligible to sit for the National Association of Medical Staff Services (NAMSS) Certification Examination.

Admission requirements include attending an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point average of 2.5 or better, and completion of all requirements for admission as a student to the college. Applicants are ranked according to grade point average earned on two prerequisite courses. Contact the Assessment Center at El Centro College to sign up for the pre-entrance assessment tests and Health Occupations Admissions to receive an information packet.

|  |  | CREDIT HOURS |
| --- | --- | --- |
| **PREREQUISITES** | | |
| CISC 1470 | Introduction to Computer Concepts and Applications | 4 |
| MATH 1342 | Introductory Statistics* | 3 |
| | | 7 |
| **SEMESTER I** | | |
| BIOL 1470 | Introduction to Human Anatomy and Physiology | 4 |
| ENGL 1301 | Composition I | 3 |
| MEDT 1470 | Medical Terminology | 4 |
| MEDT 1270 | Disease Processes I | 2 |
| MEDS 1370 | Medical Staff Services I | 3 |
| MEDT 1271 | Introduction to Medical Word Processing | 2 |
| | | 18 |

**SEMESTER II**

| BIOL 1472 | Introduction to Human Anatomy and Physiology | 4 |
| --- | --- | --- |
| SPCH 1311 | Introduction to Speech Communications | 3 |
| MEDS 1371 | Medical Staff Services II | 3 |
| MEDT 1472 | Disease Processes II | 4 |
| MEDS 1270 | Legal and Ethical Aspects of Health Care | 2 |
| | | 16 |

**SEMESTER III**

| OFCT 1380 | Business Software Applications I | 3 |
| --- | --- | --- |
| MGMT 1370 | Principles of Management | 3 |
| PSYC 2301 | Introduction to Psychology | 3 |
| MEDS 2270 | Performance Improvement | 2 |
| MGMT 1374 | Introduction to Supervision | 3 |
| | | 14 |

**SEMESTER IV**

| MEDS 2370 | Medical Staff Sciences Directed Study | 3 |
| --- | --- | --- |
| Elective | Humanities/Fine Arts | 3 |
| MGMT 2373 | Organizational Behavior | 3 |
| | | 9 |

Minimum Hours Required ...........................64

*MATH 1414 College Algebra or MATH 1314 College Algebra may be substituted for MATH 1342 Introductory Statistics.

# MEDICAL TRANSCRIPTION

*El Centro only*

(Certificate)

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

Degree Plan Number 550659

The nine-month certificate program in Medical Transcription prepares the student to function as a medical typist or medical transcriptionist with a thorough knowledge of medical terminology, advanced typing, word processing skills, and work experience. Proper form, editing abilities, and legal implications are stressed. Entry requirement to this program is a typing skill of 50 words per minute. Job opportunities are available in medical records, pathology and radiology departments of hospitals and clinics; physician's offices; the health insurance industry; public and private health foundations and institutions; medical schools; and research centers. Cooperative work experience is a part of this program.

Admission requirements include an information session, satisfactory scores on assessment tests and a typing test, rank ordering by grade point average, and meeting all requirements for admission as a full-time student. Call Health Occupations Admissions to receive an information packet.

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| MEDT 1470 | Medical Terminology | 4 |
| MEDT 1370 | Fundamentals of Medical Transcription | 3 |
| MEDT 1270 | Disease Processes I | 2 |
| MEDT 1271 | Introduction to Medical Word Processing | 2 |
| BIOL 1470 | Introduction to Human Anatomy and Physiology | 4 |
| ENGL 1301 | Composition I | 3 |
| | | 18 |
| **SEMESTER II** | | |
| MEDT 1471 | Medical Transcription | 4 |
| MEDT 1472 | Disease Processes II | 4 |
| MEDT 7472 | Cooperative Work Experience | 4 |
| BIOL 1472 | Introduction to Human Anatomy and Physiology | 4 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 19 |

Minimum Hours Required ........................ 37

A grade of "C" or better is required in all courses for certificate completion.

Note: Pending approval, curriculum changes will affect students admitted Fall 1999.

# OFFICE TECHNOLOGY --
# ADMINISTRATIVE ASSISTANT

*Offered at all seven campuses*

(Associate Degree, Tech Prep Enhanced Skills
Certificate)

Degree Plan Number X42079

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

CREDIT
HOURS

**SEMESTER I**

| | | |
|---|---|---|
| OFCT 1372 | Office Calculating Machines | 3 |
| OFCT 1375 | Beginning Keyboarding [1] **OR** | |
| OFCT 1376 | Intermediate Keyboarding | 3 |
| OFCT 1377 | Office Systems and Applications | 3 |
| ENGL 1301 | Composition I | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 15 |

**SEMESTER II**

| | | |
|---|---|---|
| OFCT 1373 | Office Procedures [2] | 3 |
| OFCT 1376 | Intermediate Keyboarding [1] **OR** | |
| OFCT 1379 | Word Processing I | 3 |
| OFCT 1379 | Word Processing I **OR** | |
| OFCT 1380 | Business Software Applications I | 3 |
| MATH 1371 | Business Math | 3 |
| Elective | Natural Science [3] | 3 |
| | | 15 |

**SEMESTER III**

| | | |
|---|---|---|
| OFCT 1371 | Automated Filing | 3 |
| OFCT 1378 | Text Processing Transcription [4] | 3 |
| OFCT 2370 | Business Communications | 3 |
| OFCT 2372 | Word Processing II **OR** | |
| OFCT 2373 | Business Software Applications II | 3 |
| ++Elective | Social/Behavioral Science | 3 |
| Elective[5] | | 3 |
| | | 18 |

**SEMESTER IV**

| | | |
|---|---|---|
| OFCT 1380 | Business Software Applications I **OR** | |
| OFCT 2373 | Business Software Applications II **OR** | |
| OFCT 2374 | Business Software Applications III | 3 |
| OFCT 7371 | Cooperative Work Experience **OR** | 3 |
| OFCT 7471 | Cooperative Work Experience | (4) |
| ACCT 1371 | Elementary Accounting **OR** | |
| ACCT 2301 | Principles of Accounting I **OR** | 3 |
| ACCT 2401 | Principles of Accounting I | (4) |
| +++Elective | Humanities/Fine Arts | 3 |
| Elective | Any Non-OFCT Course | 3 |
| | | 15-16 |

Minimum Hours Required ........................ 63

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

[2] For legal emphasis, OFCT 2371 (Legal Secretarial Procedures) may be
substituted.

[3] One of the following Natural Science courses may be taken:

| | | | |
|---|---|---|---|
| BIOL | 1406 | General Biology | 4 |
| ECOL | 1305 | People and Their Environment | 3 |
| GEOL | 1403 | Physical Geology | 4 |
| PHYS | 1311 | Descriptive Astronomy | 3 |
| PHYS | 1401 | Introductory General Physics | 4 |
| PHYS | 1415 | Physical Science | 4 |

[4] For legal emphasis, OFCT 1374 (Legal Terminology and Transcription)
may be substituted.

[5] Electives--must be taken from the following:

| | | | |
|---|---|---|---|
| OFCT | 1170 | Contemporary Topics in Office Technology | 1 |
| OFCT | 1171 | Keyboarding | 1 |
| OFCT | 1172 | Introduction to Word Processing | 1 |
| OFCT | 1173 | Keyboarding and Speed for Accuracy | 1 |
| OFCT | 1175 | Office Machines I | 1 |
| OFCT | 1270 | Contemporary Topics in Office Technology | 2 |
| OFCT | 1370 | Contemporary Topics in Office Technology | 3 |
| OFCT | 2170 | Word Processing Applications | 1 |
| OFCT | 2171 | Specialized Software I | 1 |
| OFCT | 2172 | Specialized Software II | 1 |
| OFCT | 2270 | Advanced Keyboarding Applications | 2 |
| OFCT | 2373 | Business Software Applications II | 3 |
| OFCT | 2374 | Business Software Applications III | 3 |
| OFCT | 7372 | Cooperative Work Experience | 3 |
| OFCT | 7472 | Cooperative Work Experience | 4 |
| OFCT | 8381 | Cooperative Work Experience | 3 |
| OFCT | 8481 | Cooperative Work Experience | 4 |

++Elective -- may be taken from any Government, Human Development,
History or Psychology course.

+++Elective -- may be taken from any Art, Humanities, Music or
Philosophy course.

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 Office Technology Associate Degree and provides the student advanced skills required by the industry to specialize in Medical Administrative Assistant.

## MEDICAL ADMINISTRATIVE ASSISTANT

*Offered at all seven campuses*

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

Degree Plan Number X37559

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| OFCT 2375 | Medical Office Procedures | 3 |
| OFCT 2376 | Medical Transcription | 3 |
| HIMT 2470 | Medical Terminology | 4 |
| HIMT 2370 | Medical Records | 3 |
| | | 13 |

Minimum Hours Required .................................... 13

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

# OFFICE TECHNOLOGY -- CERTIFIED PROFESSIONAL SECRETARY ARTICULATION

*Offered at all seven campuses*

Credit toward an associate degree in Office Technology will be granted upon successful completion of all parts of the Certified Professional Secretary (CPS) Exam. In order to receive credit, the registrar at the college must receive notification from the Institute for Certifying Secretaries that the applicant has passed all sections of the exam. The student must complete 12 credit hours (excluding developmental courses) within the District of which at least two courses must be completed in the area of Office Technology. The student must complete the courses with a grade of "C" or higher.

Select five of the following courses for which credit may be granted:

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

# OFFICE TECHNOLOGY -- GENERAL OFFICE CLERK

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Number X52099

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

CREDIT HOURS

**SEMESTER I**

| | | |
|---|---|---|
| OFCT 1372 | Office Calculating Machines | 3 |
| OFCT 1375 | Beginning Keyboarding[1] **OR** | |
| OFCT 1376 | Intermediate Keyboarding[1] | 3 |
| OFCT 1377 | Office Systems and Applications | 3 |
| ENGL 1301 | Composition I | 3 |
| MATH 1371 | Business Mathematics[2] **OR** | |
| SPCH 1311 | Introduction to Speech | 3 |
| | | 15 |

**SEMESTER II**

| | | |
|---|---|---|
| OFCT 1373 | Office Procedures | 3 |
| OFCT 1376 | Intermediate Keyboarding **OR** | |
| OFCT 1379 | Word Processing I [1] | 3 |
| OFCT 1378 | Text Processing Transcription | 3 |
| OFCT 1379 | Word Processing I **OR** | |
| OFCT 1380 | Business Software Applications I | 3 |
| | | 12 |

**SEMESTER III**

| | | |
|---|---|---|
| OFCT 1371 | Automated Filing Procedures | 3 |
| OFCT 1380 | Business Software Applications I **OR** | |
| OFCT 2373 | Business Software Applications II | 3 |
| OFCT 2370 | Business Communications | 3 |
| ACCT 1371 | Elementary Accounting **OR** | |
| ACCT 2301 | Principles of Accounting I **OR** | 3 |
| ACCT 2401 | Principles of Accounting I | (4) |
| | | 12 |

Minimum Hours Required ........................................39

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

[2] Students selecting Business Mathematics (MATH 1371) must also select one of the following Natural Science courses:

| | | | |
|---|---|---|---|
| BIOL | 1406 | General Biology | 4 |
| ECOL | 1305 | People and Their Environment | 3 |
| GEOL | 1403 | Physical Geology | 4 |
| PHYS | 1311 | Descriptive Astronomy | 3 |
| PHYS | 1401 | Introductory General Physics | 4 |
| PHYS | 1415 | Physical Science | 4 |

# OFFICE TECHNOLOGY -- RECEPTIONIST

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Number X53549

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

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| OFCT 1372 | Office Calculating Machines | 3 |
| OFCT 1376 | Intermediate Keyboarding [1] **OR** | |
| OFCT 1379 | Word Processing I | 3 |
| OFCT 1379 | Word Processing I **OR** | |
| OFCT 1380 | Business Software Applications I | 3 |
| ENGL 1301 | Composition I | 3 |
| | | 12 |
| **SEMESTER II** | | |
| OFCT 1373 | Office Procedures | 3 |
| OFCT 1380 | Business Software Applications I **OR** | |
| OFCT 2372 | Word Processing II **OR** | |
| OFCT 2373 | Business Software Applications II | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 9 |

Minimum Hours Required .........................................21

[1] Prerequisite: OFCT 1375 or demonstrated competency.

# OFFICE TECHNOLOGY -- WORD PROCESSING TYPIST

*Offered at all seven campuses*

(Certificate)

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

Degree Plan Number X53559

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

|  |  | CREDIT HOURS |
|---|---|---|
| **SEMESTER I** | | |
| OFCT 1376 | Intermediate Keyboarding [1] **OR** | |
| OFCT 1379 | Word Processing I | 3 |
| OFCT 1377 | Office Systems and Applications | 3 |
| OFCT 1379 | Word Processing I **OR** | |
| OFCT 1380 | Business Software Applications I | 3 |
| ENGL 1301 | Composition I | 3 |
| | | 12 |
| **SEMESTER II** | | |
| OFCT 1378 | Text Processing Transcription | 3 |
| OFCT 1380 | Business Software Applications I **OR** | |
| OFCT 2372 | Word Processing II **OR** | |
| OFCT 2373 | Business Software Applications II | 3 |
| OFCT 2370 | Business Communications | 3 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 12 |

Minimum Hours Required .........................................24

[1] Prerequisite: OFCT 1375 or demonstrated competency.

# PARALEGAL

*El Centro only*

(Associate Degree)

Degree Plan Number 540919

The Legal Assistant Program is an associate degree program designed to prepare the student to function as a technically qualified assistant to the lawyer. Legal assistants (also called paralegals) typically work in law firms, governmental agencies, and corporations. The program does not qualify a graduate to take a Bar exam, represent clients in court, or give legal advice.

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*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/dp.htm] or from an academic advisor beginning June 1, 1999.*

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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.

# PARAMEDIC

*El Centro only*

(Certificate – Level I)

Degree Plan Number 554369

The Paramedic Certificate Option is for students already certified as Emergency Medical Technicians. Potential students will be considered on an individual basis to determine if they have an adequate background in anatomy and physiology, math and reading.

|  |  | CREDIT HOURS |
|---|---|---|
| **PREREQUISITES*** | | |
| EMPT 1370 | Paramedic Anatomy and Physiology | 3 |
| EMPT 1572 | Emergency Medical Technician | 5 |
| | | 8 |
| | | |
| **SEMESTER I** | | |
| EMPT 1570 | Paramedic Preparatory and Trauma | 5 |
| EMPT 1571 | Paramedic Cardiology | 5 |
| EMPT 1170 | Paramedic Hospital Internship I | 1 |
| | | 11 |
| | | |
| **SEMESTER II** | | |
| EMPT 1670 | Paramedic Medical Emergencies | 6 |
| EMPT 1470 | Paramedic Special Patients | 4 |
| EMPT 1171 | Paramedic Hospital Internship II | 1 |
| | | 11 |
| | | |
| **SEMESTER III** | | |
| EMPT 2470 | Paramedic Completion | 4 |
| EMPT 2571 | Paramedic Field Internship | 5 |
| | | 9 |

Minimum Hours Required ............................................. 39

*Courses for applicants without previous EMT, Anatomy and Physiology coursework/experiences.

# RADIOLOGIC SCIENCES

*El Centro only*

(Associate Degree)

Degree Plan Number 543929

This program prepares the student to become a professional radiologic technologist with a specialty in radiography. The radiographer uses radiation to produce internal images of the human being which are used by the physician to make diagnoses. For the vast majority of diagnostic procedures, the radiographer has total responsibility for the care and well-being of the patient and must be prepared to produce quality images with care and empathy.

The graduate radiographer is eligible to sit for the examination given by the American Registry of Radiologic Technologists and eligible to be a Certified Medical Radiologic Technologist licensed by the Texas Department of Health. Radiographers work in hospitals, physician's offices, and primary care facilities.

Students must be admitted to the program. Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of four prerequisite courses with a minimum of 2.5 grade point average and completion of all requirements for admission as a full-time student to the College. Applicants are rank-ordered for admission based on grade point average earned for the prerequisite courses. Applicants should contact the Assessment Center at El Centro College to sign up for the assessment tests and Health Occupations Admissions to obtain an information packet.

Completion of the program and successful completion of the ARRT examination provides the graduate with credentials to continue their education in other radiologic specialty disciplines. The program is accredited by the Joint Review Committee in Radiologic Technology (JRCERT, 20 N. Wacker Drive, Suite 900, Chicago, Illinois 60606-2901: Telephone number 312-704-5304).

| | | CREDIT HOURS |
|---|---|---|
| **PREREQUISITES:** | | |
| BIOL 1470 | Introduction to Human Anatomy and Physiology OR | |
| BIOL 2401 | Anatomy and Physiology I | 4 |
| MATH 1314 | College Algebra* | 3 |
| SPCH 1311 | Introduction to Speech Communications | 3 |
| CISC 1470 | Introduction to Computer Concepts and Applications | 4 |
| | | 14 |

**SEMESTER I (FALL)**

| | | |
|---|---|---|
| RADS 1273 | Introduction to Radiologic Sciences | 2 |
| RADS 1375 | Patient Care in Radiography | 3 |
| BIOL 1472 | Introduction to Human Anatomy and Physiology OR | |
| BIOL 2402 | Anatomy and Physiology II | 4 |
| ENGL 1301 | Composition I | 3 |
| PSYC 2301 | Introduction to Psychology | 3 |
| | | 15 |

**SEMESTER II (SPRING)**

| | | |
|---|---|---|
| RADS 1170 | Radiation Biology and Protection | 1 |
| RADS 1274 | Clinical Practicum I | 2 |
| RADS 1372 | Radiographic Positioning and Osteology I | 3 |
| RADS 1374 | Radiographic Exposure I | 3 |
| Elective | Humanities | 3 |
| | | 12 |

**SEMESTER III SUMMER (10 Weeks)**

| | | |
|---|---|---|
| RADS 1275 | Clinical Practicum II | 2 |
| RADS 1276 | Radiographic Exposure II | 2 |
| RADS 1376 | Radiographic Positioning and Osteology II | 3 |
| | | 7 |

**SEMESTER IV (FALL)**

| | | |
|---|---|---|
| RADS 2272 | Radiographic Equipment and Maintenance | 2 |
| RADS 2372 | Clinical Practicum III | 3 |
| RADS 2373 | Radiographic Exposure III | 3 |
| RADS 2374 | Radiographic Positioning and Osteology III | 3 |
| | | 11 |

**SEMESTER V (SPRING)**

| | | |
|---|---|---|
| RADS 2270 | Radiographic Pathology | 2 |
| RADS 2472 | Clinical Practicum IV | 4 |
| Elective | | 3 |
| | | 9 |

**SEMESTER VI SUMMER (10 Weeks)**

| | | |
|---|---|---|
| RADS 2473 | Clinical Practicum V | 4 |
| | | 4 |

Minimum Hours Required ........................................72

*MATH 1414 may be substituted.

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.

# RESPIRATORY CARE PROGRAM

*El Centro only*

(Associate Degree)

Degree Plan Number 543649.

The Respiratory Care Program prepares students to become respiratory therapists and perform complex patient care procedures in specialized patient care units and diagnostic laboratories.

The Associate in Applied Sciences degree is awarded for successful completion of the program, enabling the graduate to apply for the Entry Level Credentialing Examination to become a Certified Respiratory Therapy Technician (CRTT). After CRTT certification is obtained, the graduate may then apply for the Advanced Practitioner Examination to become a Registered Respiratory Therapist (RRT). Passing the Entry Level Examination enables the graduate to obtain licensure as a Respiratory Care Practitioner (RCP) in the State of Texas.

The Respiratory Care Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) in cooperation with the Committee on Accreditation for Respiratory Care (CoARC, 1701 W. Euless Blvd., Suite 300, Euless, Texas 76040-6823: Telephone number 817-283-2835).

Admission requirements include satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point average of 2.5 or better, rank ordering by grade point average, and completion of all requirements for admission as a full-time student to the college. Clinical skills testing may be required for advanced placement. Contact the Health Occupations Admissions Office at El Centro College to receive an information packet, and the Assessment Center to sign up for the assessment tests.

CREDIT HOURS

## PREREQUISITES FOR PROGRAM ADMISSION:

| | | |
|---|---|---|
| MATH 1314 | College Algebra* | 3 |
| CHEM 1405 | Introductory Chemistry I OR | |
| CHEM 1411 | General Chemistry | 4 |
| BIOL 1470 | Human Anatomy and Physiology OR | |
| BIOL 2401 | Anatomy and Physiology I | 4 |
| ENGL 1301 | Composition I | 3 |
| | | 14 |

## SEMESTER I

| | | |
|---|---|---|
| RESP 1270 | Basic Respiratory Pharmacology | 2 |
| RESP 1370 | Structure and Function of the Cardiopulmonary System | 3 |
| RESP 1470 | Technology I | 4 |
| BIOL 1472 | Human Anatomy and Physiology OR | |
| BIOL 2402 | Anatomy and Physiology | 4 |
| | | 13 |

## SEMESTER II

| | | |
|---|---|---|
| RESP 1471 | Basic Respiratory Pathology | 4 |
| RESP 1670 | Technology II | 6 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 13 |

## SUMMER I (10 Weeks)

| | | |
|---|---|---|
| RESP 1671 | Technology III | 6 |
| | | 6 |

## SEMESTER III

| | | |
|---|---|---|
| RESP 2370 | Advanced Pathology/Pharmacology | 3 |
| RESP 2470 | Technology IV | 4 |
| RESP 2371 | Pediatric/Neonatal Respiratory Care | 3 |
| PSYC 2301 | Introduction to Psychology | 3 |
| | | 13 |

## SEMESTER IV

| | | |
|---|---|---|
| RESP 2670 | Technology V | 6 |
| RESP 2170 | Pediatric/Neonatal Respiratory Laboratory | 1 |
| Elective | Any Non-RESP Course | 3 |
| +Elective | Humanities/Fine Arts | 3 |
| | | 13 |

Minimum Hours Required ...... 72

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

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

*MATH 1414 may be substituted.

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.

Note: Pending approval, curriculum changes will affect students admitted Fall 1999.

# SURGICAL TECHNOLOGY

*El Centro only*

(Certificate)

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

Degree Plan Number 551799

The one-year certificate program in Surgical Technology teaches the student to provide services in the operating room under the supervision of the operating room director. The technologist, as part of the operating team, aids in providing for the safety, cleanliness and efficiency necessary for good patient care in the operating room. The technologist prepares the materials for use at the operating room table and assists in the use of these materials during surgical procedures.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) in cooperation with the Accreditation Review Committee for Educational Programs in Surgical Technology (JRC-ST, 8307 Shaffer Parkway, Littleton, CO 80127: Telephone number 303-978-0878).

ADMISSION TO THE PROGRAM:

Admission requirements include:

1. Completion of all requirements for admission as a full-time student to the college.

2. High school diploma or GED.

3. Satisfactory scores on assessment exams.

4. An information session.

5. Must complete prerequisites to program with a 2.5 G.P.A. or better.

6. Must have a G.P.A. of 2.5 or better from previous college courses. Developmental course grades are not included in the G.P.A. calculation.

7. Applicants are rank ordered for admission based on the grade point average earned on three prerequisite courses.

Contact the Assessment Center at El Centro College to sign up for the assessment exam. Call Health Occupational Admissions, (214) 860-2272, to receive an information packet.

|  |  | CREDIT HOURS |
|---|---|---|
| **PREREQUISITES TO PROGRAM ADMISSION** | | |
| ENGL 1301 | Composition I | 3 |
| BIOL 1470 | Introduction to Human Anatomy and Physiology* | 4 |
| SPCH 1311 | Introduction to Speech Communication | 3 |
| | | 10 |

| **SEMESTER I (FALL)** | | |
|---|---|---|
| BIOL 1472 | Introduction to Anatomy and Physiology** | 4 |
| SGTC 1270 | Medical Terminology*** | 2 |
| SGTC 1271 | Surgical Pharmacology*** | 2 |
| SGTC 1870 | Surgical Techniques | 8 |
| | | 16 |

| **SEMESTER II (SPRING)** | | |
|---|---|---|
| SGTC 1070 | Surgical Procedures | 10 |
| | | 10 |

| **SUMMER SESSION (9 weeks)** | | |
|---|---|---|
| SGTC 1670 | Clinical Procedures | 6 |
| SGTC 1170 | Seminar | 1 |
| | | 7 |

Minimum Hours Required ........................................43

*BIOL 1408 is recommended prior to BIOL 1470 if no previous high school biology.

**Support courses may be completed before, but not after, the semester indicated.

***May be taken prior to program admission with Surgical Technology Program Coordinator's approval.

A "C" grade or better is required in all courses.

Note: Pending approval, curriculum changes will affect students admitted Fall 1999.

# VOCATIONAL NURSING

*El Centro only*

(Certificate)

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

Degree Plan Number 550449

The Vocational Nursing program is a twelve-month program that prepares students to give direct patient care under the supervision of a registered nurse or a physician. The program is accredited by the Board of Vocational Nurse Examiners for the State of Texas (333 Guadalupe, Suite 3-400, Austin, Texas 78701: Telephone number 512-305-8100) and the National League for Nursing Accrediting Commission (350 Hudson St., New York, New York 10014: Telephone number 404-679-4501). Upon completion of the program, the student is awarded a certificate and may write the Licensing Examination for Vocational Nurses (NCLEX-PN) in order to become a Licensed Vocational Nurse (LVN) in Texas. The program includes classroom and laboratory work on campus as well as clinical experience at various area hospitals.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, and a cumulative grade point average of 2.0 or better on any college course work completed. There are no formal prerequisite courses; however, students are encouraged to complete the general education support courses required in the nursing curriculum prior to application to the program. Applicants are ranked utilizing the following priority criteria: 1) number of credit hours of general education support courses required by the Vocational Nursing curriculum, 2) grade point average on the required general education support courses, and 3) information session attendance date.

CREDIT
HOURS

**LEVEL I**
**SEMESTER I (FALL)**

| | | |
|---|---|---|
| BIOL 1470 | Introduction to Human Anatomy and Physiology* OR | |
| BIOL 2401 | Anatomy and Physiology I | 4 |
| HOCC 1270 | Basic Skills I | 2 |
| VNUR 1271 | Nursing I-Essentials of Medication Administration | 2 |
| VNUR 1371 | Medical Surgical I | 3 |
| VNUR 1471 | Nursing II-Nursing Fundamentals | 4 |
| ENGL 1301 | Composition I | 3 |
| | | 18 |

CREDIT
HOURS

**LEVEL II**
**SEMESTER II (SPRING)**

| | | |
|---|---|---|
| BIOL 1472 | Introduction to the Human Anatomy and Physiology OR | |
| BIOL 2402 | Anatomy and Physiology II | 4 |
| VNUR 1570 | Medical Surgical II | 5 |
| VNUR 1571 | Nursing III-Medical Surgical Clinical | 5 |
| HOCC 1370 | Health Careers Pharmacology | 3 |
| | | 17 |

**SEMESTER III (SUMMER I)**

| | | |
|---|---|---|
| VNUR 1572 | Nursing IV-Maternal/Newborn Nursing | 5 |
| | | 5 |

**SEMESTER IV (SUMMER II)**

| | | |
|---|---|---|
| VNUR 1573 | Nursing V-Pediatrics/Transition | 5 |
| | | 5 |

Minimum Hours Required ..........................45

*BIOL 1472 may be completed prior to entering the program.
A grade of "C" or better is required in all courses.

# ACCOUNTING

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 2301 is a 3 credit hour lecture course. ACCT 2401 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

## ACCT 2301 Principles Of Accounting I (3)
(This is a common course number. Former course prefix/number ACC 201)
Suggested Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)

ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

## ACCT 2302 Principles Of Accounting II (3)
(This is a common course number. Former course prefix/number ACC 202)
Suggested Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)

## ACCT 2401 Principles Of Accounting I (4)
(This is a common course number. Former course prefix/number ACC 208)
Suggested Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. Laboratory fee. (3 Lec., 2 Lab.)

ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either course will meet degree requirements.

## ACCT 2402 Principles Of Accounting II (4)
(This is a common course number. Former course prefix/number ACC 209)
Suggested Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. Laboratory fee. (3 Lec., 2 Lab.)

A number of other course descriptions in Accounting will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/cd.htm] or from an academic advisor beginning June 1, 1999.

# ANTHROPOLOGY

## ANTH 2351 Cultural Anthropology (3)
(This is a common course number. Former course prefix/number ANT 101)
This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multi-cultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)
(Coordinating Board Academic Approval Number 4502015342)

## ANTH 2380 The Heritage Of Mexico (3)
(Former course prefix/number ANT 110)
This course (cross-listed as History 2380) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 1371 but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

# APPAREL DESIGN

> *All course descriptions in Apparel Design will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/cd.htm] or from an academic advisor beginning June 1, 1999.*

# ARCHITECTURE

## ARCH 1205 Architectural Aesthetics (3)
(This is a common course number. Former course prefix/number ARC 102)
Visual experiences in the aesthetics of architecture are studied in context with architecture as a contemporary philosophical concept. (3 Lec.)
(Coordinating Board Academic Approval Number 0402015222)

## ARCH 1301 History Of Architecture Survey To 1850 (3)
(This is a common course number. Former course prefix/number ARC 233)
The architectural contributions of Ancient, Classical, Medieval, and Renaissance societies are surveyed, along with their relationships to the cultural heritage of the Western World. (3 Lec.)
(Coordinating Board Academic Approval Number 3012015122)

## ARCH 1302 History Of Modern Architecture (3)
(This is a common course number. Former course prefix/number ARC 230)
The evolution of 20th. Century design theory is surveyed, from the Industrial Revolution to the present. Special attention is given to significant architects, designers, and personalities and their effect on the modern movement. (3 Lec.)
(Coordinating Board Academic Approval Number 3012015122)

## ARCH 1303 Architectural Design I (3)
(This is a common course number. Former course prefix/number ARC 161)
Basic concepts of design are studied including form, scale, proportion, rhythm, unity, accent, texture, and pattern, as applied to two-dimensional and three-dimensional abstract projects. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0402015422)

## ARCH 1304 Architectural Design II (3)
(This is a common course number. Former course prefix/number ARC 162)
Prerequisites: For architecture majors only, Architecture 1307 and Architecture 1303. This course is a continuation of Architecture 1303, with emphasis upon architecture theories, perceptions, environmental factors and communication of those elements in design. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0402015422)

## ARCH 1307 Architectural Graphics I (3)
(This is a common course number. Former course prefix/number ARC 130)
Basic architectural drafting techniques are studied including orthographic projection and isometric drawing. Linework in pencil and ink are emphasized. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025322)

## ARCH 1308  Architectural Graphics II  (3)
(This is a common course number. Former course prefix/number ARC 133)
Prerequisite: Architecture 1307 or demonstrated competence approved by the division dean. Three-dimensional drawing utilizing perspective and shade/shadow theory is studied in pencil and ink. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025322)

## ARCH 1311  Introduction to Architecture  (3)
(This is a common course number. Former course prefix/number ARC 101)
This course is an introduction to the elements of architecture; opportunities within the architectural profession are explored. (3 Lec.)
(Coordinating Board Academic Approval Number 0402015922)

## ARCH 1315  Architectural Computer Graphics I  (3)
(This is a common course number. Former course prefix/number ARC 257)
Basic computer terminology and software applications utilizing the microcomputer in architecture and design are studied. Laboratory fee. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4801025222)

## ARCH 1403  Fundamental Design Studio I  (4)
(This is a common course number. Former course prefix/number ART 165)
Prerequisites: Interior Design program major. Basic concepts of design limited to black and white values are studied including form, scale, space, proportion, rhythm, theme, variety, accent, unity, texture, and pattern as applied to two-dimensional and three-dimensional abstract projects. This course is intended for students enrolled in applied arts programs. Laboratory fee. (2 Lec., 5 Lab.)
(Coordinating Board Academic Approval Number 0402015422)

## ARCH 2301  Freehand Drawing I  (3)
(This is a common course number. Former course prefix/number ARC 134)
Representational drawing is studied with emphasis upon eye-to-hand coordination utilizing light, shade, line, and tonal quality. Pencil media is utilized. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025122)

## ARCH 2302  Freehand Drawing II  (3)
(This is a common course number. Former course prefix/number ARC 135)
Prerequisite: Architecture 2301. Representational drawing is continued using a variety of techniques in pen and ink media. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025122)

## ARCH 2312  Materials Of Construction  (3)
(This is a common course number. Former course prefix/number ARC 151)
The nature and use of materials in construction are explored. Emphasis is placed upon appropriateness and use in design as they relate to design expression and codes. (3 Lec.)
(Coordinating Board Academic Approval Number 1501015122)

## ARCH 2370  Freehand Drawing III  (3)
(Former course prefix/number ARC 237)
Prerequisite: Architecture 1308 or demonstrated competence approved by the instructor. This course includes an introduction to and the development of rapid graphic skills needed to formulate and communicate design concepts, including the study and practice of visualization and freehand perspective drawing of design elements. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025122)

## ARCH 2371  Architectural Computer Graphics II  (3)
(Former course prefix/number ARC 258)
Prerequisite: Architecture 1315 or demonstrated competence approved by the division dean. This course is a continuation of the study of computer aided design (CAD) in architecture. Emphasis will include detailed applications in design and drawing. Laboratory fee. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4801025222)

# ART

## ARTS 1170  Problems In Contemporary Art  (1)
(Former course prefix/number ART 199)
Area artists, critics, and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit. (1 Lec.)
(Coordinating Board Academic Approval Number 5007035330)

## ARTS 1301  Art Appreciation  (3)
(This is a common course number. Former course prefix/number ART 104)
Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035130)

## ARTS 1303  Survey Of Art History  (3)
(This Is a common course number. Former course prefix/number ART 105)
This "course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035230)

## ARTS 1304  Survey Of Art History  (3)
(This Is a common course number. Former course prefix/number ART 106)
This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035230)

## ARTS 1311  2D Design  (3)
(This Is a common course number. Former course prefix/number ART 110)
Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015330)

## ARTS 1312  3D Design  (3)
(This Is a common course number. Former course prefix/number ART 111)
Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015330)

## ARTS 1316  Drawing I  (3)
(This Is a common course number. Former course prefix/number ART 114)
This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055230)

## ARTS 1317  Drawing II  (3)
(This Is a common course number. Former course prefix/number ARTS 115)
Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055230)

## ARTS 2316  Painting I  (3)
(This Is a common course number. Former course prefix/number ART 205)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085230)

## ARTS 2326  Sculpture I  (3)
(This Is a common course number. Former course prefix/number ART 208)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007095130)

## ARTS 2333  Printmaking I  (3)
(This Is a common course number. Former course prefix/number ART 220)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007105130)

## ARTS 2341  Jewelry Design And Construction  (3)
(This Is a common course number. Former course prefix/number ART 116)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007135130)

## ARTS 2342  Advanced Jewelry Design And Construction  (3)
(This Is a common course number. Former course prefix/number ART 117)
Prerequisite: Arts 2341. This course continues Arts 2341. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007135130)

## ARTS 2346  Ceramics I  (3)
(This Is a common course number. Former course prefix/number ART 215)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007115130).

## ARTS 2366  Watercolor I  (3)

(This is a common course number. Former course prefix/number ART 217)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. 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)

# BIOLOGY

## BIOL 1406  General Biology  (4)

(This is a common course number. Former course prefix/number BIO 101)
This course is the first of a two semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015124)

## BIOL 1407  General Biology  (4)

(This is a common course number. Former course prefix/number BIO 102)
Prerequisite: Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015124)

## BIOL 1408  Biological Science  (4)

(This is a common course number. Former course prefix/number BIO 115)
This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015124)

## BIOL 1409  Biological Science  (4)

(This is a common course number. Former course prefix/number BIO 116)
This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015124)

## BIOL 1470  Introduction To Human Anatomy And Physiology  (4)

(Former course prefix/number BIO 120)
Prerequisite: Prior enrollment in Biology 1408 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

## BIOL 1472  Introduction To Human Anatomy And Physiology  (4)

(Former course prefix/number BIO 121)
Prerequisite: Biology 1470. This course is a continuation of Biology 1470. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

## BIOL 1473  Applied Anatomy And Physiology  (4)

(Former course prefix/number BIO 123)
This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

## BIOL 2306  Environmental Biology  (3)

(This is a common course number. Former course prefix/number BIO 223)
The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 0301025124)

## BIOL 2370 Field Biology (3)
(Former course prefix/number BIO 218)
Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

## BIOL 2401 Anatomy And Physiology I (4)
(This is a common course number. Former course prefix/number BIO 221)
Prerequisite: Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

## BIOL 2402 Anatomy And Physiology II (4)
(This is a common course number. Former course prefix/number BIO 222)
Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

## BIOL 2420 General Microbiology (4)
(This is a common course number. Former course prefix/number BIO 216)
Prerequisite: Biology 1407 or Biology 1472 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2605015124)

# BUSINESS

## BUSI 1301 Introduction To Business (3)
(This is a common course number. Former course prefix/number BUS 105)
This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)
(Coordinating Board Academic Approval Number 5201015125)

## BUSI 1307 Personal Finance (3)
(This is a common course number. Former course prefix/number BUS 143)
Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)
(Coordinating Board Academic Approval Number 1904015125)

## BUSI 2301 Business Law (3)
(This is a common course number. Former course prefix/number BUS 234)
This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)
(Coordinating Board Academic Approval Number 2201015125)

# CHEMISTRY

## CHEM 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, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015139)

## CHEM 1407 Introductory Chemistry II (4)
(Former course prefix/number CHM 116)
Prerequisite: Chemistry 1405 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015139)

## CHEM 1411 General Chemistry I (4)
(This is a common course number. Former course prefix/number CHM 101)
Prerequisites: Developmental Mathematics 0093 or equivalent and any 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 states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015239)

## CHEM 1412 General Chemistry 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. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015239)

## CHEM 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 studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereo-chemistry, nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. Laboratory fee. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045239)

## CHEM 2425 Organic Chemistry II (4)
(This is a common course number. Former course prefix/number CHM 202)
Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045239)

# COMMUNICATIONS

## COMM 1336 Television Production I (3)
(This is a common course number. Former course prefix/number RTV 210)
Prerequisite: Journalism 1307 or demonstrated competence approved by the instructor. This course introduces the student to station organization, studio operation, and the use of studio equipment. Topics include continuity, camera operation, sound, lighting, and videotape recording. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045226)

# COMPUTER INFORMATION SYSTEMS

## CISC 1371 Data Entry Applications And Concepts (3)
(Former course prefix/number CIS 111)
Prerequisite: One semester of high school or college-level typing or keyboarding or demonstrated competence approved by the instructor. This course provides hands-on experience using a personal computer for data entry applications. Students will learn to use a data entry utility program to create, change, and modify data sets, as well as enter variable data. Speed and accuracy will be stressed. Laboratory fee. (2 Lec., 4 Lab.)

## CISC 1372 Data Communications And Operating Systems (3)
(Former course prefix/number CIS 160)
Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course provides a survey of operating environments and data communications, including vocabulary, concepts, and uses. Topics include connectivity, operating system functions, data communications hardware, software, networks, and protocols. (3 Lec.)

## CISC 1373 BASIC Programming (3)
(Former course prefix/number CIS 172)
Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, input/output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

## CISC 1376 Exploring the Internet (3)
(Former course prefix/number CIS 102)
Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. The course provides an introduction to using the Internet. Topics include history, ethical issues, electronic mail, access to remote sites, moving files, researching, using the World Wide Web and initial programming in HTML. Laboratory fee. (2 Lec., 2 Lab.)

## CISC 1470 Introduction to Computer Concepts And Applications (4)
(Former course prefix/number CIS 101)
This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware components, systems and application software, systems development of applications, and use of contemporary software application packages (such as word processing, spreadsheet, database, and graphics). Laboratory fee. (3 Lec., 3 Lab.)

## CISC 1471 Problem Solving With The Computer (4)
(Former course prefix/number CIS 106)
Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course explores the methods of providing computerized solutions to business problems. Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Topics include problem solving skills, logic structures, and programming. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 1472 Database Programming I (4)
(Former course prefix/number CIS 109)
Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops structured programming skills using a database language. Topics include input/output, comparisons, control breaks, array concepts and report forms. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 1473 Systems Management/Operations I (4)
(Former course prefix/number CIS 116)
Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware and software are covered. Topics include tasks associated with systems management and computer operations; peripheral device fundamentals; physical file concepts; using job documentation, standards, operating procedures, control language; and analyzing output and audit logs. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 1474 Text Processing Applications (4)
(Former course prefix/number CIS 121)
Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents, the mechanics of writing and the composition of various types of communications including letters. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, utilities including spelling checkers, outliners, and office productivity tools. Office automation concepts including desk top publishing, facsimile and networking are covered. Students will learn to use commercially available text processors. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 1475 Systems Management/Operations II (4)
(Former course prefix/number CIS 126)
Prerequisites: Computer Information Systems 1470, Computer Information Systems 1471, and Computer Information Systems 1473 or demonstrated competence approved by the instructor. Management theories and multi-user operating system concepts are covered. Topics include physical and logical files; system commands and control language programming; interpretation of messages and codes; maintaining system security; introduction to data communications; data base screen and report design aids, query and update methods used on mainframes, midrange, and personal computer systems. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 1476 Programming I (4)
(Former course prefix/number CIS 162)
Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops programming skills. Topics include input/output, comparisons, introductory concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 1477 Programming II (4)
(Former course prefix/number CIS 164)
Prerequisites: Computer Information Systems 1471 and Computer Information Systems 1476 or demonstrated competence approved by the instructor. This course continues the development of programming skills. Topics include advanced concepts, organization, maintenance, and debugging techniques. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 1478 RPG Programming (4)
(Former course prefix/number CIS 171)
Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces programming skills using an RPG language. Topics include basic listings with levels of totals, array processing, exception reporting, sequential and keyed file processing and introduction to interactive processing applications. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 2170 Contemporary Topics In Computer Information Systems (1)
(Former course prefix/number CIS 260)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

## CISC 2370 Fundamentals Of Networking (3)
(Former course prefix/number CIS 200)
Prerequisite: Computer Information Systems 1372 or demonstrated competence approved by the instructor. This course presents the fundamentals of computer networking. Topics include network planning, cost evaluation, design, and implementation. Laboratory fee. (3 Lec., 1 Lab.)

## CISC 2372 Contemporary Topics In Computer Information Systems (3)
(Former course prefix/number CIS 262)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

## CISC 2373 Special Topics In Computer Information Systems (3)
(Former course prefix/number CIS 263)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

## CISC 2374 Advanced BASIC Techniques (3)
(Former course prefix/number CIS 272)
Prerequisite: Computer Information Systems 1373 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the BASIC language and its application to typical business problems. Topics include multidimensional arrays, random access files, and graphics. Laboratory fee. (2 Lec., 2 Lab.)

## CISC 2375 User Documentation And Training (3)
(Former course prefix/number CIS 275)
Prerequisites: Speech Communication 1311, Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the practical application of adult learning theory, product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials, effective training experiences, concepts of desk top publishing, and presentation graphics. Laboratory fee. (3 Lec., 1 Lab.)

## CISC 2470 Control Language and Operating Environments (4)
(Former course prefix/number CIS 205)
Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces operating systems concepts, terminology, control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 2472 Database Programming II (4)
(Former course prefix/number CIS 209)
Prerequisites: Computer Information Systems 1472 or demonstrated competence approved by the instructor. This course continues programming skills in a database language. Topics include advanced array concepts, subroutine concepts, advanced screen handling techniques, index techniques, and integrated system development and organization. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 2474 C Programming (4)
(Former course prefix/number CIS 212)
Prerequisite: A minimum of 3 credit hours in a programming language or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 2476 Spreadsheet Applications (4)
(Former course prefix/number CIS 218)
Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 2478 PC Operating Systems And Utilities (4)
(Former course prefix/number CIS 221)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers operating system concepts and includes data and memory management, the use of batch files, and "path techniques" to facilitate efficient use of secondary storage. Back-up techniques, operating system commands, and operating system enhancer programs and utilities will be analyzed. Laboratory fee. (3 Lec., 3 Lab.)

## CISC 2479 Systems Analysis And Design (4)
(Former course prefix/number CIS 225)

Prerequisite: Minimum of six hours of programming language courses or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing business systems, to design new systems using structured methodology, and to prepare documentation. Emphasis is on a case study involving all facets of systems analysis and design. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 2480 PC Hardware (4)
(Former course prefix/number CIS 226)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 2478 or demonstrated competence approved by the instructor. This course presents a functional systems-level review of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, trouble-shoot minor hardware problems, configure and install hardware, manage memory, modify and use diagnostic software. Laboratory fee. (3 Lec., 3 Lab.)

## CISC 2481 Database Applications (4)
(Former course prefix/number CIS 228)

Prerequisites: Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 2484 Special Topics In Computer Information Systems (4)
(Former course prefix/number CIS 265)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated as topics vary. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 2486 Advanced C Programming (4)
(Former course prefix/number CIS 268)

Prerequisite: Computer Information Systems 2474 or demonstrated competence approved by the instructor. This course continues a study of the C Programming language. Topics include lists, linked lists, searching, tables, sorting, recursion, binary trees and graphs. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 2487 Object Oriented Programming (4)
(Former course prefix/number CIS 270)

Prerequisites: Minimum of three credit hours in programming courses or demonstrated competence approved by the instructor. This course presents the basic elements of object oriented design and development and object oriented programming. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 2492 RPG Interactive Subfile Processing (4)
(Former course prefix/number CIS 271)

Prerequisites: Computer Information Systems 1473, Computer Information Systems 1475, and Computer Information Systems 1478 or demonstrated competence approved by the instructor. The course continues the study of RPG/400. Topics include interactive processing using SDA with add, update and delete; subfile inquiry and update using READC; parameter passing, calling programs and LDA; programmer commands including FILE and DEBUG; INFDS, SDA, record locking, QCMDEXEC, message files and data structures. Laboratory fee. (3 Lec., 4 Lab.)

## CISC 7271 Cooperative Work Experience (2)
(Former course prefix/number CIS 702)

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 10 Lab.)

## CISC 7272 Cooperative Work Experience (2)
(Former course prefix/number CIS 712)
Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 10 Lab.)

## CISC 7371 Cooperative Work Experience (3)
(Former course prefix/number CIS 703)
Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

## CISC 7372 Cooperative Work Experience (3)
(Former course prefix/number CIS 713)
Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

## CISC 7471 Cooperative Work Experience (4)
(Former course prefix/number CIS 704)
Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)

## CISC 7472 Cooperative Work Experience (4)
(Former course prefix/number CIS 714)
Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 20 Lab.)

# CRIMINAL JUSTICE

## CRIJ 1301 Introduction To Criminal Justice (3)
(This is a common course number. Former course prefix/number CJ 140)
This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections. (3 Lec.)

## CRIJ 1306 The Courts And Criminal Justice (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. Prosecutional right to counsel is explained. Other areas covered are pretrial release, grand juries, adjudication process, and types of rules of evidence and sentencing. (3 Lec.)

## 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.)

## 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.)

## CRIJ 2301  Community Resources In Corrections  (3)
(This is a common course number. Former course prefix/number CJ 251)

This course is an introductory study of the role of the community in corrections. Community programs for adults and juveniles and the administration of community programs are covered. Legal issues and future trends are presented. (3 Lec.)

## CRIJ 2313  Correctional Systems And Practices  (3)
(This is a common course number. Former course prefix/number CJ 250)

The relationship of corrections in the Criminal Justice system, the organization of correctional systems, and the correctional role are covered. Attention is given to institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 Lec.)

## CRIJ 2314  Criminal Investigation  (3)
(This is a common course number. Former course prefix/number CJ 240)

Prerequisite: Criminal Justice 1301. This course covers investigative theory. Topics include the collection and preservation of evidence, sources of information, and interview and interrogation. The uses of forensic sciences and case and trial preparation are also included. (3 Lec.)

## CRIJ 2322  Juvenile Procedures  (3)
(This is a common course number. Former course prefix/number CJ 242)

Prerequisite: Criminal Justice 1301. This course covers recent research and new materials in juvenile procedures. Emphasis is on the major responsibilities of police work with children and youth. (3 Lec.)

## 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.)

## CRIJ 2328  Police Systems and Practices  (3)
(This is a common course number. Former course prefix/number CJ 248)

The police profession is studied. The organization of law enforcement systems is explained. Other topics include the police role, police discretion, ethics, and police/community interaction. Current and future issues are emphasized. (3 Lec.)

## CRIJ 2331  Traffic Planning And Administration  (3)
(This is a common course number. Former course prefix/number CJ 244)

Prerequisite: Criminal Justice 1301. The magnitude and complexities of traffic problems are presented. Topics include techniques used by various agencies to eliminate or control these problems. Emphasis is on evaluation of problems and solutions. (3 Lec.)

## CRIJ 2333  Texas Peace Officers Law  (3)
(This is a common course number. Former course prefix/number CJ 148)

Prerequisite: Thirty semester hours of approved academic courses to include fifteen hours of the transfer curriculum in law enforcement. 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. This course qualifies for four TCLEOSE training points. ( 3 Lec., 2 Lab.)

## CRIJ 2334  Texas Peace Officer Procedures  (3)
(This is a common course number. Former course prefix/number CJ 150)

Prerequisite: Criminal Justice 2333 or concurrent enrollment. This course is a study of the techniques and procedures used by police officers on patrol. Topics include controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control and jail operations. This course qualifies for four TCLEOSE training points. (3 Lec., 2 Lab.)

## CRIJ 2335  Texas Peace Officer Skills  (3)
(This is a common course number. Former course prefix/number CJ 232)

Prerequisites: Criminal Justice 2333 and Criminal Justice 2334 or concurrent enrollment. 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. This course qualifies for five TCLEOSE training points. (4 Lec., 2 Lab.)

## CRIJ 7371 Cooperative Work Experience (3)
(Former course prefix/number CJ 703)
Prerequisites: Completion of two courses in the Criminal Justice program. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, and professional development. (1 Lec., 15 Lab.)

## CRIJ 7372 Cooperative Work Experience (3)
(Former course prefix/number CJ 713)
Prerequisite: Completion of one course in Criminal Justice 7371 or Criminal Justice 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives. (1 Lec., 15 Lab.)

## CRIJ 7471 Cooperative Work Experience (4)
(Former course prefix/number CJ 704)
Prerequisites: Completion of two courses in the Criminal Justice program. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, and professional development. (1 Lec., 20 Lab.)

## CRIJ 7472 Cooperative Work Experience (4)
(Former course prefix/number CJ 714)
Prerequisite: Completion of one course in Criminal Justice 7371 or Criminal Justice 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives. (1 Lec., 20 Lab.)

A number of other course descriptions in Criminal Justice will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/cd.htm] or from an academic advisor beginning June 1, 1999.

# DESIGN

All course descriptions in Design will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/cd.htm] or from an academic advisor beginning June 1, 1999.

# DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1324, 1332, 1333 1335, 1342 and 1414. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for Mathematics 1374.

## DMAT 0060 Basic Mathematics I (1)
(Former course prefix/number DM 060)
This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

## DMAT 0061 Basic Mathematics II (1)
(Former course prefix/number DM 061)
This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percents, and basic operations with fractions. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

## DMAT 0072 Elementary Algebra III (1)
(Former course prefix/number DM 072)
Prerequisite: Developmental Mathematics 0071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

## DMAT 0073 Introduction To Geometry (1)
(Former course prefix/number DM 073)
This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

## DMAT 0090 Pre Algebra Mathematics (3)
(Former course prefix/number DM 090)
Prerequisite: An appropriate assessment test score. This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

## DMAT 0091 Elementary Algebra (3)
(Former course prefix/number DM 091)
Prerequisite: Developmental Mathematics 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

## DMAT 0093 Intermediate Algebra (3)
(Former course prefix/number DM 093)
Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

## DMAT 0100 Review of Basic Mathematical Concepts (1)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0098. This course is for students who have not passed the mathematics section of the TASP test. Topics covered will include: real numbers; graphs, charts and tables; solving linear and quadratic equations; algebraic expressions; solving problems involving geometric concept and applied reasoning skills. This course cannot be used as a prerequisite for any college-level mathematics course. This course may be repeated for a maximum of 3 credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

## DMAT 0200 Review of Fundamental Mathematical Concepts (1)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099 or consent of instructor. 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. Emphasis is on individual needs. This course cannot be used as a prerequisite for any college-level mathematics course. This course may be repeated for credit. ( 2 Lab.)
(Coordinating Board Academic Approval Number 3201045137)

## DMAT 0300 Review of Algebraic and Geometric Concepts (3)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Topics include test-taking strategies and practice as well as TASP related mathematical concepts. This course cannot be used as a prerequisite for any college-level mathematics course. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

## DMAT 0400 Review of Fundamental Algebraic 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 basic operations of real numbers; analysis and interpretation of graphs and tables; solutions and graphs of linear, absolute value and quadratic equations and inequalities; factoring; exponent; principles of geometry; inductive reasoning; and functions. This course cannot be used as a prerequisite for any college-level mathematics course. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3201045137)

# DEVELOPMENTAL READING

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

## DREA 0090 Developmental Reading (3)
(Former course prefix/number DR 090)
This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085235)

## DREA 0091 Developmental Reading (3)
(Former course prefix DR 091)
This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085235)

## DREA 0093 Developmental Reading (3)
(Former course prefix DR 093)
This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085235)

## DREA 0100 College Learning Skills in Reading (1)
This course offers further development of reading comprehension, vocabulary, and study skills for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085235)

## DREA 0200 Learning Skills Improvement in Reading (1)
This course offers further development of reading comprehension and vocabulary for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. Emphasis is on the development of learning skills according to individual needs. This course may be repeated for a maximum of three credits. (2 Lab.)
(Coordinating Board Academic Approval Number 3201085235)

# DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

## DWRI 0090 Developmental Writing (3)
(Former course prefix/number DW 090)
This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085335)

## DWRI 0091 Developmental Writing (3)
(Former course prefix/number DW 091)
This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085335)

## DWRI 0093 Developmental Writing (3)
(Former course prefix/number DW 093)
This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085335)

## DWRI 0100 Developmental Writing (1)
This course focuses on instruction to prepare students to meet TASP requirements. This course is also for students who wish to extend their writing skills for academic or career programs. Individualized study and practice are provided. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085335)

## DWRI 0200 Developmental Writing (1)
This course focuses upon writing skills improvement. Writing skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)
(Coordinating Board Academic Approval Number 3201085335)

# DIAGNOSTIC MEDICAL SONOGRAPHY

## SONO 2170 Clinical Medicine III (1)
(Former course prefix/number DMS 237)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine II, with emphasis on small parts ultrasound. (3 Lec.)

## SONO 2171 Sonography III (1)
(Former course prefix/number DMS 257)
Prerequisite: Grade of "C" or better in all previous courses. Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. (1 Lec.)

## SONO 2172 Clinical Medicine IV (1)
(Former course prefix/number DMS 242)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine III with emphasis placed on review of adult abdominal organ systems, neonatal heads and breast sonography. (3 Lec.)

## SONO 2173 Ultrasound Instrumentation (1)
(Former course prefix/number DMS 261)
Prerequisite: Acceptance into the Diagnostic Medical Sonography program and a grade of "C" or better in all previous courses or approval of Program Director. This course focuses on the basic pulse-echo ultrasound system including the components and function of the scanner, display system, scan converter, and hard copy units. Emphasis on Doppler production and display and safety and performance issues. (1 Lec.)

## SONO 2174 Sonography IV (1)
(Former course prefix/number DMS 266)
Prerequisite: Grade of "C" or better in all previous courses. Detailed study of normal and pathological neonatal head structures. Review of previously covered material. Vascular methodology will be discussed. (1 Lec.)

## SONO 2272 Clinical Education III (2)
(Former course prefix/number DMS 252)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education II. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

## SONO 2273 Clinical Education IV (2)
(Former course prefix/number DMS 253)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education III. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

## SONO 2274 Clinical Education I (2)
(Former course prefix/number DMS 205)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. The student will participate in supervised experiences in an affiliated hospital ultrasound department. (20 Ext.)

## SONO 2275 Pathophysiology (2)
(Former course prefix/number DMS 215)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course presents a study of the pathology and pathophysiology of abdominal structures visualized with ultrasound examination, including urinary and reproductive systems, breast and thyroid. Correlations will be made between sonographic examination and disease processes of these organs. (1 Lec., 2 Lab.)

## SONO 2276 Practicum III (2)
(Former course prefix/number DMS 264)
Prerequisite: Grade of "C" or better in all previous courses. 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. (1 Lec., 10 Ext.)

## SONO 2277 Practicum IV (2)
(Former course prefix/number DMS 265)
Prerequisite: Grade of "C" or better in all previous courses. 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. (1 Lec., 10 Ext.)

## SONO 2370 Cross Sectional Anatomy (3)
(Former course prefix/number DMS 208)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course focuses on a detailed study of the anatomy of the abdomen, including the anatomical relationships of organs such as the liver, gallbladder, spleen, vascular system, and pelvis, as it relates to an ultrasound examination. Laboratory fee. (3 Lec.)

## SONO 2371  Acoustical Physics  (3)
(Former course prefix/number DMS 210)
Prerequisite:   Minimum grade of "C" or better in all previous courses.  This course is designed to introduce the student to the study of acoustical physics, with the discussion of such topics as the interaction of ultrasound with tissues, mechanics of ultrasound production, various transducer design and construction, and principles of doppler devices.  (3 Lec.)

## SONO 2374  Clinical Education II  (3)
(Former course prefix/number DMS 206)
Prerequisite:   Minimum grade of "C" or better in all previous courses.  This is a continuation of Clinical Education I.  Students will be assigned to affiliated hospital ultrasound departments. (24 Ext.)

## SONO 2375  Practicum I  (3)
(Former course prefix/number DMS 260)
Prerequisite: Grade of "C" or better in all previous course work.  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. (24 Ext.)

## SONO 2376  Practicum II  (3)
(Former course prefix/number DMS 256)
Prerequisite: Grade of "C" or better in all previous courses.. 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. (24 Ext.)

## SONO 2377  Sonographic Cross Sectional Anatomy (3)
(Former course prefix/number DMS 258)
Prerequisite:   Admission to the Diagnostic Medical Sonography program. Detailed study of the anatomy of the abdomen and pelvis including anatomical relationships of organs such as liver, gallbladder, spleen, pancreas, and vascular structures and body planes and quadrants. (3 Lec.)

## SONO 2378  Advanced Acoustical Physical (3)
(Former course prefix/number DMS 259)
Prerequisite: Grade of "C" or better in all previous courses.   Advanced course emphasizing the use of ultrasound instruments including modes of operation, operation control options, techniques for recording static and dynamic images, and advances in transducer design. (3 Lec.)

## SONO 2379  Sonography V  (3)
(Former course prefix/number DMS 263)
Prerequisite: Minimum grade of "C" or better in all previous courses.  This is a continuation of Diagnostic Medical Sonography IV with emphasis on hemodynamics, vascular anatomy, and pathology, scanning techniques, transducers and instrumentation, patient history and laboratory data. (3 Lec.)

## SONO 2473  Clinical Medicine I  (4)
(Former course prefix/number DMS 207)
Prerequisite:   Minimum grade of "C" or better in all previous courses.   A detailed study of scanning techniques, transducers, normal and abnormal abdominal anatomy, patient history and laboratory data, as it relates to sonographic examination are the focus of this course. (4 Lec., 1 Lab.)

## SONO 2474  Clinical Medicine II  (4)
(Former course prefix/number DMS 209)
Prerequisite:   Minimum grade of "C" or better in all previous courses.   This is a continuation of Clinical Medicine I with emphasis on the male and female pelvis, and obstetrics. (4 Lec., 1 Lab.)

## SONO 2475  Sonography I  (4)
(Former course prefix/number DMS 254)
Prerequisite: Admission to program. Detailed study of normal and pathological abdominal structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Laboratory fee. (3 Lec., 2 Lab.)

## SONO 2476  Sonography II  (4)
(Former course prefix/number DMS 255)
Prerequisite: Grade of "C" or better in all previous courses.  Detailed study of the male and female pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Laboratory fee. (3 Lec., 2 Lab.)

## SONO 2477  Practicum V  (4)
(Former course prefix/number DMS 262)
Prerequisite:   Minimum grade of "C" or better in all previous courses.   This course is a continuation of previous practicum courses.   Hemodynamics and vascular ultrasound is the focus.   The student will participate in supervised clinical experiences at affiliated ultrasound laboratory departments.  (32 Ext.)

# DRAMA

## (Formerly Theatre)

### DRAM 1120 Rehearsal And Performance I (1)
(This is a common course number. Former course prefix/number THE 114)
Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5005015230)

### DRAM 1221 Rehearsal And Performance II (2)
(This is a common course number. Former course prefix/number THE 210)
Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)
(Coordinating Board Academic Approval Number 5005015230)

### DRAM 1310 Introduction To The Theatre (3)
(This is a common course number. Former course prefix/number THE 101)
The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)
(Coordinating Board Academic Approval Number 5005015130)

### DRAM 1330 Stagecraft I (3)
(This is a common course number. Former course prefix/number THE 103)
The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025130)

### DRAM 1341 Make-Up For The Stage (3)
(This is a common course number. Former course prefix/number THE 105)
The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)
(Coordinating Board Academic Approval Number 5005025230)

### DRAM 1351 Acting I (3)
(This is a common course number. Former course prefix/number THE 106)
The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035130)

### DRAM 1352 Acting II (3)
(This is a common course number. Former course prefix/number THE 107)
Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035130)

### DRAM 2336 Voice And Articulation (3)
(This is a common course number. Former course prefix/number THE 109)
Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015835)

### DRAM 2351 Scene Study I (3)
(This is a common course number. Common Course Number THE 205)
Prerequisites: Drama 1351 and 1352. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035130)

### DRAM 2352 Scene Study II (3)
(This is a common course number. Former course prefix/number THE 207)
Prerequisite: Drama 2351. This course is a continuation of Drama 2351. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035130)

### DRAM 2374 Lighting Design (3)
(Former course prefix/number THE 209)
The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025130)

# ECHOCARDIOLOGY TECHNOLOGY

### ECHO 1270 Introduction to the Echocardiology Lab (2)
(Former course prefix/number ECH 101)
Prerequisites: A grade of "C" or better in all previous HOCC and support courses. Concurrent enrollment in Echocardiology Technology 1370. This course is an introductory lab for learning cardiac ultrasound. The student will obtain hands-on experience in a clinical laboratory setting with the opportunity to scan volunteers. Emphasis will be placed on instrumentation, on imaging and the identification of cardiac anatomy. The student will be introduced to Doppler, color flow mapping and M-mode. (18 Ext.)

**ECHO 1370 Echocardiology Lab Fundamentals (3)**
(Former course prefix/number ECH 100)
Prerequisites: A grade of "C" or better in all previous HOCC and support courses. Concurrent enrollment in Echocardiology Technology 1370. The student will be introduced to the principles of utrasound physics and instrumentation. Emphasis will be placed on transducers, artifacts, safety and quality assurance. The student will become familiar with metric units, sound beams, types of resolution, display modes and scan converters. This course is designed as an overview of the principles of echocardiography, and the student will learn proper techique: use of equipment controls, recognition of technical artifacts, best approach for Doppler studies, and two-dimensional studies, the student will also be able to identify M-mode patterns. Laboratory fee. (2 Lec., 2 Lab.)

**ECHO 2470 Echocardiology I (4)**
(Former course prefix/number ECH 200)
Prerequisites: A grade of "C" or better in all previous Echocardiology Technology and support courses. Concurrent enrollment in Echocardiology Technology 2670. Special emphasis will be placed on heart pathologies. This course includes a discussion of pericardial disease, cardiomyopathies, cardiac masses, and endocarditis. Related physician lectures and laboratory experiences are provided. Laboratory fee. (3 Lec., 3 Lab.)

**ECHO 2471 Echocardiology II (4)**
(Former course prefix/number ECH 202)
Prerequisites: A grade of "C" or better in all previous Echocardiology Technology and support courses. Concurrent enrollment in Echocardiology Technology 2671. This course is a continuation of Echocardiology Technology 2470. Emphasis in this course is placed on two dimensional images, Doppler waveforms and color flow mapping. Written reports, review of current professional literature and attendance at conferences are required. Laboratory fee. (3 Lec., 3 Lab.)

**ECHO 2670 Echocardiology Clinical I (6)**
(Former course prefix/number ECH 201)
Prerequisites: A grade of "C" or better in all previous Echocardiology Technology and support courses. Concurrent enrollment in Echocardiology Technology 2470. This course offers hands-on experience in a clinical setting. Emphasis will be placed on imaging and the identification of cardiac anatomy in the Standard Echocardiography views. The student will also evaluate the heart using Doppler and color flow mapping. The student will apply the principles of medical ethics, professionalism, and proper imaging protocol to the instructor, student, physician, and clinical staff. (32 Ext.)

**ECHO 2671 Echocardiology Clinical II (6)**
(Former course prefix/number ECH 203)
Prerequisites: A grade of "C" or better in all previous Echocardiology Technology and support courses. Concurrent enrollment in Echocardiology Technology 2471. This course is a full time clinical experience and will be completed at an affiliated health care facility. Students will broaden and perfect their echocardiographic skills through active hands-on participation in a non-invasive cardiovascular laboratory. Emphasis of this course is placed on two dimensional images, Doppler waveforms and color flow mapping. Written reports, review of current professional literature, and attendance at conferences are required. This is the capstone experience for the echocardiology technology program. (32 Ext.)

# ECONOMICS

**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 1904025242)

**ECON 2301 Principles Of Economics I (3)**
(This is a common course number. Former course prefix/number ECO 201)
Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015142)

**ECON 2302 Principles Of Economics II (3)**
(This is a common course number. Former course prefix/number ECO 202)
Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015142)

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 4507015242)

# EDUCATIONAL PERSONNEL

**EDUC 1370 Language Skills For Educational Personnel (3)**
(Former course prefix/number EP 129)
This course surveys methods for developing the language skills of students. Topics include creative writing, story telling, appreciation of literature, tutoring, cursive and manuscript handwriting, and listening skills. (3 Lec.)

**EDUC 1371 Introduction To Educational Processes I (3)**
(Former course prefix/number EP 131)
The role of educational support personnel is defined within the framework of contemporary public school organization. Legal guidelines and procedures of local, state, and federal agencies governing public education are described. Special attention is given to the development of effective interpersonal relationships with emphasis on application to the public school setting. (3 Lec.)

**EDUC 1372 Introduction To Educational Processes II (3)**
(Former course prefix/number EP 133)
This course focuses on developing a wholesome learning environment in the classroom. The facilitation of learning in small groups is emphasized. Factors affecting the growth and development of students in a pluralistic society are covered. The responsibilities of educational personnel are covered. (3 Lec.)

**EDUC 1373 Introduction To Media (3)**
(Former course prefix/number EP 134)
Basic skills for preparing graphic and projected educational materials are developed. The operation of selected audiovisual equipment is also included. (2 Lec., 2 Lab.)

**EDUC 1374 Arts And Crafts (3)**
(Former course prefix/number EP 135)
Creative art materials and methods used in programs for children are presented. Opportunities are provided for the use of these materials: Classroom displays, charts, poster art, and bulletin boards are included, emphasis is on creating an attractive environment in the classroom. (3 Lec.)

**EDUC 1375 Principles And Practices Of Multi-Cultural Communications (3)**
(Former course prefix/number EP 136)
This course examines cultural variations found in our society and reflected in our pluralistic classrooms. Students will look at their own culturally influenced behavior, study other major cultures, and develop an awareness of cultural diversity and the process of intercultural communication. Differences in lifestyles, communication styles, learning processes, educational philosophies, interpersonal relations, and sources of stress for various cultural groups will be explored in a seminar-type environment. (3 Lec.)

**EDUC 1376 Child Language Development (3)**
(Former course prefix/number EP 140)
This course will cover information on language development for the bilingual and monolingual student with emphasis on cross-cultural awareness and second language acquisition. The role of oral language development will be studied with regard to its application for both ESL and bilingual methods and techniques. (3 Lec.)

**EDUC 1377 Bilingual Education: Philosophy, Techniques And Materials (3)**
(Former course prefix/number EP 143)
This course presents the core techniques in bilingual education. Topics included are: awareness of cultural backgrounds, teaching techniques, material development, historical and philosophical concepts of bilingual/bicultural education, and Spanish technical vocabulary in the content areas. (3 Lec.)

**EDUC 2170 Diversified Studies (1)**
(Former course prefix/number EP 245)
This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. This course may be repeated for credit, when the topics vary, up to a maximum of three credit hours. (1 Lec.)

**EDUC 2270 Diversified Studies (2)**
(Former course prefix/number EP 246)
This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. Other areas may be repeated for credit, when the topics vary, up to a maximum of four credit hours. (2 Lec.)

**EDUC 2370  Computer Instruction For Educators  (3)**
(Former course prefix/number EP 210)
This course is an introduction to microcomputer use for educators.  Topics include history, terminology, classroom applications, instructional software preview, introductory programming, and productivity software. Hands-on computer activities are emphasized throughout the course. (2 Lec., 2 Lab.)

**EDUC 2371  Techniques For Teaching English To Non-Native Speakers  (3)**
(Former course prefix/number EP 241)
This course is a practical application of second language learning theory as it relates to the non-English speaking student.  The process, contents and management of second language teaching will be discussed, demonstrated and practiced. (3 Lec.)

**EDUC 2372  Diversified Studies  (3)**
(Former course prefix/number EP 247)
This course provides for specialized study by educational personnel.  Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services.  Other areas may be approved by the instructor.  Other areas may be repeated for credit, when the topics vary, up to a maximum of six credit hours.  (3 Lec.)

**EDUC 2373  The Exceptional Child  (3)**
(Former course prefix/number EP 249)
This course is designed as a comprehensive survey of the field of exceptionality with emphasis on the educational, sociological, and psychological effects of handicapping condition on children. (3 Lec.)

**EDUC 7271  Cooperative Work Experience  (2)**
(Former course prefix/number EP 702)
Prerequisites:  Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study.  The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester.  The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 10 Lab.)

**EDUC 7272  Cooperative Work Experience  (2)**
(Former course prefix/number EP 712)
Prerequisites:  Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study.  The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester.  The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 10 Lab.)

**EDUC 7371  Cooperative Work Experience  (3)**
(Former course prefix/number EP 703)
Prerequisites:  Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study.  The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester.  The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 15 Lab.)

**EDUC 7372  Cooperative Work Experience  (3)**
(Former course prefix/number EP 713)
Prerequisites:  Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study.  The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester.  The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 15 Lab.)

## EDUC 7471 Cooperative Work Experience (4)
(Former course prefix/number EP 704)
Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 20 Lab.)

## EDUC 7472 Cooperative Work Experience (4)
(Former course prefix/number EP 714)
Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 20 Lab.)

# ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

## ENGL 1301 Composition I (3)
(This is a common course number. Former course prefix/number ENG 101)
Prerequisite: Developmental Reading 0093 and Developmental Writing 0093 or meet TASP/Alternative Assessment Standard in Reading and Writing. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015135)

## ENGL 1302 Composition II (3)
(This is a common course number. Former course prefix/number ENG 102)
Prerequisite: English 1301 and TASP/Alternative Assessment Standard in Reading and Writing must be met. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015135)

## English In The Sophomore Year
English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2370, and 2371 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

## ENGL 2321 British Literature (3)
(This is a common course number. Former course prefix/number ENG 212)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in British Literature organized by movements, schools, periods, or themes. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015135)

## ENGL 2322 British Literature (3)
(This is a common course number. Former course prefix/number ENG 201)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015135)

## ENGL 2323 British Literature (3)
(This is a common course number. Former course prefix/number ENG 202)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015135)

## ENGL 2326 American Literature (3)
(This is a common course number. Former course prefix/number ENG 213)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in American Literature organized by movements, schools, periods, or themes. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015135)

## ENGL 2327 American Literature (3)
(This is a common course number. Former course prefix/number ENG 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 the Colonial through the Romantic Period. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015135)

## ENGL 2328 American Literature (3)
(This is a common course number. Former course prefix/number ENG 206)
Prerequisite: English 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 Realistic Period to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015135)

## ENGL 2331 World Literature (3)
(This is a common course number. Former course prefix/number ENG 214)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in World Literature organized by movements, schools, periods, or themes. Course descriptions are available each semester prior to registration. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015235)

## ENGL 2332 World Literature (3)
(This is a common course number. Former course prefix/number ENG 203)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the ancient world through the Renaissance. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015235)

## ENGL 2370 Studies In Literature (3)
(Former course prefix/number ENG 215)
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 2303015335)

# ENGLISH AS A SECOND LANGUAGE

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

## ESOL 0031 - ESOL 0034 (Listening-Speaking)
These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

## ESOL 0041 - ESOL 0044 (Reading)
These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

## ESOL 0051 - ESOL 0054 (Writing)
These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

## ESOL 0061 - ESOL 0064 (Grammar)
These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

# INGLES COMO SEGUNDO IDIOMA

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

### ESOL 0031 - ESOL 0034 (Escuchar y Conversar)
Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

### ESOL 0041 - ESOL 0044 (Lectura)
Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura; desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

### ESOL 0051 - ESOL 0054 (Escritura)
Estos cursos estan diseñados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produciran escritos para diferentes audiencias y con diversos propositos.

### ESOL 0061 - ESOL 0064 (Gramatica)
Estos cursos estan disenados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

# ENGLISH AS A SECOND LANGUAGE

### ESOL 0031 ESL Listening/Speaking (3)
(Former course prefix/number ESL 031)
This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

### ESOL 0032 ESL Listening/Speaking (3)
(Former course prefix/number ESL 032)
This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

### ESOL 0033 ESL Speaking (3)
(Former course prefix/number ESL 033)
This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

### ESOL 0034 ESL Academic Speaking (3)
(Former course prefix/number ESL 034)
This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

### ESOL 0041 ESL Reading (3)
(Former course prefix/number ESL 041)
This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

**ESOL 0042  ESL Reading  (3)**
(Former course prefix/number ESL 042)
This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

**ESOL 0043  ESL Reading  (3)**
(Former course prefix/number ESL 043)
This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

**ESOL 0044  ESL Reading  (3)**
(Former course prefix/number ESL 044)
This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

**ESOL 0045  Developmental Reading for Non-Native Speakers  (1)**
(Former course prefix/number ESL 045)
This course provides individualized instruction in order to fulfill the TASP remediation requirement for reading. The content will include a review of reading comprehension, vocabulary development and critical thinking skills. This course is only open to students whose first language is not English. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085435)

**ESOL 0051  ESL Writing  (3)**
(Former course prefix/number ESL 051)
This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0052  ESL Writing  (3)**
(Former course prefix/number ESL 052)
This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0053  ESL Writing  (3)**
(Former course prefix/number ESL 053)
This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0054  ESL Writing  (3)**
(Former course prefix/number ESL 054)
This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0055  ESL Writing  (1)**
(Former course prefix/number ESL 055)
This course provides individualized instruction in order to fulfill the TASP remediation requirement for writing. Content will include a review of single and multi-paragraph compositions, sentence structure, and edited American usage. This course is open only to students whose first language is not English. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085435)

**ESOL 0061  ESL Grammar  (3)**
(Former course prefix/number ESL 061)
This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0062  ESL Grammar  (3)**
(Former course prefix/number ESL 062)
This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0063  ESL Grammar  (3)**
(Former course prefix/number ESL 063)
This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0064  ESL Grammar  (3)**
(Former course prefix/number ESL 064)
This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

# FASHION DESIGN

(See Apparel Design for APPD courses)
(See Design for DESI courses)
(See Pattern Design for PDDD courses)

# FOOD AND HOSPITALITY SERVICE

### FHSV 1370 Principles of Food and Beverage Administration (3)
(Former course prefix/number FHS 110)
This course is an introduction to the management of food and beverage facilities. Subjects to be covered are the serving of food and beverages, classification of foods and spirits and their presentation. The marketing of food and beverage is stressed. Laboratory fee. (3 Lec., 1 Lab.)

### FHSV 1371 Dining Room Service Management (3)
(Former course prefix/number FHS 111)
This course provides students with practical skills and knowledge for effective management of food and beverage service in restaurants, cafeterias, coffee shops, room service, banquet areas, and dining rooms. Presents basic service principles while emphasizing the special needs of guests. Laboratory fee. (3 Lec., 1 Lab.)

### FHSV 1372 Organization and Management (3)
(Former course prefix/number FHS 112)
The organizational structure of various types of group care institutions is studied. Administration, tools of management, budget, and cost analysis are emphasized. Laboratory fee. (3 Lec., 1 Lab.)

### FHSV 1373 Front Office Procedures (3)
(Former course prefix/number FHS 114)
This course introduces the student to the operations, procedures and personnel functions of the front office. The course traces the flow of activities and functions performed in today's lodging operations. Comparisons are made of manual, machine assisted and computer based methods for each front office function. Laboratory fee. (3 Lec., 1 Lab.)

### FHSV 1374 Principles of Hotel/Motel Administration (3)
(Former course prefix/number FHS 115)
The physical aspects of hotel-motel operations are analyzed. Included are procedures for emergencies, check cashing, use of credit cards, and collections of accounts receivable. Emphasis is also given to guest relations, guest room facilities, protection of the property, and the development of the properties' growth. Laboratory fee. (3 Lec., 1 Lab.)

### FHSV 1375 Supervision for Hospitality Services (3)
(Former course prefix/number FHS 116)
Recruiting, selecting, training and supervising personnel for food and lodging services are studied. Personnel policies, job descriptions, training methods, scheduling and work improvements are included. Laboratory fee. (3 Lec., 1 Lab.)

### FHSV 1376 Food Service Equipment (3)
(Former course prefix/number FHS 119)
This course covers food service equipment. Specifications, uses, cleaning, and preventive maintenance are emphasized. Equipment for preparation, cooking, refrigeration, storage, and cleanup is included. The relation of air conditioning, electricity, gas, and plumbing to food service facilities is examined. Layout analysis, design, and effective use of equipment and space are also covered. Laboratory fee. (3 Lec., 1 Lab.)

### FHSV 1377 Basic Food Preparation (3)
(Former course prefix/number FHS 120)
Prerequisite or concurrent enrollment is required in Food and Hospitality Service 1370, Food and Hospitality Service 1371, Food and Hospitality Service 1372, Food and Hospitality Service 1373, Food and Hospitality Service 1374, Food and Hospitality Service 1375, Food and Hospitality Service 1376 or Food and Hospitality Service 1379 or consent of instructor. Quality food preparation and cookery are studied. Emphasis is on the importance of the person to be served, and the provision of nutritionally adequate meals. Food preparation techniques, selection of equipment, and the effective use of time are included. Laboratory fee. (2 Lec., 4 Lab.)

### FHSV 1378 Advanced Food Preparation (3)
(Former course prefix/number FHS 122)
Prerequisite: Food and Hospitality Service 1377. This course is a continuation of Food and Hospitality Service 1377. Procedures for large quantities and management for food preparation are introduced. Topics include basic cookery, safety and sanitation factors, and selection of equipment. Emphasis is on high preparation techniques for high quality. Laboratory fee. (2 Lec., 4 Lab.)

### FHSV 1379 Food Service Sanitation and Safety (3)
(Former course prefix/number FHS 124)
The principles of microbiology are studied and applied to the need for personal cleanliness. The cause, control, and investigation of illness caused by food contamination are explored. Other topics include sanitary practices, dish washing procedures, the use of cleaning materials, garbage and refuse disposal, general safety precautions, and elementary first aid. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1380  Food Purchasing, Handling and Storage  (3)**
(Former course prefix/number FHS 132)
This course focuses on policies and procedures for purchasing food in quantity. Storage requirements, procedures, and controls are included. The availability of food supplies, analysis of food quality, and specification writing are also covered. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1381  Nutrition and Menu Planning  (3)**
(Former course prefix/number FHS 135)
Food nutrients and their importance in maintaining health are surveyed. The digestive and absorptive characteristics of nutrients are included. The nutritional needs of all age groups are studied and applied to the planning of meals for business and institutions. Psychological needs, type of operation, and available equipment and personnel are all considered. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1382  Food Service Cost Control  (3)**
(Former course prefix/number FHS 138)
Prerequisite: Mathematics 1371. The principles and procedures of the control of food cost are presented. Emphasis is on applying the principles and procedures to any food service operation. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1383  Elementary Bakery Training  (3)**
(Former course prefix/number FHS 140)
Students are introduced to the work of the baker. Yeast doughs, quick breads, pies, and cookies are analyzed and produced in quantity. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorating and frostings. Baking terminology, tool and equipment use, formula conversions, functions of ingredients, the use of proper flours and the handling of the pastry bag are covered. Hands-on participation is emphasized and written tests are included. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 1384  Breads And Rolls  (3)**
(Former course prefix/number FHS 137)
This class is a concentration on yeast raised products and quick breads. A wide variety of techniques and products are utilized to provide students with an in-depth understanding of the principles and practical skills of quality baking. Included in the types of breads produced are brioche, sponges and sours, traditional and specialty breads, donuts and muffins. The use of manufactured and convenience products is covered. Baking terminology, tool and equipment use, formula conversions, functions of ingredients, the use of proper flours and mixing and make-up methods is emphasized. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 1385  Bakery Operations And Management  (3)**
(Former course prefix/number FHS 145)
Students are introduced to management, marketing, supervision and sanitation principles required in retail bakery operations. Costing, pricing, computer usage and personnel issues are included. Field trips and guest speakers supplement classroom lecture, discussion and projects. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1386  Pies, Tarts, Tea Cakes And Cookies  (3)**
(Former course prefix/number FHS 139)
Prerequisite: Food and Hospitality Service 1383 or 1384. Students produce a wide variety of pies, tea cakes, cheesecakes and cookies. American and European style pie and tart fillings and dough, numerous types of cookies and tea cakes as well as custards and batters are studied along with correct oven temperatures, make-up and finishing techniques. The use of manufactured and convenience products is also covered. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 1387  Laminated Dough, Pate A Choux And Donuts  (3)**
(Former course prefix/number FHS 144)
Prerequisite: Food and Hospitality Service 1383 or 1384. Laminated doughs including croissants, danish and puff pastry, a variety of pate a choux (eclair paste) products, strudels and donuts are the focus of this class. Emphasis is placed on fillings and finishing techniques. The use of manufactured and convenience products is also covered. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2170  Hotel/Restaurant/Institutions Special Topics  (1)**
(Former course prefix/number FHS 201)
Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. This course may be repeated for credit when topics vary. Laboratory fee. (1 Lec., 1 Lab.)

**FHSV 2270  Hotel/Restaurant/Institutions Special Topics  (2)**
(Former course prefix/number FHS 202)
Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 1 Lab.)

**FHSV 2271 Entry Level Cake Decorating (2)**
(Former course prefix/number FHS 260)
Students are introduced to skills, concepts and techniques of American style cake decorating. The course includes: preparation of icings and butter creams, use of pastry tips, paper cones and pastry bags, cake preparation and icing, borders, flowers and piping. Paper cone writing, spray gun techniques and opaque projector techniques are included. Hands-on participation and written tests. Laboratory fee. (1 Lec., 3 Lab.)

**FHSV 2272 Intermediate Cake Decorating (2)**
(Former course prefix/number FHS 261)
Prerequisite: Food and Hospitality Service 2271. In this advanced course specialized and seasonal cakes are produced. Figure piping working, specialized icing flowers and wedding cakes are included. Hands-on participation and written tests. Laboratory fee. (1 Lec., 3 Lab.)

**FHSV 2370 Hotel/Restaurant/Institutions Special Topics (3)**
(Former course prefix/number FHS 203)
Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. This course may be repeated for credit when topics vary. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 2371 Hotel-Restaurant-Institutions-Special Topics (3)**
(Former course prefix/number FHS 204)
Prerequisite: Demonstrated competence approved by the instructor. Students participate in lecture and laboratory situations in identifying, defining and analyzing current trends and topics of interest in the food and hospitality industry. The course emphasizes topics which are current needs and are covered in lectures. The laboratory allows each student to acquire hands-on experience in areas of food preparation, baking, pastry and other areas of the industry. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2372 Hotel/Motel Sales Development (3)**
(Former course prefix/number FHS 210)
The technique of developing a marketing plan for any size operation are studied. Included is the development of the departments of the hotel into a coordinated team. Emphasis is on the organization and functioning of a sales department, sales tools, techniques, advertising, and types of markets. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 2373 Hotel/Motel Law (3)**
(Former course prefix/number FHS 214)
This course covers the legal responsibilities and rights of the innkeeper. The consequences caused by failure in those responsibilities are illustrated. Topics include court attitudes toward an innkeeper where negligence and liability are involved. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 2374 Food Marketing (3)**
(Former course prefix/number FHS 233)
The distribution of the finished product is introduced. Emphasis is on the consumer. Included are the activities involved in developing markets, customers, and distribution services. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 2375 Garde-Manger Training (3)**
(Former course prefix/number FHS 238)
Prerequisite: Food and Hospitality Service 1378 or consent of instructor. This course covers the preparation of the cold buffet. Included are salads, sandwiches, ice carvings, lard sculptures, chaud froids hors d'oeuvres, pates, cold fish, poultry, meats, and game. Also included is the proper setup of the garde-manger station. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2376 Saucier Training (3)**
(Former course prefix/number FHS 239)
Prerequisite: Food and Hospitality Service 1378. This course covers the preparation of basic soups, sauces, vegetables, and garnitures. All meats, fish, poultry, and game are also covered. The proper setup of the saucier station is also included. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2377 Advanced Pastry Shop Training (3)**
(Former course prefix/number FHS 245)
Prerequisite: Food and Hospitality Service 1383 or 1384. Topics covered include American and European pastries. French pastries, torts, petit fours, chocolate and candies, pastillage, marzipan and other pastry shop desserts and techniques are covered. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2378 Beverage Operations and Service (3)**
(Former course prefix/number FHS 247)
This course deals with beverage service in the commercial sector. Topics include basic bar operations, sales control, beverage service, and profits. A detailed analysis is made of the organization of a beverage bar, wine cellar, or catered beverage service. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 2379  Advanced Nutrition and Dietetics  (3)**
(Former course prefix/number FHS 248)
Prerequisite:  Food and Hospitality Service 1381.
Nutrition knowledge is applied to the care of people.
How people eat and what they eat is studied.  The role
of community health agencies, food and nutrition
assistance programs and nutrition service agencies are
studied.  Techniques for evaluation of nutritional status
and dietary intakes are included.  Special emphasis is
placed on meeting the needs of persons requiring
modifications of food intake.  The role of nutrition
services extended through schools and supplementary
food assistance programs is included.  Laboratory fee.
(3 Lec., 1 Lab.)

**FHSV 2380  Child Nutrition  (3)**
(Former course prefix/number FHS 249)
Prerequisite:  Food and Hospitality Service 1381.  The
nutrition of children is studied.  The time period begins
with birth and extends through childhood and
adolescence.  Emphasis is on the contribution of feeding
programs in child care centers and schools.  Laboratory
fee. (3 Lec., 1 Lab.)

**FHSV 2381  Advanced Pastry Shop Training II  (3)**
(Former course prefix/number FHS 251)
Prerequisite:  Food and Hospitality Service 2377.  This
course builds on the skills and techniques learned in
Advanced Pastry Shop Training I.  A wide variety of
European desserts, showpieces utilizing chocolate,
marzipan, pulled sugar and pastillage are studied and
produced.  Hands-on participation and written tests.
Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2382  Special Topics In Baking/Pastry  (3)**
(Former course prefix/number FHS 253)
Prerequisite:  Demonstrated competence approved by
the instructor.  Students participate in lecture and
laboratory situations in identifying, defining and
analyzing current trends and topics of interest in baking
and pastry.  The course emphasizes topics which are
current needs and are covered in lectures.  The
laboratory allows each student to acquire hands-on
experience in areas of baking and pastry.  This course
may be repeated for credit when topics vary.  Laboratory
fee. (2 Lec., 4 Lab.)

**FHSV 2470  Quantity Food Preparation And
Service  (4)**
(Former course prefix/number FHS 220)
Prerequisite:  Food and Hospitality Service 1378.  A
lecture- laboratory course offering field training study of
quantity food procedures and techniques with emphasis
on retention of nutritive value of: foods.  Kitchen
organization and planning of quantity production, use of
large and small institutional equipment, food control and
the associated supervisory problems as related to
institutional and commercial food service.  Includes
study and use of convenience foods.  Laboratory fee.
(3 Lec., 5 Lab.)

**FHSV 2471  Advanced Quantity Food Preparation
And Service  (4)**
(Former course prefix/number FHS 222)
Prerequisite:  Food and Hospitality Service 2470.  This
course emphasizes the planning and management of
quantity food production.  Training in the field is
provided.  Practice is given in producing entire meals,
including evaluation and controls.  Quality food
standards of various cost levels are studied.  The
planning, layout, and maintenance of equipment are also
covered.  Laboratory fee. (3 Lec., 5 Lab.)

**FHSV 7471  Cooperative Work Experience  (4)**
(Former course prefix/number FHS 704)
Prerequisites: Completion of two courses in the Food
and Hospitality Service program or instructor approval.
This course combines productive work experience with
academic study.  The student, employer and instructor
develop a written competency-based learning plan with
varied learning objectives and work experiences.
Students must develop new learning objectives each
semester.  The seminar consists of topics which include
outside reading in professional journals and books.
Other topics include employment guidance in resume
writing, security and holding interviews, and building a
professional outlook.  (1 Lec., 20 Lab.)

**FHSV 7472  Cooperative Work Experience  (4)**
(Former course prefix/number FHS 714)
Prerequisites: Completion of two courses in the Food
and Hospitality Service program or instructor approval.
This course combines productive work experience with
academic study.  The student, employer and instructor
develop a written competency-based learning plan with
varied learning objectives and work experiences.
Students must develop new learning objectives each
semester.  The weekly seminar consists of discussions
with industry leaders on management/supervisory styles,
marketing strategies, and procurement problems.
Students will be involved concurrently in outside
readings on topics of special interest in the food and
hospitality industry. (1 Lec., 20 Lab.)

# GEOLOGY

### GEOL 1403 Physical Geology (4)
(This is a common course number. Former course prefix/number GEO 101)
This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4006015139)

### GEOL 1404 Historical Geology (4)
(This is a common course number. Former course prefix/number GEO 102)
This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4006015139)

# GERMAN

### GERM 1411 Beginning German (4)
(This is a common course number. Former course prefix/number GER 101)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1605015131)

### GERM 1412 Beginning German (4)
(This is a common course number. Former course prefix/number GER 102)
Prerequisite: German 1411 or the equivalent. This course is a continuation of German 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1605015131)

### GERM 2311 Intermediate German (3)
(This is a common course number. Former course prefix/number GER 201)
Prerequisite: German 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)
(Coordinating Board Academic Approval Number 1605015231)

# GOVERNMENT

### GOVT 2301 American Government (3)
(This is a common course number. Former course prefix/number GVT 201)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)
(Coordinating Board Academic Approval Number 4510025142)

### GOVT 2302 American Government (3)
(This is a common course number. Former course prefix/number GVT 202)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)
(Coordinating Board Academic Approval Number 4510025142)

### GOVT 2371 Introduction To Comparative Politics (3)
(Former course prefix/number GVT 211)
A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)
(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

# HEALTH OCCUPATIONS CORE CURRICULUM

### HOCC 1270 Basic Skills I (2)
(Former course prefix/number HIM 100)
This course provides the concepts which serve as the foundation for health occupations courses. This course includes an introduction to patient/personal safety issues, basic patient monitoring, patient treatment, and documentation methods. A medical terminology component is included. Basic skills are described, demonstrated, then practiced in the lab setting. An effective level of practice and knowledge must be demonstrated by the student for successful completion. Laboratory fee. (1 Lec., 4 Lab.)

## HOCC 1271  Basic Skills II  (2)
(Former course prefix/number HIM 101)
Prerequisite:  Health Occupation Core Curriculum 1270. This course builds on previously acquired knowledge and skills.  Lecture and simulated laboratory experience prepares the student to perform patient care utilizing critical thinking and advanced clinical skills.  An effective level of practice and knowledge must be demonstrated by the student for successful completion.  Laboratory fee. (1 Lec., 4 Lab.)

## HOCC 1272  Introduction to the Health Care Environment  (2)
(Former course prefix/number HIM 102)
This course presents a basic introduction to the organization, structure, function, and issues related to the allied health care environment.  Major subjects to be addressed are legal and ethical issues, accreditation, professionalism, the health delivery process, health care management, lifelong learning, quality assurance and continuous quality improvement outcomes.  Students will proactively investigate these issues.  This investigation will result in the formulation of a personal career action plan.  Laboratory fee. (1 Lec., 3 Lab.)

## HOCC 1273  Introduction to Human Disease  (2)
(Former course prefix/number HIM 103)
This course is designed to increase awareness and understanding of the diagnosis treatment, care, and prevention of disease processes as they  relate to the different body systems. (2 Lec.)

## HOCC 1274  Wellness  (2)
(Former course prefix/number HIM 104)
This course is an overview of wellness theory  and application throughout the lifespan.  Focus is on attitude development, impact of cultural beliefs and communications of wellness.  It also includes research literature interpretation. (2 Lec.)

## HOCC 1370  Health Careers Pharmacology  (3)
(Former course prefix/number HIM 130)
This course offers an overview of general principles of pharmacology as they relate to health occupations professionals.  Topics include an introduction to pharmacology, basic dosage calculations and drug classifications as they affect major body systems.  (3 Lec.)

# HISTORY

## HIST 1301  History Of The United States  (3)
(This is a common course number. Former course prefix/number HST 101)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is presented, beginning with the European background and first discoveries.  The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025142)

## HIST 1302  History Of The United States  (3)
(This is a common course number. Former course prefix/number HST 102)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is surveyed from the Reconstruction era to the present day.  The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025142)

## HIST 2301  History of Texas from 1500 to the Present  (3)
(This is a common course number.)
A survey of Texas development from early Spanish colonization (1500) to the establishment of the modern urban state.  The course emphasizes the variety of influences from Indian, Spanish and American cultures. The social, political and economic evolution of the state, including the multi-ethnic character of its population, is studied. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025242)

## HIST 2311  Western Civilization  (3)
(This is a common course number. Former course prefix/number HST 105)
The civilization in the West from ancient times through the Enlightenment is surveyed.  Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015442)

**HIST 2312 Western Civilization (3)**
(This is a common course number. Former course prefix/number HST 106)
This course is a continuation of History 2311. It follows the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015442)

**HIST 2321 World Civilizations (3)**
(This is a common course number. Former course prefix/number HST 103)
This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015342)

**HIST 2322 World Civilizations (3)**
(This is a common course number. Former course prefix/number HST 104)
This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015342)

**HIST 2370 Latin American History (3)**
(Former course prefix/number HST 112)
This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)
(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

**HIST 2380 The Heritage Of Mexico (3)**
(This is a common course number. Former course prefix/number HST 110)
This course (cross-listed as Anthropology 2380) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 2380, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

**HIST 2381 Afro-American History (3)**
(This is a common course number. Former course prefix/number HST 120)
The role of African Americans in the history of the United States is studied. The slave trade and slavery in the United States are reviewed. Contributions of African Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of African American life in the 20th century. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

# HUMAN DEVELOPMENT

**HDEV 0092 Student Success (3)**
(Former course prefix/number HD 092)
In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)
(Coordinating Board Academic Approval Number 3201995140)

**HDEV 0100 Educational Alternatives (1)**
(Former course prefix/number HD 100)
The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)
(Coordinating Board Academic Approval Number 3201995140)

**HDEV 0110 Assessment Of Prior Learning (1)**
(Former course prefix/number HD 110)
Prerequisite: Limited to students in Technical Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

## HDEV 1370 Educational And Career Planning (3)
(Former course prefix/number HD 104)
This course is designed to teach students the ongoing process of decision-making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

## HDEV 1372 Cognitive Processes: The Master Student Course (3)
(Former course prefix/number HD 108)
This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. (3 Lec.)
(Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

## HDEV 2315 Principles And Processes Of Personal And Social Adjustment (3)
(Former course prefix/number HD 112. Common course number is PSYC 2315)
This course is a presentation of the ways in which the psychological principles of human behavior apply to personal and social adjustment. The course content is designed as an intensive theoretical and experiential study of interpersonal and socio-cultural relationships and an exploration of the behavioral patterns that promote effective adjustment. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015640)

# HUMANITIES

## HUMA 1301 Introduction To The Humanities (3)
(This is a common course number. Former course prefix/number HUM 101)
Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)
(Coordinating Board Academic Approval Number 2401035135)

## HUMA 1302 Advanced Humanities (3)
(This is a common course number. Former course prefix/number HUM 102)
Prerequisite: Humanities 1301 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)
(Coordinating Board Academic Approval Number 2401035135)

# INTERIOR DESIGN

## INTD 1370 Color Theory And Application For Interior Designers (3)
(Former course prefix/number INT 164)
Prerequisites: Interior Design major. Actual interior design studies will be given that will involve applying various color systems (with emphasis on Munsell), along with mixing techniques to gain desired hue, value, and intensities for solving design color schemes. Color psychologies are also investigated. Laboratory fee. (2 Lec., 4 Lab.)

## INTD 1371 Drafting For Interior Designers (3)
(Former course prefix/number INT 171)
Prerequisites: Interior Design major. This course provides the beginning interior design student with basic drafting skills including the correct use of drafting instruments and supplies to obtain good line quality and lettering. Emphasis is placed on the ability to draw orthographic projections and paraline drawings, and an introduction to architectural symbols, dimensioning and notes, and the use of the print machine to reproduce drawings. Building codes and barrier free design are utilized. Laboratory fee. (2 Lec., 4 Lab.)

## INTD 1372 Construction Drawings For Interior Designers (3)
(Former course prefix/number INT 173)
Prerequisite: Interior Design 1371. This course teaches the student how to take design drawings and develop the necessary construction drawings needed to build a structure. Emphasis is on the knowledge of building construction as well as the correct representation of building materials and construction assemblies in construction drawings. Typical wood frame residential construction will be utilized with plans, elevations, sections, details, schedules, and specifications included to produce a representative set of building documents. Laboratory fee. (2 Lec., 4 Lab.)

## INTD 1373 History Of Modern Design (3)
(Former course prefix/number INT 191)
This course surveys the evolution of 20th Century design from the Industrial Revolution to the present, including 19th Century developments and major influences of the 20th Century. Special attention is given to significant designers, architects, and personalities and their affect on the modern movement. Laboratory fee. (3 Lec.)

## INTD 1374 Fundamental Design Studio I (3)
(Former course prefix/number INT 168)
Prerequisites: Interior Design program major. Basic concepts of design limited to black and white values are studied including form, scale, space, proportion, rhythm, theme, variety, accent, unity, texture, and pattern as applied to two-dimensional and three-dimensional abstract projects. This course is intended for students enrolled in applied arts programs. Laboratory fee. (2 Lec., 4 Lab.)

## INTD 1375 Interior Design Studio II (3)
(Former course prefix/number INT 167)
Prerequisites: Interior Design 1370, 1374 and 1371. Introduction to the basic design principles as they apply to furniture layouts and space distribution for interiors. The complete design process is investigated. Freehand sketching is emphasized through plans, elevations, sections, perspectives, and schedules. Functional priorities, including circulation and spatial usages will be investigated. Building codes are introduced. Laboratory fee. (2 Lec., 4 Lab.)

## INTD 1376 Perspective Drawing And Design Sketching (3)
(Former course prefix/number INT 177)
Prerequisites: Interior Design 1371 and Art 1316. This course introduces the student to the principles of one- and two-point perspective construction including the office method, grid system and printed charts. Freehand sketching methods of spatial representation are included. Shading, shadows and simple pencil sketching techniques are introduced. Laboratory fee. (2 Lec., 4 Lab.)

## INTD 2371 Interior Design Studio III (3)
(Former course prefix/number INT 261)
Prerequisites: Interior Design 1370, 1375, 1372 and 1376. The principles studied in Interior Design 1375 are expanded to include studies and experimentation dealing with abstract spatial concepts leading to conceptual planning of specific spaces. Projects deal with general furnishings and simple manipulations of surfaces and volumes. Laboratory fee. (2 Lec., 4 Lab.)

## INTD 2372 Interior Design Studio IV (3)
(Former course prefix/number INT 262)
Prerequisites: Interior Design 2371, 2374, and 2377. The principles studied in Interior Design 2371 are expanded to include detailed space planning and selection of specific furnishings and accessories as well as design and detailing of millwork and other interior construction. Laboratory fee. (2 Lec., 4 Lab.)

## INTD 2373 Rendering for Interior Design (3)
(Former course prefix/number INT 277)
Prerequisites: Interior Design 1370 and 1376. This course introduces the student to basic delineation techniques to render two- and three-dimensional drawings of interior architectural spaces. Emphasis is on the development of black and white and color rendering procedures dealing with plans, elevations, and perspectives. Medias applied include graphite pencil, pen and ink, color pencil, markers, opaque media, and mixed media techniques of presentation. Laboratory fee. (2 Lec., 4 Lab.)

## INTD 2374 Textiles For Interior Design (3)
(Former course prefix/number INT 281)
This course is a study of the textile products, characteristics, and their uses as applied to the interior design industry. Fibers, yarns, construction, and finishes are individually studied. A history of decorative textiles and their uses in traditional interiors is included. Contemporary textiles and their application to new uses in interior design are studied. A project notebook is required. (3 Lec.)

## INTD 2375 Materials For Interior Design (3)
(Former course prefix/number INT 283)
Prerequisites: Interior Design major. A comprehensive overview is presented to introduce the student to the various interior design materials, finishes, and methods of construction installation that are available for specification today, and to compile an actual working source file through field trips, guest speakers, demonstrations, and class lectures. How to specify through measurements, millwork, finish types, quantities, and costs is stressed. (2 Lec., 4 Lab.)

## INTD 2376 Lighting Design (3)
(Former course prefix/number INT 284)
Prerequisites: Interior Design 1370 and 1372. Qualitative and quantitative aspects of lighting are assessed. Topics include lamp types, fixture systems, design calculations, system layouts, electrical symbols, electrical plans and specifications, lighting schedules, and emphasis on the effects of lighting systems on colors. Laboratory fee. (2 Lec., 4 Lab.)

**INTD 2377  History Of Interior Arts  (3)**
(Former course prefix/number INT 293)
Prerequisites: Art 1303 and Art 1304. This course is a historical survey of the interior arts and interior architecture covering the Antiquities, Italian Renaissance and the French styles. Emphasis for the semester is placed on the French styles. An illustrated research notebook is required. Laboratory fee. (3 Lec., 1 Lab.)

**INTD 2378  Comparative Survey Of Styles  (3)**
(Former course prefix/number INT 294)
Prerequisite: Interior Design 2377. This course is a comparative survey of the interior arts and interior architecture of the English, Oriental, and American styles. Emphasis for the semester is placed on the English styles. An illustrated research notebook is required. Laboratory fee. (3 Lec., 1 Lab.)

**INTD 3370  Interior Design Studio V  (3)**
(Former course prefix/number INT 363)
Prerequisites: Interior Design 2372, 2373, 2375, 2376, and 2378. The principles studied in Interior Design 2372 are expanded to include consideration of spatial psychologies, historical design applications, and interior mechanical equipment. Laboratory fee. (2 Lec., 4 Lab.)

**INTD 3372  Professional Practice For Interior Designers  (3)**
(Former course prefix/number INT 385)
Prerequisite: Interior Design 2372 or demonstrated competence approved by the instructor. This course involves the theory and application of design office practices and procedures as well as discussion of client psychology. Various management systems and methods are studied. Topics include the marketing of professional services, coordination with consultants, professional organizations, legal and tax issues, business insurance, project management forms, building codes, and consumer issues. (3 Lec.)

**INTD 3373  Restoration And Preservation  (3)**
(Former course prefix/number INT 395)
Prerequisites: Interior Design 2378 and concurrent enrollment in Interior Design 3370 and 3372. This is an introductory course to the many aspects of restoration, preservation, and adaptive reuse of structures and spaces. Emphasis is placed on the architectural interior. Legal and tax issues are discussed. Restoration projects involving actual local structures are studied, along with theoretical problems. Specialized resources are included. (2 Lec., 2 Lab.)

**INTD 3374  Directed Design Research  (3)**
(Former course prefix/number INT 367)
Prerequisite: Interior Design 2372, Interior Design 2375, Interior Design 2376, Interior Design 2378, and English 1301. The student will select a design topic and formulate a design project proposal for review and approval by the faculty. Original written research will include a review of the literature, surveys and case observations. An emphasis will be placed on a system of programming of the research data, evaluation of that data through analytical thinking and conclusions drawn from the evaluations. A statement of purpose, needs, goals, expected outcomes and timelines will be set for the project. A concept statement will be written. A research paper for the capstone design course for next semester will be presented at the end of this course. (2 Lec., 4 Lab.)

**INTD 3375  Directed Design Studies  (3)**
(Former course prefix/number INT 368)
Prerequisite: Interior Design 3370 and 3374. The student will implement the design research document completed in Interior Design 3374 and develop it into a capstone design experience project in the final semester of the Interior Design program. This project will require the students to demonstrate their mastery of the interior design process from conception to completion. The students will demonstrate a competency of specialized knowledge and technologies that will allow them to secure a valuable entry level position, to enhance the portfolio in an area of major interest and to strengthen any weak aspects that may exist. (2 Lec., 4 Lab.)

**INTD 3470  Interior Design Studio VI  (4)**
(Former course prefix/number INT 365)
Prerequisites: Interior Design 1373, 3370, 3372, and 3373. The principles studied in Interior Design 3370 are expanded to include project management. Advanced construction documents are prepared. Efforts are made to achieve advanced levels of fully developed creative projects. Laboratory fee. (3 Lec., 4 Lab.)

**INTD 7271  Cooperative Work Experience  (2)**
(Former course prefix/number INT 702)
Prerequisites: All second year major courses. This course provides practical work experience in a Dallas interior design studio with emphasis placed in the specialty of the students' choice. Areas of specialization are: commercial, residential, institutional, medical, architectural, retail, specifiers, lighting, restaurants, hotels, workroom vendors, computer aided drafting, education and others. The student, employer and instructor compile a written competency-based learning plan in the form of work objectives to be accomplished on the job. Sixteen seminar sessions each semester consist of informational speakers and film presentations concerning special problems and interests in the work place. This course may be repeated for credit. (1 Lec., 10 Lab.)

**INTD 7371  Cooperative Work Experience  (3)**
(Former course prefix/number INT 703)
Prerequisites: All second year major courses. This course provides practical work experience in a Dallas interior design studio with emphasis placed in the specialty of the students' choice. Areas of specialization are: commercial, residential, institutional, medical, architectural, retail, specifiers, lighting, restaurants, hotels, workroom vendors, computer aided drafting, education and others. The student, employer and instructor compile a written competency-based learning plan in the form of work objectives to be accomplished on the job. Sixteen seminar sessions each semester consist of informational speakers and film presentations concerning special problems and interests in the work place. This course may be repeated for credit. (1 Lec., 15 Lab.)

# INTERNATIONAL BUSINESS AND TRADE

All course descriptions in International Business and Trade will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at *[http://www.dcccd.edu/admiss/cd.htm]* or from an academic advisor beginning June 1, 1999.

# INTERNET PUBLISHING, TRAINING AND COMMERCE TECHNOLOGY

**WEBT 1270  The Multimedia/Internet Computer: Components and Operating Systems  (2)**
(Former course prefix/number WEB 140)
This course introduces the basic hardware, software and operating systems in the Multimedia/Internet computer. Students will identify and describe the function of each component. Various operating systems and corresponding Graphical User Interfaces (GUI's) will be presented with the student demonstrating competency in each system. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1271  Introduction To Internet Publishing  (2)**
(Former course prefix/number WEB 141)
Prerequisites: Concurrent enrollment in WEBT 1270 or demonstrated competence approved by program director. This course will review the history, employment possibilities, current trends and effects on society of the digital information age. Current Internet technology, project development methodology and evaluation will be described. Web development tools like HTML editors, scripting languages, graphic utilities, site administration and productivity software will also be discussed and demonstrated. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1272  Digital Media Production  (2)**
(Former course prefix/number WEB 142)
Prerequisites: Concurrent enrollment in WEBT 1270 or demonstrated competence approved by program director. This course introduces the student to the processes and tools of media acquisition for constructing media rich, web based information spaces. Emphasis is on skill building in the use of scanners, digital cameras, VCRs, camcorders, CD-ROM players and tape players to acquire digital objects. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1273  Instructional Design For Interactive Publishing  (2)**
(Former course prefix/number WEB 143)
Prerequisites: English 1301. This course provides an exploration of instructional design principles and methods utilized in the development of Web based interactive projects. Students will conduct a needs analysis, task analysis, estimate costs, and design media rich instructional sequences using flow charts, scripts, and story boards. Tools for evaluating Web based interactive projects will also be described. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1274  Writing For Interactive Publishing  (2)**
(Former course prefix/number WEB 144)
Prerequisites: English 1301. Introduction to the specialized writing requirements of electronic publishing will be covered. Emphasis is placed on ensuring script content is appropriate for Web based training, and marketing projects. (2 Lec.)

**WEBT 1275  Digital Graphics And Advanced Visual Design  (2)**
(Former course prefix/number WEB 145)
Prerequisites: Arts 1311, WEBT 1270, WEBT 1271, WEBT 1272 or demonstrated competence approved by program director. Visual design concepts for new media will be explored using raster and vector based software applications. Digital imaging and illustration projects will utilize advanced color theory, typography, 2D and 3D visual composition and communication techniques. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1276 Web Site Production Techniques (2)**
(Former course prefix/number WEB 146)
Prerequisites: Arts 1311, WEBT 1270, WEBT 1271, WEBT 1272 or demonstrated competence approved by program director. This course provides in-depth study of the tools required to publish electronic documents on the World-Wide Web. Emphasis is on utilizing Hyper Text Markup Language to construct media rich Web pages for distribution over the Internet. A review of HTML page editors with proficiency in their use is also required. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1277 Authoring Web Based Training (2)**
(Former course prefix/number WEB 147)
Prerequisites: Arts 1311, English 1301, WEBT 1270, WEBT 1271, WEBT 1272, or demonstrated competence approved by program director. This course will prepare students to design and develop Web Based Training and distance education programs using the Toolbook II Instructor authoring software. Emphasis is placed on hands-on use of the software to create media rich, interactive Internet training and educational programs. Topics will include organizational structure, navigation, branching, interactivity and course management systems. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1278 2D Digital Animation For Internet Publishing (2)**
(Former course prefix/number WEB 148)
Prerequisites: Arts 1311, WEBT 1270, WEBT 1271, WEBT 1272, or demonstrated competence approved by program director. Introduction of two dimensional animation techniques including; background and actor development, placement, movement, and timing of digital objects to create the illusion of movement. Emphasis will be on the specialized requirements of animation delivery over Internetworking systems. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1279 2D Virtual Reality For Internet Publishing (2)**
(Former course prefix/number WEB 149)
Prerequisites: Arts 1311, WEBT 1270, WEBT 1271, WEBT 1272, WEBT 1275, WEBT 1276, WEBT 1278 or demonstrated competence approved by program director. Advance study in animation software with emphasis on complex photo realistic 3D animation sequences delivered over Internetworking systems will be covered. Students will produce animated sequences involving movement of models, logos, and text in a 3D environment. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1280 Web Based Marketing & Commerce (2)**
(Former course prefix/number WEB 150)
Prerequisites: Arts 1311, English 1301, WEBT 1270, WEBT 1271, WEBT 1272, WEBT 1275, WEBT 1276, WEBT 1278 or demonstrated competence approved by program director. This course explores Web based marketing and electronic commerce. Emphasis will be on planning, designing and marketing digital storefronts. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1281 Managing Large-Scale Interactive Projects (2)**
(Former course prefix/number WEB 151)
Prerequisites: WEBT 1270, WEBT 1271, or demonstrated competence approved by program director. This course is an introduction to the complexities of managing large-scale interactive projects. Students will learn cost specification, budgeting, schedule construction, negotiation, team-building, time management and status reporting skills. Legal issues like intellectual property rights, contract agreements, ethics, and confidentiality will be described and applied through role-playing exercises. (2 Lec.)

**WEBT 1282 Authoring New Media Projects (2)**
(Former course prefix/number WEB 152)
Prerequisites: Arts 1311, WEBT 1270, WEBT 1271, WEBT 1272, WEBT 1273, WEBT 1275, WEBT 1276, WEBT 1277, WEBT 1278 or demonstrated competence approved by program director. Further study in the use of authoring software to produce advanced, media rich, interactive projects with emphasis on programming, scripting, cross-platform functionality and Internet distribution will be covered. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1283 Portfolio (2)**
(Former course prefix/number WEB 153)
Prerequisites: All previously listed Semester I & II WEBT, support courses and concurrent enrollment in Semester III WEBT courses or demonstrated competence approved by program director. Advanced directed study with development of a media rich, Internet project for corporate or in-house client. Additional topics will include an overview of professional practices required of the work place like networking, presentation skills and job-seeking techniques. Laboratory fee. (1 Lec., 2 Lab.)

**WEBT 1284 Web Server Management (2)**
(Former course prefix/number WEB 154)
Prerequisites: All previously listed Level I, WEBT and support courses or demonstrated competence approved by program director. This course explores the functionality of World-Wide Web server technology. Students will install, configure and optimize various server products. Laboratory fee. (1 Lec., 2 Lab.)

## WEBT 1285 Web Site Maintenance (2)
(Former course prefix/number WEB 155)
Prerequisites: All previously listed Level I, WEBT and support courses or demonstrated competence approved by program director. This course provides students the essential skills required to maintain large-scale Web sites. Emphasis is placed on; hardware/software maintenance, site analyzation and monitoring tools, backup procedures, disaster recovery, document management, site indexing/cataloging and security. Laboratory fee. (1 Lec., 2 Lab.)

## WEBT 1286 Web Based Training System Management (2)
(Former course prefix/number WEB 156)
Prerequisites: All previously listed Level I, WEBT and support courses or demonstrated competence approved by program director. This course provides skills required to manage web based training environments. Emphasis is placed on installation, configuration and maintenance of news, mail, chat and SQL servers. Laboratory fee. (1 Lec., 2 Lab.)

## WEBT 1370 Internet Scripting Languages (3)
(Former course prefix/number WEB 157)
Prerequisites: All previously listed Level I, WEBT and support courses or demonstrated competence approved by program director. This survey course explores Internet scripting languages. Emphasis will be placed on increasing Web page interactivity through development of CGI scripts to include; client-pull, server-push, dynamic page generation, and form processing techniques. Additionally, students will explore development of media rich Internet applications using Java. Laboratory fee. (2 Lec., 3 Lab.)

## WEBT 7371 Cooperative Work Experience (3)
(Former course prefix/number WEB 703)
Prerequisites: All previously listed Level I, WEBT, support courses, and concurrent enrollment in Semester IV WEBT courses or demonstrated competence approved by program director. Students will work either in an off-campus cooperative work arrangement or on a campus production team to create a Web based interactive project. This cooperative education offers the student college credit for practical work experience related to their career goals. Laboratory fee. (1 Lec., 14 Lab.)

# INVASIVE CARDIOVASCULAR TECHNOLOGY

## ICVT 1272 Introduction to the Cath Lab (2)
(Former course prefix/number ICV 139)
Prerequisite: A grade of "C" or better in all previous course work. Concurrent enrollment in Invasive Cardiovascular Technology 1375. This course introduces the student to a working cath lab. Under the supervision of faculty and clinical staff, the student will observe and familiarize themselves with various affiliated hospital cath labs. The student will, under the supervision of faculty and clinical staff, observe, assist, and perform tasks specific to the cath lab. Such tasks may include sterile back table setup, standard procedures, and laboratory operations. (20 Ext.)

## ICVT 1375 Cath Lab Fundamentals (3)
(Former course prefix/number ICV 137)
Prerequisite: Current American Heart Association Class C Basic Life Support certification. A grade of "C" or better in all previous support courses and Allied Health Imaging Core course work. Concurrent enrollment in Invasive Cardiovascular Technology 1570. This course introduces the diagnostic procedures used in the cath lab. Prior didactic instruction in cardiac physiology and medical imaging will be applied to cath lab procedures including patient preparation and monitoring, angiographic equipment setup and the coronary angiography procedure itself. Emphasis will be placed on hemodynamic data collection and analysis, X-Ray technology, and interventional procedures in the cardiac cath lab. Discussion will also focus on the beginning cath lab clinical experience. Laboratory fee. (3 Lec., 3 Lab.)

## ICVT 2371 Cath Lab III (3)
(Former course prefix/number ICV 220)
Prerequisite: A grade of "C" or better in all previous support courses and invasive cardiovascular course work. Concurrent enrollment in Invasive Cardiovascular Technology 2571. This course is a continuation of Invasive Cardiovascular Technology 2370. The student will study areas of opportunity outside the cath lab. These will include non-invasive cardiology, cardiac surgical procedures, and hospital administration as related to the cath lab. The course will also assist the student in role transition from student to cath lab employee. (3 Lec.)

**ICVT 2470  Cath Lab I  (4)**
(Former course prefix/number ICV 223)
Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work.  Concurrent enrollment in Invasive Cardiovascular Technology 2670. This course is a continuation of Invasive Cardiovascular Technology 1375.  An intensive study of advanced cardiovascular diagnostic procedures will occur. Emphasis will be on hemodynamic data collection and implications in relation to cardiac diseases.  Topics include electrophysiology studies, pacemakers, and an introduction to interventional procedures.  A term paper will be required. Laboratory fee. (3 Lec., 3 Lab.)

**ICVT 2471  Cath Lab II  (4)**
(Former course prefix/number ICV 224)
Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work.  Concurrent enrollment in Invasive Cardiovascular Technology 2671. This course is a continuation of Invasive Cardiovascular Technology 2470.  The student will study areas of opportunity outside the cath lab.  These will include non-invasive cardiology, cardiac surgical procedures, and hospital administration as related to the cath lab.  The course will also assist the student in the role transition from student to cath lab employee.  A term paper will be required. Laboratory fee. (3 Lec., 3 Lab.)

**ICVT 2670  Cath Lab Clinical I  (6)**
(Former course prefix/number ICV 225)
Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work.  Concurrent enrollment in Invasive Cardiovascular Technology 2470. This course will provide the student continued opportunity to observe, assist, and perform tasks specific to the cath lab.  Student will be assigned to an affiliated hospital cath lab. Laboratory fee. (32 Ext.)

**ICVT 2671  Cath Lab Clinical II  (6)**
(Former course prefix/number ICV 226)
Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work.  Concurrent enrollment in Invasive Cardiovascular Technology 2471. This course is a continuation of Invasive Cardiovascular Technology 2670.  The student will be provided continued opportunity to observe, assist, and perform tasks specific to the cath lab.  Students will be assigned to an affiliated hospital cath lab.  Laboratory fee.  (32 Ext.)

# LEGAL ASSISTANT

*All course descriptions in Legal Assistant will be revised prior to Fall 1999.  Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/cd.htm] or from an academic advisor beginning June 1, 1999.*

# MANAGEMENT

*All course descriptions in Management will be revised prior to Fall 1999.  Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/cd.htm] or from an academic advisor beginning June 1, 1999.*

# MARKETING CAREERS

*All course descriptions in Marketing Careers will be revised prior to Fall 1999.  Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/cd.htm] or from an academic advisor beginning June 1, 1999.*

# MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.)

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MATH 1314 is a 3 credit hour lecture course. MATH 1414 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

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## MATH 1314 College Algebra (3)
(This is a common course number. Former course prefix/number MTH 101)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015437)

## MATH 1316 Plane Trigonometry (3)
(This is a common course number. Former course prefix/number MTH 102)
Prerequisite: Mathematics 1314 or Mathematics 1414 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015337)

## MATH 1324 Mathematics For Business And Economics I (3)
(This is a common course number. Former course prefix/number MTH 111)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015237)

## MATH 1325 Mathematics For Business And Economics II (3)
(This is a common course number. Former course prefix/number MTH 112)
Prerequisite: Mathematics 1324. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015237)

## MATH 1332 College Mathematics I (3)
(This is a common course number. Former course prefix/number MTH 115)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015137)

## MATH 1333 College Mathematics II (3)
(This is a common course number. Former course prefix/number MTH 116)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 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 2701015137)

## MATH 1335 Fundamental Concepts Of Mathematics For Elementary Teachers (3)
(This is a common course number. Former course prefix/number MTH 117)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015137)

## MATH 1342 Introductory Statistics (3)
(This is a common course number. Former course prefix/number MTH 202)
Prerequisite: Two years of high school algebra and an appropriate test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)
(Coordinating Board Academic Approval Number 2705015137)

**MATH 1348  Analytic Geometry  (3)**
(This is a common course number.  Former course prefix/number MTH 121)
Prerequisite:  Mathematics 1316 or equivalent.  This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space.  (3 Lec.)
(Coordinating Board Academic Approval Number 2701015537)

**MATH 1371  Business Mathematics  (3)**
(Former course prefix/number MTH 130)
Prerequisites:  An appropriate assessment test score.  This course is a study of quantitative concepts in solving problems in various business areas.  Topics include: simple and compound interest, present and future value of an annuity, amortization, sinking funds, bank discounts, payrolls, taxes, insurance, mark up, mark down, depreciation, purchase discounts, corporate and government securities, and other problems of elementary mathematical applications to business finance.  (3 Lec.)

> MATH 1414 is a 4 credit hour lecture and laboratory course.  MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.

**MATH 1414  College Algebra  (4)**
(Former course prefix/number MTH 103)
Prerequisites:  Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions.  Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)
(Coordinating Board Academic Approval Number is 2701015437.)

# MEDICAL ASSISTING

**MEDA 1170  Law and Ethics for Health Professionals  (1)**
(Former course prefix/number MA 100)
Prerequisites:  GED or High school diploma.  Principles of medical ethics and law will be examined.  Topics include legal relationship between physician and patient, preparation and distribution of legal documents, initiation and termination of contracts, informed consent, professional liability and torts especially negligence, medico-legal aspects of Medical Assisting, maintenance of licenses and accreditation, types of medical practice. (1 Lec.)

**MEDA 1171  Medical Emergencies  (1)**
(Former course prefix/number MA 101)
Prerequisites:  GED or High School diploma. Participants will learn to recognize a medical emergency, maintain and utilize emergency equipment and supplies, apply first aid, communication in emergency situations and legal considerations.  Eight hours of the course are dedicated to lifesaving skills in respiratory and cardiac emergencies involving adults, children and infants and meets CPR certification standards.  Laboratory fee. (1 Lab.)

**MEDA 1172  Computer Applications for the Medical Office  (1)**
(Former course prefix/number MA 102)
Prerequisite:  Medical Assisting 1370.  Skill development in keyboarding is emphasized as the student is introduced to software applications for the medical office. Continued emphasis on business communication skills, correspondence, grammar and writing occurs. Laboratory fee. (1 Lec., 1 Lab.)

**MEDA 1270  Medical Office Procedures I  (2)**
(Former course prefix/number MA 103)
This course introduces telephone techniques, filing and indexing, correspondence, mail handling and bookkeeping skills.  Keyboarding and office skills and business transactions are emphasized.  Sheduling, appointment monitoring and hospital admission and surgical/outpatient procedures are also covered. Laboratory fee. (2 Lec., 1 Lab.)

**MEDA 1271  Human Diseases (2)**
(Former course prefix/number MA 104)
Prerequisite:  Medical Assisting 1370.  This course provides an overall view of the more common human diseases including the definition, etiology, signs and symptoms, course of the disease, diagnostic tests, and treatments. (2 Lec.)

**MEDA 1272  Transcription for the Medical Office  (2)**
(Former course prefix/number  MA 105)
Prerequisite:  Medical Assisting 1172 and Medical Assisting 1370.  Word processing and beginning transcription skills are emphasized in transcribing medical data.  Emphasis will be on medical office applications. Laboratory fee. (1 Lec., 2 Lab.)

**MEDA 1273  Medical Office Procedures II  (2)**
(Former course prefix/number  MA 106)
Prerequisite:  Medical Assisting 1270 and Medical Assisting 1370.  This course provides an overview of administrative techniques required in a health care setting.  Emphasis is placed on time management, policies and procedures, quality control, equipment and supply inventory, and hiring. (2 Lec.)

**MEDA 1274 Medical Office Externship (2)**
(Former course prefix/number MA 107)
Prerequisites: Successful completion of all the following coursework: Medical Assisting 1170, Medical Assisting 1171, Medical Assisting 1172, Medical Assisting 1270, Medical Assisting 1271, Medical Assisting 1272, Medical Assisting 1273, Medical Assisting 1279, Medical Assisting 1370, English 1301, and Speech Communications 1311. Medical Office Externship gives the student the opportunity to perform administrative medical assisting skills in health care settings. The student performs 80 hours of the administrative functions of medical assisting in a job setting. (5 Lab.)

**MEDA 1275 Clinical Procedures I (2)**
(Former course prefix/number MA 108)
Prerequisites: Medical Assisting 1271 and Medical Assisting 1370. This course instructs the Medical Assisting student in obtaining and recording patient histories, assessing patients' vital signs, assisting the physician with physical examinations, recognizing instruments used in the various examinations, caring for equipment in the office, and disposing of hazardous wastes. Additional topics include basic aseptic techniques, prevention of infections, materials management, and cultural awareness. Laboratory fee. (1 Lec., 2 Lab.)

**MEDA 1276 Clinical Procedures II (2)**
(Former course prefix/number MA 109)
Prerequisite: Medical Assisting 1275. This course introduces the Medical Assisting student to more complex physical examinations techniques including assisting with surgical office procedures, surgical asepsis, setting up surgical trays, gowning and gloving, collecting and labeling of surgical specimens, and maintaining surgical records including informed consent. The technique and theory of phlebotomy including capillary puncture, venipuncture, pediatric phlebotomy and universal precautions are also covered. Laboratory fee. (1 Lec., 2 Lab.)

**MEDA 1277 Medical Office Laboratory Procedures (2)**
(Former course prefix/number MA 110)
Prerequisite: Medical Assisting 1275. This course provides an overview of the collection of specimens of body fluids and secretions using CDC universal precautions guidelines. Also included are techniques for processing specimens using quality control, the use and care of the microscope and other laboratory equipment, and basic microbiology. Laboratory fee. (1 Lec., 2 Lab.)

**MEDA 1278 Clinical Office Externship (2)**
(Former course prefix/number MA 111)
Prerequisite: Successful completion of all the following course work: Medical Assisting 1170, Medical Assisting 1171, Medical Assisting 1172, Medical Assisting 1275, Medical Assisting 1276, Medical Assisting 1277, Medical Assisting 1280, Medical Assisting 1370, and English 1301. Clinical Office Externship gives the student the opportunity to perform clinical assisting skills in health care settings. The student performs 80 hours of the clinical functions of medical assisting in a job setting. (5 Lab.)

**MEDA 1279 Medical Office Coding and Insurance (2)**
(Former course prefix/number MA 112)
Prerequisites: Medical Assisting 1271 and Medical Assisting 1370 must be taken prior to or concurrently. Diagnosis and procedure coding for the medical office is presented. ICD-9 coding CPT are covered as well as insurance programs, both public and private, including worker's compensation claims, Medicare and Medicaid claims. Fundamentals of medical recordkeeping including creation, maintenance and protection of medical records, electronic claims submission and the precertification process are presented. Laboratory fee. (2 Lec., 1 Lab.)

**MEDA 1280 Pharmacology and Medication Administration (2)**
(Former course prefix/number MA 113)
Prerequisites: Medical Assisting 1275 and Medical Assisting 1370. This course provides an overview of the drug classifications used in the physicians' offices, dosage preparation, the administration of oral and parenteral medications, and the maintenance of medication records. Laboratory fee. (2 Lec., 1 Lab.)

**MEDA 1370 Medical Terminology (3)**
(Former course prefix/number MA 114)
Prerequisites: GED or high school diploma. This course presents a basic introduction to the organization, structure, function and tissues of the human body. Major systems to be discussed include the skeletal, muscle, nervous and endocrine systems, as well as the structure and organization of the human body. Students will examine the word structure and spelling of terms related to these system. (3 Lec.)

# MEDICAL LABORATORY TECHNICIAN

### MDLT 1171 Practicum I (1)
(Former course prefix/number MLT 143)
Prerequisite: Completion of in Medical Laboratory Technology 1470 with a minimum grade of "C". This course provides supervised clinical practice in a hematology laboratory. The student will perform procedures associated with hematologic studies including computer applications. (8 Ext.)

### MDLT 1370 Immunology/Serology (3)
(Former course prefix/number MLT 136)
Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 1470 or demonstrated competence approved by instructor. The theory and practice of clinical immunology are presented. Serological laboratory procedures are performed and applied to diagnostic correlations. Laboratory fee. (2 Lec., 3 Lab.)

### MDLT 1371 Immunohematology (3)
(Former course prefix/number MLT 137)
Prerequisites: Acceptance into the Medical Laboratory Technology Program and a minimum grade of "C", and concurrent enrollment in Medical Lab Technology 1370. The theory and practice of clinical immunohematology are presented. An overview of modern blood banking will include component preparation to specialized testing necessary for antibody identification. Laboratory fee. (2 Lec., 4 Lab.)

### MDLT 1470 Hematology (4)
(Former course prefix/number MLT 133)
Prerequisite: Acceptance into the Medical Laboratory Technician Program, completion of Biology 2401 or Biology 1470 and English 1301 with a minimum grade of "C". The theory and basic techniques used in the hematological examination of blood are presented. Laboratory fee. (3 Lec., 4 Lab.)

### MDLT 1471 Clinical Practice I (4)
(Former course prefix/number MLT 141)
Prerequisites: Minimum grade of "C" in all previous Medical Laboratory Technology course work and an overall minimum grade of "C" in non-technical course work. This course provides supervised clinical practice in hematology, serology, blood banking, and phlebotomy. The student will perform procedures associate with the various laboratory areas including computer applications. The student is assigned to a clinical laboratory. (35 Lab.)

### MDLT 2271 Medical Microbiology II (2)
(Former course prefix/number MLT 237)
Prerequisite: Minimum grade of "C" in Medical Laboratory Technology 2470. This course is a continuation of Medical Laboratory Technology 2470. It includes a study of the isolation and identification procedures for selected bacteria, fungi, and parasites. Laboratory fee. (1 Lec., 4 Lab.)

### MDLT 2272 Practicum II (2)
(Former course prefix/number MLT 244)
Prerequisites: Completion of Medical Laboratory Technology 2570, Medical Laboratory Technology 2371 with a minimum grade of "C". This course provides supervised clinical practice in clinical chemistry and serology. The student will perform procedures associated with various laboratory areas including computer applications. The student is assigned to a clinical laboratory. (14 Ext.)

### MDLT 2273 Practicum III (2)
(Former course prefix/number MLT 245)
Prerequisites: Completion of Medical Laboratory Technology 2372 and Medical Laboratory Technology 2473 with a minimum grade of "C". This course provides supervised clinical practice in immunohematology and clinical microbiology. The student will perform procedures associated with various laboratory areas including computer applications. The student is assigned to a clinical laboratory. Completion of this course requires passing a comprehensive examination. (20 Ext.)

### MDLT 2370 Urinalysis And Body Fluids (3)
(Former course prefix/number MLT 225)
Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 1370, 1371, 1372, and 1470 or demonstrated competence approved by the instructor. This course is a study of the theory and laboratory procedures used in the analysis of urine and other body fluids. Laboratory fee. (2 Lec., 4 Lab.)

### MDLT 2371 Immunology/Serology (3)
(Former course prefix/number MLT 214)
Prerequisites: Acceptance into the Medical Laboratory Technology program. An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. Laboratory fee. (2 Lec., 2 Lab.)

### MDLT 2372 Immunohematology (3)
(Former course prefix/number MLT 243)
Prerequisite: Acceptance into the Medical Laboratory Technology program. A study of blood group antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, cross matching, elution, and absorption techniques. Laboratory fee. (2 Lec., 2 Lab.)

**MDLT 2470 Medical Microbiology I (4)**
(Former course prefix/number MLT 229)
Prerequisites: Completion of the first year of the Medical Laboratory Technology Program or demonstrated competence approved by the instructor. The fundamentals of microbial life are studied. Methods and procedures used in diagnostic microbiology are covered. Included are the principles of aseptic techniques, susceptibility testing of bacteria, quantification of selected bacteria. The normal body flora are discussed, and the relationship of these bacteria to disease in humans is emphasized. Laboratory fee. (3 Lec., 4 Lab.)

**MDLT 2471 Clinical Chemistry (4)**
(Former course prefix/number MLT 231)
Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 2470 and completion of Chemistry 2401. This course focuses on the theory and procedures used in the clinical chemistry laboratory. Both manual and automated methods are presented in lectures and laboratory assignments. Laboratory fee. (3 Lec., 4 Lab.)

**MDLT 2472 Clinical Practice II (4)**
(Former course prefix/number MLT 241)
Prerequisites: Minimum grade of "C" in all previous Medical Laboratory Technology course work and an overall minimum grade of "C" in non-technical course work. This course provides supervised clinical practice in diagnostic microbiology and clinical chemistry and urinalysis. The student will perform procedures associated with the various laboratory areas including computer applications. The student is assigned to a clinical laboratory. (35 Lab.)

**MDLT 2473 Clinical Microbiology (4)**
(Former course prefix/number MLT 247)
Prerequisite: Acceptance into the Medical Laboratory Technology program. Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Laboratory fee. (3 Lec., 4 Lab.)

**MDLT 2570 Clinical Chemistry (5)**
(Former course prefix/number MLT 246)
Prerequisite: Chemistry 1411 and Chemistry 1412 with a minimum grade of "C" and acceptance into the Medical Laboratory Technology program. An introduction to the principles and procedures of various tests performed on Clinical Chemistry, including urinalysis and body fluids. Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology. Laboratory fee. (4 Lec., 4 Lab.)

# MEDICAL STAFF SERVICES

**MEDS 1270 Legal and Ethical Aspects of Health Care (2)**
(Former course prefix/number MED 102)
The focus of this course is on the legal processes and ethical aspects affecting health care. Exposure to legal terminology and statutes, as well as ethical decision making is provided. Confidentiality, consent, patient rights, liability and negligence will be covered. (2 Lec.)

**MEDS 1370 Medical Staff Services I (3)**
(Former course prefix/number MED 100)
This introductory course covers the fundamental concepts, principles and organization of the Medical Staff Office in a health care organization. The role of the office, organization of health care facilities, credentialing of medical staff and allied health practitioners, staff appointments, privilege delineation, monitoring and documenting proctoring, peer review, medical management, and preparing agendas and minutes are covered. (3 Lec.)

**MEDS 1371 Medical Staff Services II (3)**
(Former course prefix/number MED 101)
Prerequisite: Medical Staff Services 1370. This course is a continuation of Medical Staff Services 1370, covering the process of meeting standards of the Joint Commission on the Accreditation of Health Care Organizations (JCAHO), National Committee for Quality Assurance (NCQA), state licensure laws and other regulatory requirements. (3 Lec.)

**MEDS 2270 Performance Improvement (2)**
(Former course prefix/number MED 201)
Performance Improvement efforts in health care are the focus of this course. Quality assessment techniques, utilization review, medical staff peer review and risk management are covered. The roles and responsibilities of individuals involved in performance improvement are also included. (2 Lec.)

**MEDS 2370 Medical Staff Sciences Directed Study (2)**
(Former course prefix/number MED 200)
Prerequisite: All Medical Staff Services courses. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with learning objectives. Emphasis is on developing organizational and problem-solving skills. Laboratory fee. (1 Lec., 20 Lab.)

# MEDICAL TRANSCRIPTION

## MEDT 1270 Disease Processes I (2)
(Former course prefix/number MTR 135)
This course includes the study of common human disease conditions, including prevention, etiology, signs and symptoms, diagnostic and treatment modalities and prognosis. Medical references will be used for research and verification. (2 Lec.)

## MEDT 1271 Introduction to Medical Word Processing (2)
(Former course prefix/number MTR 137)
Prerequisite: Admission to the Medical Transcription program. This course is designed to introduce students to the concepts of word processing with actual experience in composing, dictating, and producing simulated written communications as used in the medical field. Laboratory fee. (1 Lec., 2 Lab.)

## MEDT 1370 Fundamentals of Medical Transcription (3)
(Former course prefix/number MTR 133)
Prerequisite: Admission to the Medical Transcription program and typing skills of 50 words per minute corrected or instructor approval. This course is an introduction to the health care record and medical documentation. Included will be transcription of basic medical dictation utilizing English mechanics and machine transcription skills. Proofreading, editing and accuracy and production will be stressed. Medicolegal and ethics issues will also be covered. Laboratory fee. (2 Lec., 3 Lab.)

## MEDT 1470 Medical Terminology (4)
(Former course prefix/number MTR 131)
This course is a study of the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Emphasis is on pronunciation, spelling, and definitions. Exercises in the use of the medical dictionary are included. (4 Lec.)

## MEDT 1471 Medical Transcription (4)
(Former course prefix/number MTR 141)
Prerequisite: Admission to the Medical Transcription program and completion of Medical Transcription 1370 and prior course work with a "C" or better or instructor approval. Speed and accuracy in transcription, use of transcribing equipment, and medical-surgical terminology are all included in this course. Practice in completing medical forms, transcribing medical-surgical reports, and handling medical correspondence is emphasized. Laboratory fee. (2 Lec., 6 Lab.)

## MEDT 1472 Disease Processes II (4)
(Former course prefix/number MTR 145)
Prerequisite: "C" or better in previous courses and completion of Medical Transcription 1270. This course is a continuation of Medical Transcription 1270. Common human disease conditions will be covered. Included will be prevention, etiology, signs and symptoms, diagnostic and treatment modalities and prognosis. (4 Lec.)

## MEDT 7472 Cooperative Work Experience (4)
(Former course prefix/number MTR 714)
Prerequisite: Completion of all Medical Transcription course work with a "C" or concurrent enrollment in Medical Transcription 1471 or coordinator approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar will consist of exploration and analysis of the impact of the work environment on the medical transcriptionist. Resources for professional and career development will be included. (1 Lec., 20 Lab.)

# MUSIC

### (Music [MUSI] and Applied Music [MUAP])

## MUSI 1116 Musicianship I (1)
(This is a common course number. Former course prefix/number MUS 161)
Prerequisite: Music 1300 and 1371 or demonstrated competence approved by the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045630)

## MUSI 1117 Musicianship II (1)
(This is a common course number. Former course prefix/number MUS 162)
Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045630)

## MUSI 1132 Keyboard Ensemble (1)
(This is a common course number. Former course prefix/number MUS 174)
Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1137  Guitar Ensemble  (1)**
(This is a common course number. Former course prefix/number MUS 103)
Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1143  Vocal Ensemble  (1)**
(This is a common course number. Former course prefix/number MUS 155)
Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035730)

**MUSI 1151  Chamber Ensemble  (1)**
(This is a common course number. Former course prefix/number MUS 177)
Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035830)

**MUSI 1181  Piano Class I  (1)**
(This is a common course number. Former course prefix/number MUS 117)
This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075130)

**MUSI 1182  Piano Class II  (1)**
(This is a common course number. Former course prefix/number MUS 118)
Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075130)

**MUSI 1183  Voice Class I  (1)**
(This is a common course number. Former course prefix/number MUS 151)
This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085130)

**MUSI 1184  Voice Class II  (1)**
(This is a common course number. Former course prefix/number MUS 152)
This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085130)

**MUSI 1192  Guitar Class I  (1)**
(This is a common course number. Former course prefix/number MUS 119)
This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009035130)

**MUSI 1193  Guitar Class II  (1)**
(This is a common course number. Former course prefix/number MUS 120)
Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009035130)

**MUSI 1300  Foundations Of Music I  (3)**
(This is a common course number. Former course prefix/number MUS 113)
This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1304  Foundations Of Music II  (3)**
(This is a common course number. Former course prefix/number MUS 114)
Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1306  Music Appreciation  (3)**
(This is a common course number. Former course prefix/number MUS 104)
The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025130)

## MUSI 1308  Music Literature  (3)
(This is a common course number.  Former course prefix/number MUS 110)
The music of recognized composers in the major periods of music history is examined.  Topics include the characteristics of sound, elements of music, performance media, and musical texture.  Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025230)

## MUSI 1309  Music Literature  (3)
(This is a common course number.  Former course prefix/number MUS 111)
This course is a continuation of Music 1308.  The compositional procedures and forms used by composers are studied.  Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025230)

## MUSI 1311  Music Theory I  (3)
(This is a common course number.  Former course prefix/number MUS 145)
Prerequisite:  Music 1300 and 1371 or demonstrated competence approved by the instructor.  This course is designed for music majors and minors.  Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes.  It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045130)

## MUSI 1312  Music Theory II  (3)
(This is a common course number.  Former course prefix/number MUS 146)
Prerequisite:  Music 1311 or demonstrated competence approved by the instructor.  This course focuses on part-writing and harmonization with triads and their inversions.  Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods.  It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045130)

## MUSI 1372  Digital Music Production  (3)
(Former course prefix/number MUS 153)
Prerequisite:  One semester of music theory and keyboard or demonstrated competence approved by the instructor.  This course is designed to introduce major/non-major music students to the MIDI technology as an extension of the music theory/keyboard curriculum.  Various MIDI devices, computer hardware, and computer software will be explored. This course may be repeated for credit. (2 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number is 5009035630.)

## MUSI 1373  Digital Music Production  (3)
(Former course prefix/number MUS 154)
Prerequisite:  Successful completion of Music 1372 or demonstrated competence approved by the instructor.  This course is a continuation of Music 1372 and will present advanced concepts in music production.  This course may be repeated for credit. (2 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number is 5009045130.)

## MUSI 1386  Composition  (3)
(This is a common course number.  Former course prefix/number MUS 203)
Prerequisites:  Music 1311 and 1312 or demonstrated competence approved by the instructor.  This course covers composing in small forms for simple media in a variety of styles.  This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045330)

## MUSI 2116  Musicianship III  (1)
(This is a common course number.  Former course prefix/number MUS 271)
Prerequisite:  Music 1116 and 1117 or demonstrated competence approved by the instructor.  Keyboard and aural skills (including sight-singing and ear training) are developed.  It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045730)

## MUSI 2118  Musicianship IV  (1)
(This is a common course number.  Former course prefix/number MUS 272)
Prerequisite:  Music 2116 or demonstrated competence approved by the instructor.  This course is a continuation of Music 2116.  It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045730)

## MUSI 2311  Music Theory III  (3)
(This is a common course number.  Former course prefix/number MUS 245)
Prerequisite:  Music 1311 and 1312 or demonstrated competence approved by the instructor.  This course is a continuation of the study of music theory.  It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis.  It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045230)

## MUSI 2312  Music Theory IV  (3)
(This is a common course number.  Former course prefix/number MUS 246)
Prerequisite:  Music 2311 or demonstrated competence approved by the instructor.  This course is a continuation of the topics developed in Music 2311.  The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music.  It is recommended that students enrolled in Music 2118 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045230)

**MUSI 9175  Recital  (1)**
(Former course prefix/number MUS 199)
This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

**MUAP 1101-1181  Applied Music-Minor  (1)**
This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUAP 1101 Applied Music-Violin  (1)**
(This is a common course number. Former course prefix/number MUS 124)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1105 Applied Music-Viola  (1)**
(This is a common course number. Former course prefix/number MUS 125)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1109 Applied Music-Cello  (1)**
(This is a common course number. Former course prefix/number MUS 126)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1161 Applied Music-Guitar  (1)**
(This is a common course number. Former course prefix/number MUS 140)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1165 Applied Music-Organ  (1)**
(This is a common course number. Former course prefix/number MUS 122)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1169 Applied Music-Piano  (1)**
(This is a common course number. Former course prefix/number MUS 121)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1181 Applied Music-Voice  (1)**
(This is a common course number. Former course prefix/number MUS 123)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2201-2281  Applied Music-Concentration  (2)**
This course is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of one hour of instruction per week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUAP 2201 Applied Music-Violin  (2)**
(This is a common course number. Former course prefix/number MUS 224)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2205 Applied Music-Viola  (2)**
(This is a common course number. Former course prefix/number MUS 225)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2261 Applied Music-Guitar  (2)**
(This is a common course number. Former course prefix/number MUS 240)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2265 Applied Music-Organ  (2)**
(This is a common course number. Former course prefix/number MUS 222)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2269 Applied Music-Piano  (2)**
(This is a common course number. Former course prefix/number MUS 221)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2281 Applied Music-Voice  (2)**
(This is a common course number. Former course prefix/number MUS 223)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2301-2381  Applied Music-Major  (3)**
This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's major instrument and consists of one hour of instruction per week. This course may be repeated for credit. Laboratory fee. (1 Lec.)

**MUAP 2301 Applied Music-Violin  (3)**
(This is a common course number. Former course prefix/number MUS 254)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2305 Applied Music-Viola  (3)**
(This is a common course number. Former course prefix/number MUS 255)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2361 Applied Music-Guitar  (3)**
(This is a common course number. Former course prefix/number MUS 270)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2365 Applied Music-Organ  (3)**
(This is a common course number. Former course prefix/number MUS 252)
(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2369 Applied Music-Piano  (3)**
(This is a common course number. Former course prefix/number MUS 251)
(Coordinating Board Academic Approval Number 5009035430)

# NURSING

## NURS 1370  Basic Pharmacology  (3)
(Former course prefix/number NUR 101)
Prerequisites:  Minimum grade of "C" in Biology 1470 or 2401 and concurrent enrollment in Biology 1472 or 2402. Registered Nurses or Licensed Vocational Nurses may enroll for refresher purposes.  This course will be a comprehensive study of pharmacologic agents utilized by nurses and other health care workers.  The focus is on the overall classification and pharmacokinetic properties of that classification.  Drugs affecting all body systems are included. (3 Lec.)

## NURS 1371  Introduction To Pathophysiology  (3)
(Former course prefix/number NUR 102)
Prerequisites:  Biology 1470 or 2401 and concurrent enrollment in Biology 1472 or 2402.  Registered nurses or Licensed Vocational Nurses may enroll for refresher purposes.  This course will provide a basic introduction to pathophysiology of disease processes.  The focus of the course will include a systems approach to the development of disease, abnormal physiological responses, clinical manifestations, and some treatment modalities. (3 Lec.)

## NURS 1570  Transition from Vocational to Professional Nursing  (5)
(Former course prefix/number NUR 147)
Prerequisites:  Current Texas LVN license, admission to the Associate Degree Nursing Program, and "C" grade or better in Biology 1470 or Biology 2401, Psychology 2301, English 1301, and Mathematics 1314 or Mathematics 1470 equaling a grade point average of 2.5 or better.  Additional prerequisites include Biology 1472 or 2402, 2420, Psychology 2314 and Speech Communication 1311 with a minimum grade of "C".  Licensed Vocational Nurses will take this course in place of Nursing 1870 and 1971.  This course will include assessment of the student's theoretical, attitudinal, and psychomotor skills.  Content will focus on the change in role from LVN to RN, communication, application of the nursing process, and maintenance of homeostasis. Specific areas of emphasis include problems of fluid and electrolytes, inflammation/immune response, abnormal cell proliferation, nutrition, pregnancy, birth, the neonate/child, and psychosocial aspects.  Upon successful completion of this course, the student will be granted 12 hours of equivalency for Nursing 1870 and 1971. Laboratory fee. (4 Lec., 3 Lab.)

## NURS 1870  Introduction to Process and Practice of Nursing  (8)
(Former course prefix/number NUR 144)
Prerequisites:  Admission to the program and "C" grade or better in Biology 1470 or Biology 2401, Psychology 2301, English 1301 and Mathematics 1314 or Mathematics 1470 equaling a grade point average of 2.5 or better.  Concurrent enrollment in Biology 1472 or Biology 2402 and Psychology 2314.  This course introduces the nursing process and nursing behaviors appropriate to roles performed in the practice of nursing. Focus is on health promotion/disease prevention, basic pharmacological concepts, caring, ethical/legal aspects, and decision making processes in the care of adults in acute and transitional care settings.  Emphasis is on beginning assessment, psychomotor, and communication skills.  Content includes applicable competencies in basic workplace skills.  Laboratory fee. (4 Lec., 2 Lab., 10 Ext.)

## NURS 1971  Family Nursing  (9)
(Former course prefix/number NUR 148)
Prerequisites: Minimum grade of "C" in Nursing 1870, Biology 1472 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311.  This course utilizes the nursing process to deliver care to individuals and families in varied structured health care settings.  Focus is on the unique roles of the nurse in the collaborative management of individuals and families during childbearing and childrearing ages.  Students are introduced to the role of the nurse and participate in caring for individuals undergoing selected surgical intervention.  Emphasized are aspects of health promotion 'and health maintenance, nutrition, pharmacologic management, communication, ethical/legal aspects, and course-related psychomotor skills.  Clinical experiences provide opportunities for physical and psychosocial assessment of newborns, children and adults.  Content includes applicable competencies in basic workplace skills.  Laboratory fee. (5 Lec., 2 Lab., 10 Ext.)

## NURS 2270  Transition to Professional Nursing  (2)
(Former course prefix/number NUR 262)
Prerequisites:  Minimum grade of "C" in Nursing 2870 and Nursing 2375.  Concurrent enrollment in Nursing 2972 and an approved elective course.  This course focuses on leadership and management theories, economics, trends and issues in health care.  Emphasis is on ethical/legal aspects of professional nursing roles in health care delivery systems.  Content includes applicable competencies in basic workplace skills. (2 Lec.)

**NURS 2375 Mental Health Nursing (3)**
(Former course prefix/number NUR 260)
Prerequisites: Minimum grade of "C" in Nursing 1971, Biology 2420, and Speech Communication 1311. Concurrent enrollment in Nursing 2870 and in a Humanities course. LVN Option: Minimum of "C" in Nursing 1570. This course introduces the students to nursing care of indivduals and families who are experiencing alterations in mental health. Focus is on assessment, communication techniques, and collaborative roles of the nurse in a variety of health settings. Emphasis is on psychopathology of mental disorders as well · as promotion of mental health. Students are introduced to a wide range of therapeutic modalities, with an emphasis on pharmacotherapeutic interventions. Content includes applicable competencies in basic workplace skills. Laboratory fee. (2 Lec., 3 Ext.)

**NURS 2870 Nursing of Adults With Commonly Occurring Health Problems (8)**
(Former course prefix/number NUR 261)
Prerequisites: Minimum grade of "C" in Nursing 1971, Biology 2420, and Speech Communication 1311. Concurrent enrollment in Nursing 2375 and in a Humanities course. LVN Option: Minimum of "C" in Nursing 1570. This course introduces the students to nursing care of adults who are experiencing commonly occurring health problems. Emphasis is on health promotion and the pathophysiology and treatment modalities for a variety of illnesses. Focus is on performance of an adult assessment, pharmacotherapeutic interventions, and the collaborative role of the nurse in the delivery of nursing care. Provision of care in diverse health care settings, work organization, time management, communication techniques, and critical thinking skills will be emphasized. Content includes applicable competencies in course-related psychomotor and basic workplace skills. Laboratory fee. (4 Lec., 12 Ext.)

**NURS 2972 Advanced Medical-Surgical Nursing/Synthesis (9)**
(Former course prefix/number NUR 263)
Prerequisites: Minimum grade of "C" in Nursing 2870 and Nursing 2375. Concurrent enrollment in Nursing 2270 and an approved elective course. This course focuses on nursing care of individuals who are experiencing acute episodes of illness and/or multi-system failure. Pathophysiology, treatment modalities, and nursing interventions are emphasized. Focus is on integration of critical thinking skills in coordinating care of multiple individuals in collaboration with the health care team. Principles of health promotion and health restoration are addressed. Content includes applicable competencies in course-related psychomotor and basic workplace skills. Laboratory fee. (4 Lec., 15 Ext.)

# NUTRITION

**NUTR 1322 Principles of Nutrition (3)**
(Former course prefix/number NTR 101. Common Course Number is HECO 1322)
This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)
(Coordinating Board Academic Approval Number 1905025133)

# OFFICE TECHNOLOGY

**OFCT 1170 Contemporary Topics In Office Technology (1)**
(Former course prefix/number OFC 143)
Prerequisites: Demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office technology fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours. (1 Lec.)

**OFCT 1171 Keyboarding (1)**
(Former course prefix/number OFC 176)
This course is for students with no previous training in typing. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 1172 Introduction To Word Processing (1)**
(Former course prefix/number OFC 182)
Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the fundamental techniques required in the operation of word processing software. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different software. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 1173 Keyboarding For Speed And Accuracy (1)**
(Former course prefix/number OFC 183) ·
This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Keyboarding or Advanced Keyboarding Applications. May be repeated for credit. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 1175 Office Machines I (1)**
(Former course prefix/number OFC 192)
Business mathematical skills needed to operate office calculators are reviewed. Speed and accuracy skills using ten-key touch are developed. Laboratory fee. (1 Lec.)

**OFCT 1270 Contemporary Topics In Office Technology (2)**
(Former course prefix/number OFC 144)
Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (2 Lec.)

**OFCT 1271 Office Information Systems Concepts (2)**
(Former course prefix/number OFC 179)
Prerequisite: Office Technology 1375. This course introduces information/word processing and describes its effect on traditional office operations. Basic information/word processing principles, concepts, terminology and advantages of word processing systems are introduced. This course does not include the operation of a word processor or microcomputer. (2 Lec.)

**OFCT 1370 Contemporary Topics In Office Technology (3)**
(Former course prefix/number OFC 145)
Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (3 Lec.)

**OFCT 1371 Automated Filing Procedures (3)**
(Former course prefix/number OFC 150)
Prerequisite: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

**OFCT 1372 Office Calculating Machines (3)**
(Former course prefix/number OFC 160)
This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Laboratory fee. (3 Lec.)

**OFCT 1373 Office Procedures (3)**
(Former course prefix/number OFC 162)
Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

**OFCT 1374 Legal Terminology And Transcription (3)**
(Former course prefix/number OFC 167)
Prerequisites: Office Technology 1376 and Office Technology 1378 or concurrent enrollment or demonstrated competence approved by the instructor. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

**OFCT 1375 Beginning Keyboarding (3)**
(Former course prefix/number OFC 172)
This course is for students with no previous training in computer keyboarding. Fundamental techniques are developed. The skills of producing manuscripts, business letters, and tabulations are introduced. Laboratory fee. (2 Lec., 3 Lab.)

**OFCT 1376 Intermediate Keyboarding (3)**
(Former course prefix/number OFC 173)
Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. Keyboarding techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in producing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

**OFCT 1377 Office Systems and Applications (3)**
(Former course prefix/number OFC 101)
Prerequisite: Concurrent enrollment in Office Technology 1375 or demonstrated competence. This course introduces the principles and concepts of office information systems as they relate to today's office worker. Basic concepts and terminology that include the topics of ergonomics, operating systems, hardware, business software, and electronics communications will be presented. Hands-on introduction to application software for business and personal use will also be included. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 1378  Text Processing Transcription  (3)
(Former course prefix/number OFC 102)
Prerequisite:  Office Technology 1376 or demonstrated competence.   This   course   introduces   the   basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis   is   placed   on   grammar,   punctuation, proofreading,   and   spelling   skills   required   in   text processing   applications.    Accuracy   and   speed   are developed   to   a   proficient   level.    Composition   and dictation   of   business   communications   are   included. Computers and audio transcription machines are used for lab requirement. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 1379  Word Processing I  (3)
(Former course prefix/number OFC 105)
Prerequisite:  Office Technology 1375 or demonstrated competence.  This introductory course develops word processing skills to a proficient level necessary for employment in an office environment or for personal use.  Emphasis is on creating, editing, formatting, and printing documents.   May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 1380  Business Software Applications I  (3)
(Former course prefix/number OFC 112)
This   beginning-level   course   emphasizes   the   basic functions   of   spreadsheet,   database,   graphics,   or communication software required for office employment. May   be   repeated   for   credit   as   software   changes. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 2170  Word Processing Applications  (1)
(Former course prefix/number OFC 282)
This course is designed for students who have a basic knowledge   of   word   processing.    Advanced   word processing   concepts   and   machine   functions   are developed.   Special emphasis is placed on producing mailable documents.  May be repeated for credit using different emphasis. Laboratory fee. (1 Lec., 1 Lab.)

## OFCT 2171  Specialized Software I  (1)
(Former course prefix/number OFC 283)
Specialized applications are performed using automated equipment which the student has previously mastered. Applications may include word processing, graphics, math   functions,   spreadsheets,   databases,   desktop publishing,  and  the  use  of  other  software  packages. Microcomputers will be used in this course.   May be repeated for credit using different emphasis/equipment. Laboratory fee. (1 Lec., 1 Lab.)

## OFCT 2172  Specialized Software II  (1)
(Former course prefix/number OFC 284)
Specialized applications are performed using automated equipment that the student has previously mastered. More advanced applications may include graphics, math functions,   spreadsheets,   databases,   and   desktop publishing. This course may be repeated for credit using different emphasis/equipment. (1 Lec., 1 Lab.)

## OFCT 2270  Advanced Keyboarding Applications  (2)
(Former course prefix/number OFC 273)
Decision-making and production of all types of business materials under timed conditions are emphasized.  A continuation of skill development and a review of keyboarding techniques are also stressed.  Accuracy at advanced speeds is demanded.   Laboratory fee. (1 Lec., 2 Lab.)

## OFCT 2370  Business Communications  (3)
(Former course prefix/number OFC 231)
Prerequisites:   Office Technology 1375 and English 1301 or demonstrated competence approved by the instructor.  This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications.  A critical analysis of the appearance and content of representative business correspondence,   proposals,   and   reports   is   made. (3 Lec.)

## OFCT 2371  Legal Secretarial Procedures  (3)
(Former course prefix/number OFC 274)
Prerequisite: Completion of, or concurrent enrollment in, Office Technology 1374, or demonstrated competence approved by the instructor.   This course focuses on procedures of the legal secretary.   Topics include reminder and filing systems, telephone usage, dictation and   correspondence,   the   preparation   of   legal documents, and the court system.  Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping,  and  ethics  are  also  covered.   Ways  to obtain  a  position  as  a  legal  secretary  are  described. (3 Lec.)

## OFCT 2372  Word Processing II  (3)
(Former course prefix/number OFC 205)
This course is designed to develop advanced features to a proficient level of a comprehensive word processing program.  Applications and desktop publishing projects requiring   critical   thinking   and   decision   making   as expected in the office environment will be included.  May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 2373  Business Software Applications II  (3)
(Former course prefix/number OFC 212)
This intermediate-level course expands the usefulness and functions of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Applications require critical thinking   and   decision   making.    May   be   repeated   for credit as software changes.   Laboratory fee.  (2 Lec., 2 Lab.)

**OFCT 2374 Business Software Applications III (3)**
(Former course prefix/number OFC 222)
This course covers advanced applications of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Critical thinking and decision-making skills are required in creating, formatting, editing, and printing documents for the business environment. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2375 Medical Office Procedures (3)**
(Former course prefix/number OFC 223)
Prerequisite: Associate Degree in Office Technology, Health Information Management 2470 or concurrent enrollment, or demonstrated competence approved by the instructor. This course will incorporate those administrative office skills and competencies needed to support the management and administration of a medical office setting. Topics include medical filing, patient billing, insurance claims, correspondence, scheduling and maintaining appointments and lab services for patients, hospital admissions, surgical and outpatient procedures, doctor's schedules. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2376 Medical Transcription (3)**
(Former course prefix/number OFC 224)
Prerequisite: Associate Degree in Office Technology, Health Information Management 2470 or concurrent enrollment, or demonstrated competence approved by the instructor. This course will incorporate the techniques and skills required to transcribe recorded medical information into mailable documents. Emphasis is placed on grammar, punctuation, medical terminology, proofreading, and spelling required in medical text processing applications. Computers and audio transcription machines are used for lab requirements. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 7371 Cooperative Work Experience (3)**
(Former course prefix/number OFC 703)
Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 15 Lab.)

**OFCT 7372 Cooperative Work Experience (3)**
(Former course prefix/number OFC 713)
Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 15 Lab.)

**OFCT 7471 Cooperative Work Experience (4)**
(Former course prefix/number OFC 704)
Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 20 Lab.)

**OFCT 7472 Cooperative Work Experience (4)**
(Former course prefix/number OFC 714)
Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 20 Lab.)

**OFCT 8381 Cooperative Work Experience (3)**
(Former course prefix/number OFC 803)
This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

**OFCT 8481 Cooperative Work Experience (4)**
(Former course prefix/number OFC 804)
This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 20 Lab.)

# OUTBOARD MARINE ENGINE MECHANICS

**(See Engine Technology -- Outboard Mechanics)**

# PARALEGAL

**(See Legal Assistant)**

# PARAMEDIC

**EMPT 1170 Paramedic Hospital Internship I (1)**
(Former course prefix/number PAR 108)
Prerequisites: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification by Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. (Taken concomitantly with Paramedic 1570 and Paramedic 1571.) This course transitions the student from a Basic Emergency Medical Technician (EMT) into the advanced practice of a paramedic. Advanced assessment, trauma patient management and cardiac patient management will be applied through the emergency department and other clinical experiences. (3 Ext.)

**EMPT 1171 Paramedic Hospital Internship II (1)**
(Former course prefix/number PAR 109)
Prerequisites: Successful completion of Paramedic 1570, Paramedic 1571 and Paramedic 1170. This course is taken concomitantly with 1670 and Paramedic 1470. This course expands on previous hospital internship experience with special emphasis on medical and special patients in Emergency Departments, Labor and Delivery, Children's Medical Center and other clinical area. (3 Ext.)

**EMPT 1470 Paramedic Special Patients (4)**
(Former course prefix/number PAR 110)
Prerequisites: Successful completion of Paramedic 1570, Paramedic 1571 and Paramedic 1170. This course teaches assessment and management of pediatric patients, geriatric emergencies, obstetrical and gynecological emergencies as well as behavioral emergencies. Other special patients are also included such as the chronically ill and challenged patients. Completion of Pre-hospital Pediatric Provider course (PPPC) is also included. (3 Lec., 2 Lab.)

**EMPT 1570 Paramedic Preparatory and Trauma (5)**
(Former course prefix/number PAR 111)
Prerequisites: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification By Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. This is the first course of study leading to paramedic certification. The course teaches preparatory material that includes pathological principles, advanced patient assessment, advanced airway management, and fluid therapy and introduction to pharmacology... Additionally, the course includes trauma assessment management and information from the Advanced Basic Trauma Life Support (BTLS) Course. (4 Lec., 2 Lab.)

**EMPT 1571 Paramedic Cardiology (5)**
(Former course prefix/number PAR 112)
Prerequisites: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification By Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. This pre-hospital course includes information on cardiac diseases, cardiovascular pharmacology, and cardiac patient management. In addition, the course includes basic lead II Electrocadiogram interpretation and electrical therapy. (4 Lec., 2 Lab.)

**EMPT 1670 Paramedic Medical Emergencies (6)**
(Former course prefix/number PAR 113)
Prerequisites: Successful completion of Paramedic 1570, Paramedic 1571, and Paramedic 1170. This course includes assessment and management of the many medical emergencies paramedics respond to, including respiratory, neurological, allergic, gastrointestinal, diabetic, toxicology and other medical emergencies. (3 Lec., 4 Lab., 6 Ext.)

## EMPT 2470 Paramedic Completion (4)
(Former course prefix/number PAR 202)
Prerequisites: Successful completion of Paramedic 1570, Paramedic 1571, and Paramedic 1171. This capstone course allows the paramedic student to further explore field related issues including roles and responsibilities, safety, cultural diversity, abuse and assault, and disaster readiness. Hospital experience assists the student in refining assessment and patient management skills and prepare for the course as well as ACLS testing. The paramedic final exam is given as the end of this course. (2 Lec., 2 Lab.; 8 Ext.)

## EMPT 2571 Paramedic Field Internship (5)
(Former course prefix/number PAR 207)
Prerequisites: Successful completion of Paramedic 2470 and certification by the Texas Department of Health as an Emergency Medical Technician. The field internship course transitions the student to functioning in a team leader capacity on the emergency ambulance. (15 Ext.)

# PATTERN DESIGN

> *All course descriptions in Pattern Design will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [http://www.dcccd.edu/admiss/cd.htm] or from an academic advisor beginning June 1, 1999.*

# PHILOSOPHY

## PHIL 1301 Introduction To Philosophy (3)
(This is a common course number. Former course prefix/number PHI 101)
The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015135)

## PHIL 1370 Critical Thinking (3)
(Former course prefix/number PHI 103)
This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015235)

## PHIL 2303 Logic (3)
(This is a common course number. Former course prefix/number PHI 105)
The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015235)

## PHIL 2306 Ethics (3)
(This is a common course number. Former course prefix/number PHI 203)
This course surveys the history, theories and isues of moral reasoning and behavior. Practical applications will also be made. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015335)

## PHIL 2307 Introduction To Social And Political Philosophy (3)
(This is a common course number. Former course prefix/number PHI 202)
The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

## PHIL 2316 History Of Ancient Philosophy (3)
(This is a common course number. Former course prefix/number PHI 207)
The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

## PHIL 2317 History Of Modern Philosophy (3)
(This is a common course number. Former course prefix/number PHI 208)
The history of philosophy from the Renaissance through the 19th. century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th. century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

# PHYSICAL EDUCATION

## PHED 1100 Beginning Lifetime Sports Activities (1)
(This is a common course number. Former course prefix/number PEH 100)
Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, conditioning activities, and physical assessment where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 1104 Beginning Softball (1)
(This is a common course number. Former course prefix/number PEH 112)
Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 1107 Intramural Athletics (1)
(This is a common course number. Former course prefix/number PEH 116)
Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 1112 Folk Dance (1)
(This is a common course number. Former course prefix/number PEH 121)
Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 1115 Social Dance (1)
(This is a common course number. Former course prefix/number PEH 124)
This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the two-step, cotton-eyed Joe, square dance, and other dances. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 1116 Conditioning Exercise (1)
(This is a common course number. Former course prefix/number PEH 125)
This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 1117 Beginning Basketball And Volleyball (1)
(This is a common course number. Former course prefix/number PEH 127)
Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 1118 Modern Dance (1)
(This is a common course number. Former course prefix/number PEH 129)
This beginning course is designed to emphasize basic dance technique, body alignment and placement, floor work, locomotor patterns, and creative movement. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 1119 Beginning Weight Training (1)
(This is a common course number. Former course prefix/number PEH 131)
Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 1121 Beginning Jogging (1)
(This is a common course number. Former course prefix/number PEH 133)
Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 1124 Beginning Aerobic Dance (1)
(This is a common course number. Former course prefix/number PEH 137)
This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

## PHED 1130 Intermediate Lifetime Sports Activities (1)

(This is a common course number. Former course prefix/number PEH 200)

Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1134 Intermediate Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 215)

Basic skills and techniques of fitness-related activities are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1141 Intermediate Weight Training (1)

(This is a common course number. Former course prefix/number PEH 231)

Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1143 Intermediate Jogging (1)

(This is a common course number. Former course prefix/number PEH 233)

Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1144 Intermediate Walking for Fitness (1)

(This is a common course number. Former course prefix/number PEH 235)

Students participate in a low impact exercise walking program beyond the beginning level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1145 Intermediate Aerobic Dance (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. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1164 Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 115)

Students are introduced to wellness related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. . Pre- and Post-fitness assessments included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3105015128)

## PHED 1301 Introduction To Physical Education (3)

(This is a common course number. Former course prefix/number PEH 144)

This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 3105015228)

## PHED 1304 Health For Today (3)

(This is a common course number. Former course prefix/number PEH 101)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015128)

## PHED 1306 Advanced First Aid And Emergency Care (3)

(This is a common course number. Former course prefix/number PEH 257)

This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015328)

# PHYSICS

## PHYS 1401 Introductory General Physics (4)
(This is a common course number. Former course prefix/number PHY 111)
Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015339)

## PHYS 1402 Introductory General Physics (4)
(This is a common course number. Former course prefix/number PHY 112)
Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015339)

## PHYS 1405 Concepts In Physics (4)
(This is a common course number. Former course prefix/number PHY 117)
This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015139)

## PHYS 1407 Concepts In Physics (4)
(This is a common course number. Former course prefix/number PHY 118)
This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015139)

# PSYCHOLOGY

## PSYC 2301 Introduction To Psychology (3)
(This is a common course number. Former course prefix/number PSY 101)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standards in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015140)

## PSYC 2302 Applied Psychology (3)
(This is a common course number. Former course prefix/number PSY 202)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Psychological facts and principles are applied to problems and activities of life and will be used to examine basic aspects of human relationships in society. This course will involve the direct application of psychological principles to human relation problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015240)

## PSYC 2314 Developmental Psychology (3)
(This is a common course number. Former course prefix/number PSY 201)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)
(Coordinating Board Academic Approval Number 4207015140)

## PSYC 2316 Psychology Of Personality (3)
(This is a common course number. Former course prefix/number PSY 205)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015740)

# RADIOLOGIC SCIENCES

## RADS 1170 Radiation Biology And Protection (1)
(Former course prefix/number RAD 123)
Prerequisites: Minimum of "C" or better in all previous Radiologic Sciences and support courses. This course is designed to introduce the student to the application of radiation-limiting devices and techniques utilized in radiography to protect the public from excessive radiation during radiographic examinations. Discussion will include patient and personnel protective measures, as well as various methods to detect and measure radiation. This course will also provide an introduction to the theory of radiobiology. Discussion will focus on the interaction between ionizing radiation and living tissue, with emphasis on fundamental radiological principles. Cellular, systemic, and total body response to radiation from diagnostic technology, nuclear medicine technology, and radiation therapy will be presented. (1 Lec.)

## RADS 1273 Introduction To Radiologic Sciences I (2)
(Former course prefix/number RAD 110)
Prerequisites: Admission to the Radiologic Sciences program, completion of Biology 1470 and Biology 2401 and Mathematics 1314 or Mathematics 1470 with a minimum grade of "C" and concurrent enrollment or previous completion of required semester support courses. This course is designed to introduce the student to the field of Radiologic Technology and Diagnostic Medical Sonography. This course will focus on medical ethics, medical terminology, and history of radiology. An orientation to area medical center Radiology Departments for demonstration and observation of radiologic skills will be included. (2 Lec., 1 Lab.)

## RADS 1274 Clinical Practicum I (2)
(Former course prefix/number RAD 124)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. Under supervision of faculty and clinical staff, the student will assist, observe, and perform basic diagnostic radiographic procedures in a clinical setting. Students are assigned to an affiliated hospital radiology department. (12 Ext.)

## RADS 1275 Clinical Practicum II (2)
(Former course prefix/number RAD 125)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Sciences 1274. Students will be assigned to an affiliated hospital radiology department. (20 Ext.)

## RADS 1276 Radiographic Exposure II (2)
(Former course prefix/number RAD 126)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is a continuation of Radiologic Sciences 1374 with an emphasis on the study of processor quality assurance and quality control, mathematical relationships related to technical information, and various imaging modalities. Laboratory fee. (2 Lec., 1 Lab.)

## RADS 1372 Radiographic Positioning And Osteology I (3)
(Former course prefix/number RAD 127)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is designed to give the student an introduction to the study of basic routine positioning and osteology of various human structures. Laboratory fee. (2 Lec., 3 Lab.)

## RADS 1374 Radiographic Exposure I (3)
(Former course prefix/number RAD 129)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course will offer an introduction to radiographic exposure. The course will include basic radiation protection, radiographic quality factors, and conditions influencing technical exposure factors. Laboratory fee. (2 Lec., 2 Lab.)

## RADS 1375 Patient Care In Radiography (3)
(Former course prefix/number RAD 136)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course will focus on basic patient care skills for Radiologic Sciences students. Demonstration of patient care skills will be presented in the laboratory setting. Principles of Medical Imaging, and continuation of Medical Terminology will be included. (2 Lec., 2 Lab.)

## RADS 1376 Radiographic Positioning And Osteology II (3)
(Former course prefix/number RAD 128)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiographic Positioning and Osteology I, with emphasis on the positioning and osteology of the thoracic cage, vertebral column, skull, paranasal sinuses, facial bones, and pelvic girdle. Laboratory fee. (2 Lec., 3 Lab.)

## RADS 2270 Radiographic Pathology (2)
(Former course prefix/number RAD 209)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course provides basic foundation in the pathology of human disease processes. Discussion will include the pathogenesis of disease, symptoms, radiographic diagnostic criteria, and prognosis. (2 Lec.)

## RADS 2272 Radiographic Equipment and Maintenance (2)
(Former course prefix/number RAD 275)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. The course will include an analysis of the basic principles from applied electrodynamics to the production of x-rays, with emphasis on electrodynamics, diagnostic x-ray tubes, x-ray circuitry and the production and characteristics of radiation. In addition, C. T., Fluoroscopy, and AEC and quality assurance systems will be presented. (2 Lec.)

## RADS 2372 Clinical Practicum III (3)
(Former course prefix/number RAD 276)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is a continuation of Radiologic Sciences 1275. (24 Ext.)

## RADS 2373 Radiographic Exposure III (3)
(Former course prefix/number RAD 277)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Exposure II with an emphasis on radiographic qualities of density, contrast, recorded detail and distortion. In addition, the control and limiting of radiation will be emphasized relevant to radiographic grids. (2 Lec., 1 Lab.)

## RADS 2374 Radiographic Positioning and Osteology III (3)
(Former course prefix/number RAD 278)
Prerequisites: Minimum grade of "C" or better in all completed Radiologic Sciences and support courses. The focus of this course is to provide the student with the knowledge and skills necessary to perform selected craniofacial procedures, a summary knowledge of routine special studies, and demonstration of continued overall competency. (2 Lec., 2 Lab.)

## RADS 2472 Clinical Practicum IV (4)
(Former course prefix/number RAD 279)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is a continuation of Clinical Practicum. The student will begin rotation to special areas for introduction to these modalities. Increased proficiency will be evidenced for routine radiographic procedures. (32 Ext.)

## RADS 2473 Clinical Practicum V (4)
(Former course prefix/number RAD 280)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This is the final clinical practicum course. Final performance competency will be determined. The course will include a Registry Review and successful completion of a capstone activity is required for graduation. (40 Ext.)

**(SONO) See Diagnostic Medical Sonography**

# READING

## READ 1370 College Reading And Study Skills (3)
(Former course prefix/number RD 101)
Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, note taking, underlining, concentrating, and memory. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015735)

# RELIGION

NOTE: These courses carry a Dallas County Community College prefix of "RELI"; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.)

## RELI 1371 Contemporary Religious Problems (3)
(Former course prefix/number REL 102)
Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)
(Coordinating Board Academic Approval Number 3802015335)

## RELI 1372 The History And Literature Of The Bible (3)
(Former course prefix/number REL 105)
This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people. (3 Lec.)
(Coordinating Board Academic Approval Number 3802015135)

# RESPIRATORY CARE

## RESP 1270 Basic Respiratory Pharmacology (2)
(Former course prefix/number RES 173)
Prerequisite: Admission to the Respiratory Care program and minimum grade of "C" in required prerequisite courses. Basic principles and practices of respiratory care pharmacology are presented. Identification, classification, dosage, mode of action, and side effects of drugs administered by the respiratory care practitioner are discussed. Identification of other classifications of drugs which may affect the cardiopulmonary system are also included. (2 Lec.)

## RESP 1370 Structure And Function Of The Cardiopulmonary System (3)
(Former course prefix/number RES 159)
Prerequisites: Admission to the Respiratory Care Program and minimum grade of "C" in required prerequisite courses. This course focuses on the normal anatomy and physiology of the cardiopulmonary system. (3 Lec.)

## RESP 1470 Technology I (4)
(Former course prefix/number RES 155)
Prerequisites: Admission to the Respiratory Care Program and minimum grade of "C" in required prerequisite courses. Basic respiratory care skills are described, demonstrated, then practiced in the laboratory and hospital setting. Equipment function, maintenance and patient response to therapy are discussed. Therapeutic procedures are generally limited to the noncritical patient. Laboratory fee. (3 Lec., 6 Lab.)

## RESP 1471 Basic Respiratory Pathology (4)
(Former course prefix/number RES 172)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides an in-depth study of disease states related to cardiopulmonary function and the application and interpretation of related diagnostic, evaluation, and therapeutic procedures. (4 Lec.)

## RESP 1670 Technology II (6)
(Former course prefix/number RES 171)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 1470. Specific details of the design and function of respiratory therapy equipment are discussed. Procedures will be demonstrated and practiced in the laboratory and clinical setting. Laboratory fee. (3 Lec., 20 Lab.)

## RESP 1671 Technology III (6)
(Former course prefix/number RES 176)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 1670. The course will focus on management of critical patient procedures. Equipment and procedures utilized in long term mechanical ventilatory support are emphasized. Topics such as patient assessment and complications of continuous mechanical ventilation are discussed. Laboratory fee. (4 Lec., 25 Lab.)

## RESP 2170 Pediatric/Neonatal Respiratory Laboratory (1)
(Former course prefix/number RES 286)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This laboratory course presents respiratory care procedures for pediatric and neonatal patients. Mechanical ventilation procedures for pediatric/neonatal patients are introduced. (3 Lab.)

## RESP 2370 Advanced Pathology/ Pharmacology (3)
(Former course prefix/number RES 275)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides advanced study in assessment and monitoring of patients with cardiopulmonary diseases. The student is introduced to pharmacologic agents not administered by inhalational methods which may affect the cardiopulmonary system. (3 Lec.)

## RESP 2371 Pediatric/Neonatal Respiratory Care (3)
(Former course prefix/number RES 285)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides an in-depth study of fetal lung development and cardiopulmonary disorders associated with pediatric and neonatal patients. Theory and application of respiratory care procedures for pediatric and neonatal patients is introduced. (3 Lec.)

## RESP 2470 Technology IV (4)
(Former course prefix/number RES 283)
Prerequisite: Minimum grade of "C" in all previous Respiratory Care courses and support courses. This course is a continuation of Respiratory Care 1671. Advanced techniques and procedures used in the critical care setting for adult patients are presented. Laboratory procedures emphasize advanced technology for mechanically ventilated adult patients. In clinical activities, students will practice management of mechanically ventilated adult patients in the critical care environment. Laboratory fee. (1 Lec., 19 Lab.)

**RESP 2670 Technology V (6)**
(Former course prefix/number RES 284)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course presents advanced theory and technology available for diagnostic procedures on patients with diseases or conditions which may affect the cardiopulmonary system. In addition, theory and procedure for rehabilitation care on patients with cardiopulmonary diseases is presented. The laboratory emphasizes problem-solving skills for clinical situations. Clinical practice includes specialty rotations in adult critical care, pediatric/neonatal critical care, and rehabilitation care. Laboratory fee. (3 Lec., 20 Lab.)

# SOCIOLOGY

**SOCI 1301 Introduction To Sociology (3)**
(This is a common course number. Former course prefix/number SOC 101)
This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015142)

**SOCI 1306 Social Problems (3)**
(This is a common course number. Former course prefix/number SOC 102)
This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015242)

**SOCI 2301 Marriage, Family, and Close Relationships (3)**
(This is a common course number. Former course prefix/number SOC 203)
Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015442)

**SOCI 2306 Human Sexuality (3)**
(This is a common course number. Former course prefix/number SOC 103)
Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015342)

**SOCI 2319 Race, Ethnicity and Community (3)**
(This is a common course number. Former course prefix/number SOC 204)
This course focuses on cultural, social, and institutional factors affecting relationships within and among ethnic, cultural, and racial groups. Emphasis is on current problems of intergroup relations, social movements, and related social changes, as well as community building and conflict resolution. The historic contributions of the groups may be presented. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

**SOCI 2370 Selected Topics (3)**
(Former course prefix/number SOC 209)
Prerequisite: Sociology 1301 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. This course may be repeated for credit when topics vary. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015742)

**SOCI 2371 Urban Social Problems (3)**
(Former course prefix/number SOC 231)
The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015742)

**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 4501015142)

# SONOGRAPHY

**(See Diagnostic Medical Sonography)**

# SPANISH

## SPAN 1100  Spanish Conversation  (1)
(Former course prefix/number SPA 107)
Prerequisite:  Spanish 1411 or Spanish 1412.  The course is a further exploration of the Spanish language. This course consists of creative problem-solving utilizing the basic elements of the Spanish language.  This course may be repeated for credit.  Laboratory fee.  (2 Lab.)
(Coordinating Board Academic Approval Number 1609055431)

## SPAN 1311  Beginning Spanish  (3)
(This is a common course number.)
This course is an introduction to Spanish speaking, comprehension, reading, writing and grammar.  Cultural insights are also presented.    Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Spanish for more than one semester enroll in Spanish 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course).  Students who successfully complete Spanish 1311 and wish to continue their studies of Spanish may register for Spanish 1412. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1609055131)

## SPAN 1411  Beginning Spanish  (4)
(This is a common course number.  Former course prefix/number SPA 101)
The essentials of grammar and easy idiomatic prose are studied.  Emphasis is on pronunciation, comprehension, and oral expression.  Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055131)

## SPAN 1412  Beginning Spanish  (4)
(This is a common course number.  Former course prefix/number SPA 102)
Prerequisite:    Spanish 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055131)

## SPAN 2311  Intermediate Spanish  (3)
(This is a common course number.  Former course prefix/number SPA 201)
Prerequisite:    Spanish 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055231)

## SPAN 2312  Intermediate Spanish  (3)
(This is a common course number.  Former course prefix/number SPA 202)
Prerequisite:  Spanish 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055231)

# SPEECH COMMUNICATION

## SPCH 1145  Speech Communication Workshop  (1)
(This is a common course number. Former course prefix/number SC 110)
This laboratory course offers students a wide variety of applied speech communication experiences.  This course may be repeated four times for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 2310016035)

## SPCH 1311  Introduction To Speech Communication  (3)
(This is a common course number. Former course prefix/number SC 101)
Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced.  Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations.  This course requires college-level skills in reading and writing. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015135)

## SPCH 1315  Fundamentals Of Public Speaking  (3)
(This is a common course number. Former course prefix/number SC 105)
Public speaking is introduced.  Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery.  Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015335)

## SPCH 1321  Business And Professional Communication  (3)
(This is a common course number. Former course prefix/number SC 209)
Theories and skills of speech communication as applied to business and professional situations will be studied. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015235)

## SPCH 2341  Performance of Literature  (3)
(This is a common course number. Former course prefix/number SC 206)
Various types of literature are examined.  Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015735)

**SPCH 2389  Academic Cooperative in Communication  (3)**
(This is a common course number.  Former course prefix/number SC 211)
This instructional program is designed to integrate on-campus study with practical hands-on work experience in Communication.  In conjunction with class seminars, the student will set specific goals and objectives in the study of Communication.  This course may be repeated for credit.  (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2401035230)

# SURGICAL TECHNOLOGY

### SGTC 1070  Surgical Procedures  (10)
(Former course prefix/number SGT 163)
Prerequisites:  Successful completion, "C" or better, of all prerequisite and previous semester support and Surgical Technology course work.  During this course the student expands the basic principles from Surgical Technology 1870 to include specific patient preparation, medications, instrumentation and complications related to selected surgical procedures.  Student participation in the clinical setting is incorporated.  Laboratory fee. (6 Lec., 20 Lab.)

### SGTC 1170  Seminar  (1)
(Former course prefix/number SGT 159)
Prerequisites:  Successful completion, "C" or better, of all prerequisite and previous semester support and Surgical Technology course work.  Concurrent enrollment in Surgical Technology 1670.  This course focuses on issues and special situations a student may face as a surgical technologist.  Role transition from student to employee is incorporated.  (2 Lec.)

### SGTC 1270  Medical Terminology  (2)
(Former course prefix/number SGT 145)
Prerequisite:  Successful completion, "C" or better, in English 1301, Speech Communication 1311, and Biology 1470.  Admission to the Surgical Technology Program or by permission of the Surgical Technology Coordinator.  The origin and structure of medical terms are studied.  Emphasis is on building a medical vocabulary. (2 Lec.)

### SGTC 1271  Surgical Pharmacology  (2)
(Former course prefix/number SGT 146)
Prerequisites:  Successful completion, "C" or better, in English 1301, Speech Communication 1311, and Biology 1470.  Admission to the Surgical Technology program or by permission of the Surgical Technology Coordinator.  This course is designed to introduce students to the principles and practices of pharmacology as applied in the surgical setting.  Topics include weights and measures, dosages and solutions, common routes of administration, and drug classifications.  Precautions and safe practices when handling drugs specific to the operating room are discussed. (2 Lec.)

### SGTC 1670  Clinical Procedures  (6)
(Former course prefix/number SGT 158)
Prerequisites: Successful completion, "C" or better, of all prerequisite and previous semester support and Surgical Technology course work.  Concurrent enrollment in Surgical Technology 1170.  The student will gain further expertise in providing patient care in the surgical setting.  An effective level of practice and knowledge must be demonstrated by the student in selected surgical procedures.  (35 Lab.)

### SGTC 1671  Perioperative Nurse Internship I  (6)
(Former course prefix/number SGT 161)
Prerequisites:  Current R.N. licensure by the Board of Nurse Examiners for the State of Texas, or graduate nurse pending NCLEX-RN examination.  This course is designed for the registered nurse or a new graduate desiring perioperative practice.  The course is an introduction to the operating room environment.  The intraoperative aspect of perioperative nursing is emphasized.  The following are presented:  basic principles of asepsis; sterilization, preparation and care of surgical supplies and equipment; ethical/legal implications; surgical pharmacology; basic care and the safety of the patient in the operating room.  Laboratory fee. (5 Lec., 10 Lab.)

### SGTC 1672  Perioperative Nurse Internship II  (6)
(Former course prefix/number SGT 162)
Prerequisites:  Minimum grade of "C" in Perioperative Nurse Internship I and current licensure by the Board of Nurse Examiners for the State of Texas.  In this course the student expands the principles and skills learned in Perioperative Nurse Internship I.  Included are:  specific patient preparations and care for given surgical procedures; wound healing; complications of anesthesia and surgery; and pre and post-operative visits.  The circulating role is emphasized.  Laboratory fee. (4 Lec., 20 Lab.)

**SGTC 1870  Surgical Techniques  (8)**
(Former course prefix/number SGT 147)
Prerequisites: Acceptance to the Surgical Technology Program and successful completion, "C" or better, of English 1301, Speech Communication 1311, and Biology 1470. Concurrent enrollment in, or previous successful completion, "C" or better, of Surgical Technology 1270, Surgical Technology 1271, and Biology 1472. This course is an introduction to the operating room and its environment. Basic principles of surgical asepsis; preparation and care of surgical instruments, supplies and equipment; and care and safety of the patient in the operating room are studied. Ethical and legal implications are discussed. Student participation in the clinical setting is incorporated. Laboratory fee. (6 Lec., 10 Lab.)


# THEATRE

(See Drama and Dance)


# VOCATIONAL NURSING

**VNUR 1271  Nursing I-Essentials of Medication Administration  (2)**
(Former course prefix/number VN 161)
Prerequisite: Admission to the Vocational Nursing Program. This course covers basic math skills needed in nursing including systems of measurement and conversion and calculation. Medication preparation and administration via the oral, parenteral, and topical routes will be included. Successful completion of the Calculation and Conversion Proficiency Exam (CCP) with a score of at least 90% is required for progression. Demonstration of competency in medicaion administration is also required. Laboratory fee. (1 Lec., 3 Lab.)


**VNUR 1371  Medical Surgical I  (3)**
(Former course prefix/number VN 162)
Prerequisites: Admission to the Vocational Nursing Program. This course emphasizes the application of the nursing process to the care of patients with various medical-surgical problems. Basic assessment and interventions related to common medical-surgical disease processes will be covered. Normal adult growth and development, nutrition, diet therapy for specific disease processes, mental health principles and care of the surgical patient is included. Selected computer simulations with emphasis on application of the nursing process is required. (3 Lec.).

**VNUR 1471  Nursing Fundamentals  (4)**
(Former course prefix/number VN 163)
Prerequisite: Successful completion of Vocational Nursing 1271. Vocational Nursing 1271 provides the basic concepts that serve as the foundation for other nursing courses. It includes an introduction to the health care delievery system, nursing as profession, the nursing process, communication techniques, death and dying, diet therapy, and ethical and legal issues. The course focuses on meeting the basic physical and psychological needs of patients. Nursing skills in the clinical setting and simulated lab situations prepare the student to meet the needs of geriatric and medical-surgical patients. Supervised practice in the administration of oral medications is included. Laboratory fee. (2 Lec., 8 Ext.)


**VNUR 1570  Medical Surgical II  (5)**
(Former course prefix/number VN 164)
Prerequisite: Successful completion of all Level I courses. Concurrent enrollment in Nursing III is required: Continuation of Vocational Nursing 1371. Includes nursing care of patients with emotional disorders and care of complex medical-surgical problems. The nursing process is used as the foundation for the course. (5 Lec.)


**VNUR 1571  Nursing III - Medical Surgical Clinical  (5)**
(Former course prefix/number VN 165)
Prerequisite: Successful completion of all Level I courses. This course builds upon previously acquired skills. The course focuses on the use of the nursing process to deliver care to patients with more complex medical-surgical disease processes. Supervised practice in the administration of oral, parenteral, and topical medications is included. Successful completion of the Calculation and Conversion Proficiency Exam (CCP) is required. Concurrent enrollment in Vocational Nursing 1570 is required. (2 Lab., 24 Ext.)


**VNUR 1572  Nursing IV – Maternal/Newborn Nursing  (5)**
(Former course prefix/number VN 166)
Prerequisite: Successful completion of all Level I and Level II courses. Successful completion of the theory component must be achieved prior to progression to the clinical component. This course focuses on the theory, principles, and nursing skills required to meet the basic needs of obstetrical and newborn patients. Selected clinical and simulated lab situations emphasize application of the nursing process to meet the needs of obstetrical and newborn patients. Laboratory fee. (3 Lec., 6 Ext.)

**VNUR 1573  Nursing V – Pediatric/Transition  (5)**
(Former course prefix/number VN 167)
Prerequisite:  Successful completion of all Level I and Level II courses.  Successful completion of the theory component must be achieved prior to progression to the clinical component.  This course focuses on the theory, principles, and nursing skills required to meet the basic needs of pediatric patients.  Selected clinical and simulated lab situations emphasize application of the nursing process to meet the needs of pediatric patients.  This course includes preceptorship in selected practice settings to introduce the management and clinical practice roles of the Licensed Vocational Nurse. Laboratory fee.  (3 Lec., 8 Ext.)

*Recommended Adult Immunization Schedule*

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

## *ALERT!!*

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

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

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

**TETANUS** (aka. Lockjaw)

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

**POLIOMYELITIS**

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

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

The campus health centers have information regarding local providers of immunization services. Check with the health center for specific local information.
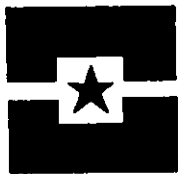
# Application for Admission
## Dallas County Community College District

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

*Please check the college you plan to attend.  Type or print in ink and complete all items.*

☐ **Brookhaven College**
3939 Valley View Lane
Farmers Branch, TX 75244-4997
972-860-4700

☐ **Cedar Valley College**
3030 North Dallas Avenue
Lancaster, TX 75134-3799
972-860-8201

☐ **Eastfield College**
3737 Motley Drive
Mesquite, TX 75150-2099
972-860-7100

☐ **El Centro College**
Main & Lamar Streets
Dallas, TX 75202-3604
214-860-2037

☐ **Mountain View College**
4849 West Illinois Avenue
Dallas, TX 75211-6599
214-860-8680

☐ **North Lake College**
5001 N. MacArthur Blvd.
Irving, TX 75038-3899
972-273-3000

☐ **Richland College**
12800 Abrams Road
Dallas, TX 75243-2199
972-238-6106

| FOR OFFICE USE ONLY |
|---|
| E |
| Grad |
| HS Code |
| HS Year |
| College Codes 1. |
| 2. |
| 3. |
| 4. |
| Residency Code |
| County Code |
| State Code |
| How Admitted |
| Semester |
| Citizen |
| TASP Status |
| Cond. Agreement |
| Staff |

\* 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.

ADDRESS    NUMBER    STREET    APARTMENT

CITY    STATE    ZIP    COUNTY

HOME PHONE NUMBER ( )    WORK PHONE NUMBER ( )    DATE OF BIRTH (MM/DD/YY)

ETHNICITY (How do you identify yourself?) *

☐ International / Non-Immigrant
☐ American Indian or Alaskan Native
☐ Asian or Pacific Islander
☐ Hispanic
☐ Black-Non-Hispanic
☐ White-Non-Hispanic

MY PRIMARY LANGUAGE IS: * _____

INTERNATIONAL AND NON-IMMIGRANT STUDENTS (You must see an international student specialist.)

☐ I have F-1 student visa status.
☐ 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 ( ___ ) _____

## EDUCATIONAL INFORMATION

NAME OF LAST HIGH SCHOOL ATTENDED    CITY    STATE

DID YOU (or will you) GRADUATE FROM HIGH SCHOOL?
☐ Yes (Year of Graduation 19 ___ )    ☐ No (Last Year Attended 19 ___ )    ☐ GED (Year Received 19 ___ )

☞ **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 |
|---|---|---|---|---|---|---|---|
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |

# DOCUMENTATION & OATH REQUIREMENT

## 1.) REQUIRED STATE RESIDENT VERIFICATION

| DO YOU LIVE IN DALLAS COUNTY? | HOW LONG HAVE YOU LIVED IN TEXAS? | PREVIOUS STATE OR COUNTRY OF RESIDENCE |
|---|---|---|
| ☐ Yes ☐ No | Year(s) _____ Month(s) _____ | _____ |

If you consider yourself a resident of TEXAS for tuition purposes, check which one of the following applies:

a. ☐ I am a U.S. citizen.

b. ☐ I am a Permanent Resident, Refugee or have other legal immigrant status.

Date residency document /card issued _____

Document /card number _____
**Documentation must be viewed by Admissions personnel.**

c. ☐ I have filed with the proper federal immigration authorities a declaration of intention to become a citizen.

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*Resident Information Viewed:*                    *Date:*

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## 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                        ☐ Parent        HOW LONG HAS THIS PERSON LIVED IN TEXAS?
Last _____ First _____ Middle _____   ☐ Legal Guardian   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.

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 AND MAY NOT BE RETURNED.**