El Centro College
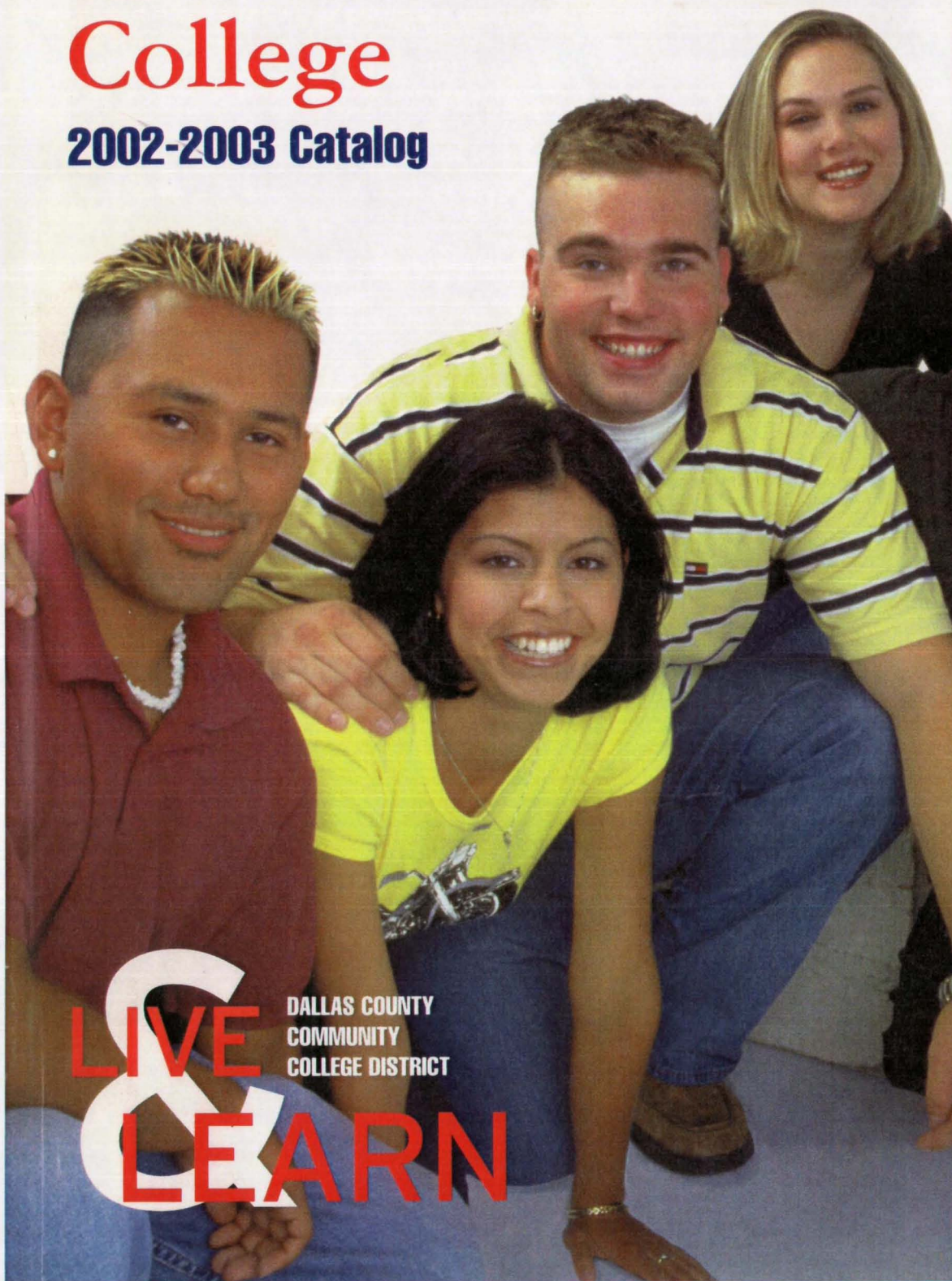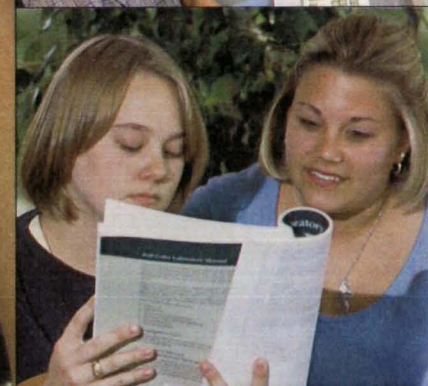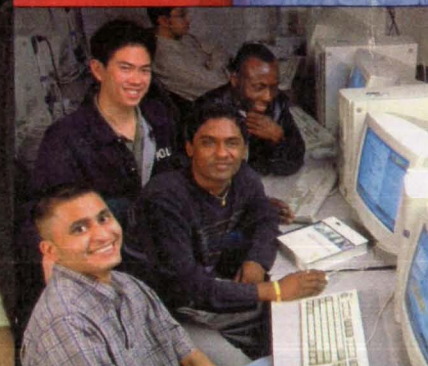
2002-2003 Catalog

LIVE & LEARN

DALLAS COUNTY
COMMUNITY
COLLEGE DISTRICT

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Beginning College

1. Apply to be admitted to El Centro College.

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

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

• Get your application by mail. Just call, toll-free, 214-860-2037 and we'll send you an application and other information you would like about El Centro College.

• Apply on-line at our website at www.ecc.dcccd.edu

2. See your El Centro College advisor.

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

3. Register for classes.

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

• In-person registration during regular registration times, the week before the semester begins.

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

• Or register online through our website at www.ecc.dcccd.edu

2002-2003 Catalog
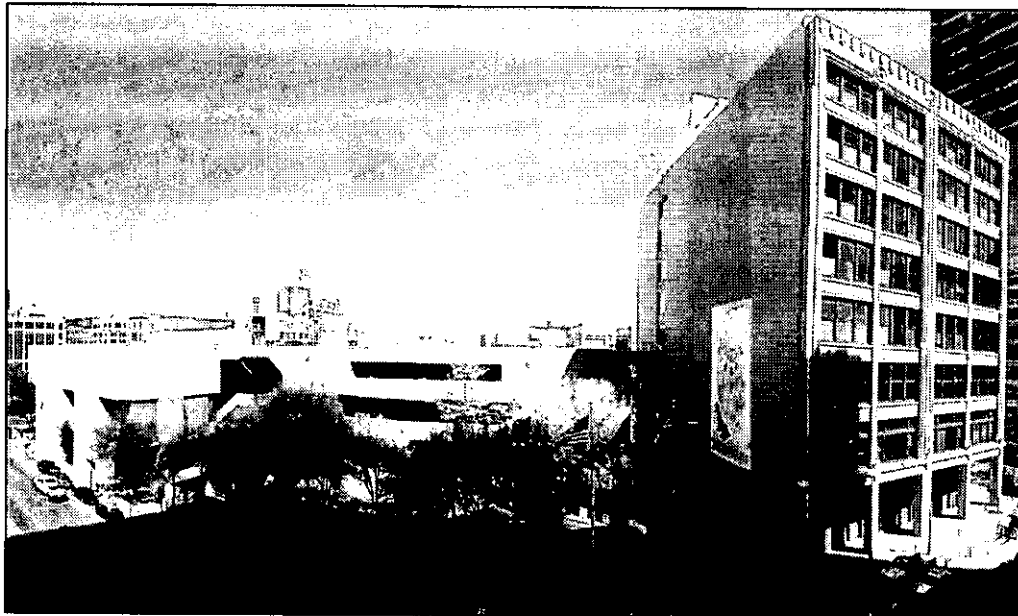
We are glad you decided to take a look at what El Centro College has to offer you. Our goal is to serve Dallas County with excellent learning opportunities that are accessible, affordable and accredited. We've been serving learners like you since 1966, teaching you what you need to know to be successful at work, at home, and at play. That's what we're all about.

You are invited to visit the El Centro College campus, which is
located at: Main at Lamar in Downtown Dallas
Dallas, Texas 75202
Telephone 214-860-2037
Website: www.ecc.dcccd.edu

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 degree.

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

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

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Diagnostic Medical Sonography .
Echocardiology Technology
Fashion Design
Food and Hospitality Institute
Interior Design
Internet Development Technologies
Invasive Cardiovascular Technology
Management
Medical Assisting
Medical Laboratory Technology
Medical Staff Services
Medical Transcription
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Academic Calendar

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

Fall Semester, 2002

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.

August 19 (M)	Faculty reports
August 24 (S)	TASP test administered
August 26 (M)	Classes begin
September 2 (M)	Labor Day holiday
September 9 (M)	12th class day
November 9 (S)	TASP test administered
November 14 (R)	Last day to withdraw with a grade of "W"
November 28 (R)	Thanksgiving holidays begin
December 2 (M)	Classes resume
December 9-12 (M-R)	Final exams
December 12 (R)	Semester closes
December 16 (M)	Grades due in Registrar's Office by 10 a.m.
December 24 (T)	College buildings and offices close for the holidays at end of workday

Winter Term

December 16-23, 2002; January 2-10, 2003.

Spring Semester, 2003

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

January 2 (R)	College buildings and offices open
January 6 (M)	Faculty reports
January 13 (M)	Classes begin
January 20 (M)	Martin Luther King, Jr. Day holiday
January 27 (M)	12th class day
February 20 (R)	District Conference Day, faculty and administrators
February 21 (F)	Faculty professional development (TCCTA)
March 1 (S)	TASP test administered
March 10 (M)	Spring Break begins
March 13 (R)	District Conference Day, professional support staff
March 14 (F)	Spring holiday for all employees
March 17 (M)	Classes resume
April 10 (R)	Last day to withdraw with a grade of "W"
April 18 (F)	Holiday begins

Spring Semester, 2003 (continued)

April 21 (M)	Classes resume
April 26 (S)	TASP test administered
May 5-8 (M-R)	Final exams
May 8 (R)	Semester closes
May 8 (R)	Graduation
May 12 (M)	Grades due in Registrar's Office by 10 a.m.

May Term, 2003

May 12-30 (except Memorial Day).

Summer Sessions, 2003

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

First Summer Session
(Based on a 4-day class week plus 1st Friday)

May 26 (M)	Memorial Day holiday
June 2 (M)	Classes begin
June 5 (R)	4th class day
June 6 (F)	Class day (1st Friday class meeting)
June 19 (R)	Last day to withdraw with a grade of "W"
June 21 (S)	TASP test administered
July 2 (W)	Final exams
July 2 (W)	Semester closes
July 4 (F)	Fourth of July holiday
July 7 (M)	Grades due in Registrar's Office by 10 a.m.

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

July 8 (T)	Classes begin
July 11 (F)	Class day (1st Friday class meeting)
July 11 (F)	4th class day
July 26 (S)	TASP test administered
July 31 (R)	Last day to withdraw with a grade of "W"
August 7 (R)	Final exams
August 7 (R)	Semester closes
August 11 (M)	Grades due in Registrar's Office by 10 a.m.

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 36 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 50 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, laboratories, computer technology, student center, learning center, and administrative offices, as well as labs, arts facilities, and library. A new student and technology center, now under construction on the south side of the campus, is scheduled to open in Winter 2003.

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 degree.

Institutional Memberships

El Centro is a member of 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.

El Centro COLLEGE

Annual Security Report

This report includes statistics for the previous three years concerning buildings or property owned or controlled by El Centro College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a hardcopy of this report by contacting El Centro College Police Office or by accessing the following website:
http://www.ecc.dcccd.edu/ecc/safety/mainbar.html

Educating Dallas since 1966

DCCCD Statement of Purpose

The purpose of the Dallas County Community District is to equip students for successful living and responsible citizenship in a rapidly changing local, national and world community. The District does this by providing accessible, accredited, affordable, cost-effective, quality educational opportunities for development of intellectual skills, job skills, personal growth and/or transfer to a baccalaureate program. In fulfilling the purpose, the District furthers cultural, economic and workforce development in the communities served.

Mission

El Centro College: at the forefront of education, serving the community in an urban, multicultural setting.

Purpose*

In keeping with the mission, the purpose of El Centro College is to provide:

- Freshman and sophomore courses in arts and sciences;
- Workforce education programs leading to associate degrees or certificates;
- Continuing adult education programs for occupational or cultural enrichment;
- Workforce development programs designed to meet local and statewide needs;
- Education programs designed to fulfill the commitment of an admission policy allowing the enrollment of underprepared students.
- Ongoing counseling and guidance designed to assist students in achieving their individual educational goals;
- Adult literacy and other basic skills programs; and
- Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

*Purpose is adapted from Texas Education Code 130.003e.

Campus Directory

BUILDING A

BUILDING C   **BUILDING B**

ELM   ELM

MARKET

MAIN

LAMAR

New Student and Technology Center to be constructed

STUDENT & CAMPUS SERVICES

Services	Room	214-860
Admissions	A130	2311
Adult Resource Center	CM10	2128
Art Lab	C020	2355
Assessment/Testing Center	A152	2178
Biology/Health Occupations Computer Lab	A642	2693
Bookstore	B100	214-698-0461
Campus Police	A047	2232
Cashier	A244	2044
Computer Laboratory	A435	2197
Continuing Education	A260	2147
Counseling Center	A110	2084
Disability Services	A116	2411
Evening/Weekend Office	A252	2157
Financial Aid	A034	2199
Gymnasium	C220	2137
Health Occupations Admissions	A140	2272
International Center	CM60	2090
Job Placement Center	A210	2066
Learning Center	A350	2133
Library	B200	2175
Media Services	B240	2170
Ombudsman Office	B302	2105
Performance Hall	C130	2345
Public Information	B260	2037
Rising Star	A110	2526
Snack & Beverage Machines	A007 & Bldg. C lobby	
Student Health Center	A270	2113
Student Programs (SPAR)	A074	2137
Veterans Affairs	A034	2122

INSTRUCTIONAL AREAS

Office	Room	214-860
Arts	C340	2337
Business & Public Service	A442	2202
Continuing Education	A260	2147
Communications & Math	A341	2247
Health/Legal/Distance	A950	2264
Information Technology Programs & Systems Support	A430	2688
Sciences	A546	2392
Workforce Education	A090	2413

EL CENTRO COLLEGE ADMINISTRATION

President	Wright Lassiter, Jr.	214-860-2010
Executive Vice President, Academic & Student Affairs	Mo Entezampour	214-860-2019
Executive Vice President, Administrative & Student Services	Ed DesPlas	214-860-2015
Dean of Students & Enrollment Services	Felicitas Alfaro	214-860-2119
Associate Dean, Allied Health	LaCheeta McPherson	214-860-2271
Associate Dean, Continuing/Workforce Education	Phylllis Andrews	214-860-2413
Associate Dean, Counseling and Student Development	Jim Handy	214-860-2073
Associate Dean, Nursing	Charlotte Green	214-860-2269
Associate Dean, Student Support and Auxiliary Services	Howard Finney	214-860-2136
Assistant Dean, Continuing/Workforce Education	Denise Gardner	214-860-2633
Assistant Dean, Continuing/Workforce Education	Jennie Pollard-Bratcher	214-860-2142
Assistant Dean, Continuing/Workforce Education	Gretchen Riehl	214-860-2236
Assistant Dean, Educational Resources	Norman Howden	214-860-2176
Assistant Dean, Institutional Effectiveness and Research	Karen Laljiani	214-860-2016
Executive Director, Resource Development	Lisa Theriot	214-860-2263
Ombudsperson	Bettie Tully	214-860-2105
Director of Admissions and Registrar	Stevie Stewart	214-860-2618
Director of Business Operations	Kayle Jones (interim)	214-860-2042
Director of College Bound	Melanie Gill	214-860-2115
Director of Facilities Services	William Butler	214-860-2057
Director of Financial Aid	John W. Wells	214-860-2096
Director of Human Resources	Robert Garcia	214-860-2051
Director of Institutional Self-Study	Dana Stahl	214-860-2022
Director of Learning Center	Aditi Samarth	214-860-2416
Director of Marketing & Communications	Charles Hedrick	214-860-2036
Director of Testing Center	Bill Wilkins	214-860-2245
Director, Title III	Harriet Crews	214-860-2092
Director, College Police	Calvin Richard	214-860-2232
Director, ESL, CWE	Kim White	214-860-2228
Director, Gear-Up	Dini Turley	214-860-2294
Director, International Center	Lucia Inurrigarro	214-860-2090
Director, Jail Education	Jane VanDeventer	214-860-2218
Director, Rising Star	Becky Garza	214-860-2727
Director, Student Programs	Dwayne Richard	214-860-2138
Director, TRIO	Sarah Oglesby	214-860-2228
Director, Urban Education	Mary Cooper-Wallace	214-860-2419
Director, 21st Century Learning	Sherri Settles	214-860-2404
Manager, IS/LAN Support	Eliazar Martinez	214-860-2166

INSTRUCTIONAL DIVISION EXECUTIVE DEANS

Arts and Sciences	Betty Moran	214-860-2392
Business and Public Service	Allen Espree	214-860-2202
Communications/Math/Developmental Education	Micheal Jackson	214-860-2247
Health/Legal/Distance and Continuing/Workforce Education	Sondra Flemming	214-860-2146
Information Technology Programs and Systems Support	Susan Turner	214-860-2688

EL CENTRO COLLEGE FACULTY AND ADMINISTRATION

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

Alfaro, Felicitas .... Dean of Students and Enrollment Services
Incarnate Word College, B.S.; Antioch College, M.Ed.

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Baylor Univ., B.A.; North Texas State Univ., M.S. M.Ed.

Allen, Velma .... Academic Advisor
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.

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Univ. of Texas Southwestern Medical Center-Dallas, B.S.;
Amberton Univ., M.S.;

Anthony, Michael .... Fashion Design
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Armstrong, Dean .... Drama, Humanities
Eastern New Mexico Univ., B.S.; Southwest Texas State Univ., M.A.

Arnold-Darensbourg, Brenda J. .... AD Nursing
Texas Woman's Univ., B.S., M.S.

Babcock, Rosa B. .... English as a Second Language
Smith College, B.A.; North Texas State Univ., M.L.S.; St. Michael's
College, M.A.

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

Bates, Barry L .... Biology
Stephen F. Austin Univ., B.S., M.S.

Beasley, Sharman .... Paralegal
Univ. of Texas at Austin, B.A.; Southern Meth. Univ., M.L.A., M.A.

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

Beecham, Jessie Y. .... AD Nursing
Univ. of Texas Health Science Center - San Antonio, B.S.N., M.S.N.

Benton, Luisa .... English
Southern Methodist Univ., B.A., M.A.

Berry, John W. .... Management
Prairie View A&M Univ., B.B.A.; East Texas State Univ., M.B.A.

Bowell, Cassandra .... Math/Developmental Math
Oklahoma State Univ., B.S., M.S.

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Branscome, Darlene J. .... AD Nursing
Univ. of Pennsylvania-Pittsburgh, B.S.; Texas Woman's Univ.,
M.S., Ph.D.

Bravo, Karen .... AD Nursing
Baylor Univ., B.S.N.; Univ. of Texas at Arlington, M.S.N.

Bread, Aubrey H. .... Radiologic Sciences
Parkland School of Radiologic Technology, R.T. (R), A.R.R.T.;
Amberton Univ., B.S.; Abilene Christian Univ., B.S.; East Texas State
Univ., M.S.

Breed, Nancy .... AD Nursing
Dallas Baptist College, B.S.N.; Texas A&M Univ., Commerce, M.S. in Edu.

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.

Butler, William .... Director, Facilities Services

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

Carolan, Catherine .... Echocardiology Technology
Sydney Technical College (Australia), Assoc. Diploma of Medical
Radiography; Mitchner Institute (Toronto, Canada), Certificate,
Diagnostic Medical Sonography; Queensland Univ. of Technology
(Australia), Post-Graduate Diploma, Diagnostic Medical
Sonography; R.D.M.S., R.D.C.S., R.V.T.

Cason, Debra .... EMT/Paramedic
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.N.

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,
M.T. (A.S.C.P.)

Chatman, Blossie .... AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.

Clugston, William .... Academic Advisor
Florida Keys Community College, A.S.;
Univ. of Central Oklahoma,B.S.,M.Ed.

Conine, Randy .... English
Univ. of Texas at Arlington, B.A., M.A.

Cooper-Wallace, Mary .... Director, Urban Education
Univ. of North Texas, B.A.; Texas Woman's Univ., M.Ed.

Crawford, Pamela .... Diagnostic Medical Sonography
Lansing (MI) Community College, A.A.S. in Radiologic Sciences
El Centro College, A.A.S. in Diagnostic Medical Sonography

Crews, Harriet .... Director, Title III
Averett JC, A.A.; Univ. of South Carolina, B.A.; Purdue Univ., M.A.

Cumby, Jacquelyn .... Media Coordinator
Paul Quinn College, B.A.

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

Darilek, Kande .... Respiratory Care
Front Range Community College, A.A.S., RCP, RRT, B.S.;
UT-Southwest Medical Center

David, Joe .... Interior Design
Texas A&I Univ., B.A.; Univ. of Texas, M.L.S.

DeBauge-Harcum, Lucia .... Biology
Emporia State Univ., B.S.; Kansas State Univ., M. Arch;
Texas A&M Univ., Ph.D.

Deen, Gary .... Developmental Writing
Univ. of Texas at Arlington, B.A.; North Texas State Univ., M.Ed.

Deng, Taihe .... Chemistry & Physics
Shanghai Normal Univ. in China, B.S.; Univ. of North Texas, M.S., Ph.D.

DesPlas, Edward M. ...... Exec. Vice President, Administrative & Student Services
Univ. of Texas at Dallas, B.S.; Amberton Univ., M.S.

Easter, Glenda .... Computer Information Systems
Dallas Baptist Univ., B.S.; Univ. of North Texas, M.Ed.

Entezampour, Mo .... Exec. Vice President, Academic & Student Affairs
Univ. of North Texas, B.S., M.A., Ph.D.

Espree, Allen J. .... Executive Dean, Business and Public Service
Univ. of Nebraska-Omaha, B.G.S.; Univ. of Missouri-Kansas City, M.P.A.,
Command and General Staff College, Ft. Leavenworth, Ks., M.M.S.

Farley, Pamela .... Admissions Advisor, Health Occupations
Dallas Baptist College, B.S.

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

Finney, W. Howard .... Associate Dean, Student Support, Auxiliary Services
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Univ. of Texas-Arlington, B.A.; Univ. of Texas-Dallas, M.S.

Galloway, Wende .... AD Nursing
Tuskegee Institute, B.S.N.; Texas Woman's Univ., M.S.

Garcia, Robert .... Director, Human Resources

Gardner, Denise .... Asst. Dean, Program Dir., Continuing/Workforce Education
Pacific Oaks College, A.A.; LaSalle Univ., B.S., M.S.

Garza Rebecca .... Director, Rising Star
Eastfield College, A.A.A.S.; Univ. of North Texas, B.A.A.S.

Gassiot, Cindy .... Medical Staff Services
Tarrant Co. College, Hurst, TX, A.A.; Certified Med. Staff
Coord., NAMSS; Certified Provider Credentialing Specialist, NAMSS

Gill, Melanie. .... Director, College Bound
Louisiana Tech Univ., B.S.

Gobar, Bernard A., Jr. .... Director, Internet Services
Texas A&I Univ., B.S.; East Texas State Univ., M.Ed.

Goff, Larry .... Psychology
North Texas State Univ., B.S., M.S., Ph.D.

Grady, Paula .... Director, Job Placement
Mundelein of Loyola Univ., B.A.; C.A.D.C.

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

Green, Charlotte .... Associate Dean, Health and Legal Studies
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Grubbs, Sharon A. .... Counselor/Arts and Sciences
North Texas State Univ., B.A.; East Texas State Univ., M.S.

Grundy, Eddie .... Internet Development Technologies
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Science Center at Dallas, B.S., Univ. of North Texas, M.S.,
C.R.T.T., R.R.T., R.C.P.

Hadnot, LaVerne E. .... AD Nursing
Tuskegee Institute, B.S.; Texas Woman's Univ., M.S.

Handy, Jim .... Associate Dean, Counseling and Special Services
Univ. of Texas at Austin, B.A.; Univ. of Texas Southwestern Medical
Center at Dallas, M.S.

Harman, Martha .... Mathematics
North Texas State Univ., B.A.; Southern Methodist Univ., M.A.

Hedrick, Charles .... Director, Marketing and Communications
Virginia Tech, B.S.

Henslee, Jimmie J. .... Business and Accounting
East Texas State Univ., B.S., M.Ed.

Herber, Donna L. .... Instructional Specialist II, Continuing/Workforce Education
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Hock, Janeen .... Academic Advisor, Counseling/Advisement
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Howden, Norman .... Assistant Dean, Educational Resources
Central Missouri State Univ., B.S.; Univ. of Missouri, M.A.L.S.;
Case Western Reserve Univ., Ph.D.

Inurrigarro, Lucia .... International Advisor, International Center
El Centró College, A.A.S.

Jackson, Jolayne .... Radiography
Parkland School of Radiologic Science, R.T. (R) A.R.R.T.;
Univ. of Texas at Arlington, B.A.

Jackson, Micheal .... Exec. Dean, Communications/Math/Developmental Ed.
Langston Univ., A.A., B.S.; Ohio State Univ., M.A., Ph.D.

Johnston, Rebecca S. .... AD Nursing
Baylor Univ., B.S.N.; Univ. of Texas - Arlington, M.S.N.

Jones, Jerry C. .... Music Coordinator
Evansville Univ., B.M.E.; Southern Methodist Univ., M.M.

Jones, Kayle .... Director, Business Operations
Southern Methodist Univ., B.B.A.

Jones, Margaret .... Evening Librarian
Univ. of North Texas, B.A.; Texas Woman's Univ., M.L.S.

Jones, Wanda .... History
Univ. of Texas at Arlington, B.A., M.A.

Knox, Dudley .... Paralegal
Texas Christian Univ., B.S.; Southern Methodist Univ., M.L.A.;
Baylor Univ. Law School, J.D.

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.

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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

Looney-Evans, LaConna .... Academic Advisor, Counseling/Advisement
Prairie View A&M Univ., B.A.

Macdonald, Anne .... Instructional Assoc., Food and Hospitality Service Inst.
Diploma in Institutional Management, Edinburgh College
of Domestic Science, Scotland

Mansour, Kambiz .... Developmental Mathematics/Mathematics
N.U.I., B.S.; Univ. of Texas at Dallas, M.S.

Marquez, Juanita .... Computer Information Technology
Texas Woman's Univ., B.S., M.Ed.

Martin, Elizabeth P. .... Vocational Nursing
Dillard Univ., B.S.

Martinez, Eliazar .... IS/LAN Support Manager
Angelo State Univ., B.B.A.; Dallas Baptist Univ., M.B.A., M.C.S.E., C.C.N.A.

Mattie, Lynn .... Food and Hospitality Inst.
New York Univ., B.S., Accounting; El Centro College, Baking Certificate

McCarty, James E. .... AD Nursing
Alexian Brothers School of Nursing, Diploma; Loyola Univ., B.S.N.;
Wayne State Univ., M.S.N.; Univ. of Detroit, M.B.A.

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, Allied Health
North Texas State Univ., B.S.; Baylor School of Medical
Technology, M.T.; East Texas State Univ., M.Ed., Ph.D.,
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North Texas State Univ., B.S., M.Ed.

Meza, Rosemary .... Art/Humanities
Univ. of North Texas, B.F.A.; Maryland Institute College of Art, M.F.A.

Minnett, John .... Distance/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.;
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Moeck, Pat .... Program Director Medical Assisting
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Certified Medical Assisting (AAMA)

Moore, Diana E. .... Developmental Mathematics/Mathematics
Mary Hardin-Baylor Univ., B.S.; Texas Woman's Univ., M.A.

Mongo, Karen .... Speech/Communication
Univ. of Arkansas at Fayetteville, B.A., M.A.

Moran, Betty W. .... Exec. 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
Indiana Univ., A.S., B.S.; Purdue Univ., B.S.; Kansas State Univ., M.S.,
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Myers, H. Wayne .... Biology
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Oliver, Allen .... Interior Design
Univ. of Texas at Austin, B.A.

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Texas Tech Univ., B.S.; Southern Methodist Univ., M.A.; Univ. of
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Osei-Frimpong .... Tutor, TRIO Program
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North Texas State Univ., B.S., M.Ed., Ed.D.

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Univ. of Missouri, Columbia, B.S.; Univ. of Illinois, Champaign,
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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.

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.,
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Pritchett, Kathy .... AD Nursing
Incarnate Word College, B.S.; Texas Woman's Univ., M.S.

Ramos, Manuel .... Instructional Associate, Learning Center
Univ. of Texas-Arlington, B.S.

Ramsey, George .... 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 .... Director, College Police
Eastfield College, A.A.S.

Richard, Dwayne .... Coordinator, Programs
Grambling State Univ., B.S., M.S.

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Univ. of Missouri - Columbia, B.H.S., R.R.T., R.C.P.;
Texas Woman's Univ., M.S., Ph.D.

Robinson, Emily B. .... Office Technology
Abilene Christian Univ., B.S.E.; Univ. of North Texas, M.B.E.

Rodriguez, Freddy .... Advisor
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.

Salais, Guadalupe .... Fashion Design
Texas Woman's Univ., B.S.

Samarth, Aditi .... Director, Learning Center
Texas Tech Univ., B.F.A., M.A.

Samuel, John .... Computer Information
Univ. of Texas at Arlington, B.B.A., M.B.A.; American Production &
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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.

Schubert, Christine .... Instructional Associate
Univ. of South Carolina, B.A.

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

Settles, Sherri .... Program Director, 21st Century
College for Developmental Studies (Los Angeles), Certificate,
Early Childhood Education

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

Smith, Laura .... Rising Star Advisor
Southern Methodist Univ., B.A.

Sonnier, Beth B. .... Director, 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 .... Director, Institutional Self-Study
Oklahoma Baptist Univ., B.S.; Texas Woman's Univ., M.S.

Stanfield, Margaret .... AD Nursing
Texas Woman's Univ., B.S.; Univ. of Texas-Arlington, M.S.;
Texas Woman's Univ., Ph.D.

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

Stewart, Stevie .... Director, Admissions/Registrar
Univ. of Texas at El Paso, B A., M.A.

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

Taylor, Angela .... Team Leader, CWE
Univ. of Houston, B.A.

Theriot, Lisa .... Executive Director, Resource Development
Illinois State Univ., B.S., Amberton Univ., M.A.

Tippit, Linda L. .... Librarian
Morningside College, B A.; Texas Woman'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.

Tully, Bettie L. .... Counseling and Urban Education Faculty/Ombudsman
Our Lady of the Lake College, B.A., M.Ed.; East Texas State
Univ., Ed.D.

Tunnell, Charlotte .... AD Nursing
South Dakota State Univ., Bookings, B.S.N.;
Univ. of Minnesota, M.S. in Nursing

Turley, Uvaldina .... Director, Gear Up Program
Southern Methodist Univ., B.F.A.

Turner, Susan J. .... Exec. Dean, Information Tech. Programs & Systems Sup.
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.

VanDeventer, Elizabeth J. .... Director, Jail Education
Texas Woman's Univ., B.S.; Univ. of Texas-Austin, M.Ed.

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

Ward, Janet .... Coordinator, BHO Computer Lab
El Centro College, A.S.

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

Wells, John W. .... Director, Financial Aid
Univ. of Nevada at Reno, B.S. Ed.

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Wilkins, Bill .... Director, Testing
S.U.N.Y., Genesee, B.A.; Cornell Univ., Ph.D.

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Williams, Ramona L. .... Coordinator, Instructional Learning
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Wilson, Doris P. .... Office Technology
Prairie View A&M Univ., B.S.; Teachers College, Columbia
Univ., M.A.

Wooldridge, Sharon K. .... Interior Design
El Centro College, First Professional Degree Level Certificate,
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Wyche, Sandy .... Mathematics
Texas A.&I. Univ. at Kingsville, B.A., M.A.

Yearwood, Jessie .... Food and Hospitality Institute
Texas Woman's University, B.S., M.S., Nutrition

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

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

Zarele, Esperanza .... Program Director
El Centro College, A.A.S.

General Information

GUARANTEES OFFERED BY THE EL CENTRO COLLEGE

Guarantee for Job Competency

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

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

- The graduate must have earned the Associate in Applied Science Degree or completed the certificate program beginning May 1992, or thereafter in a Technical program identified in the El Centro College catalog.
- The graduate must have completed this degree or certificate program in the DCCCD (with a majority of the credits being earned at El Centro College) and must have completed the degree or certificate within a four-year time span.
- Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by El Centro College as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
- Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for the cost of books, insurance, uniforms, and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- The student's sole remedy against El Centro College and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
- The program can be initiated through written contact with the office of the college president.

Guarantee For Transfer Credit

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

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

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

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

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

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

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

Information about the
Dallas County Community College District

History
The Dallas County Community College District (DCCCD) enrolls over 100,000 credit and non-credit students every semester, making it one of the largest higher education institutions in the State of Texas.
The DCCCD comprises seven colleges located strategically throughout Dallas County. Anyone in Dallas County has only a short drive, bus or train ride to reach the nearest college.

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

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

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

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

More specifically, the District's purpose is to provide:
- technical programs up to two years in length leading to associate degrees or certificates;
- vocational programs leading directly to employment in semi-skilled and skilled occupations;
- freshman and sophomore courses in arts and sciences;

- continuing adult education programs for occupational or cultural upgrading;
- compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
- workforce development programs to meet local and statewide needs;
- adult literacy and other basic skills programs for adults; and
- other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the District's Board in the best interest of post-secondary education in Texas.

DCCCD Philosophy

The Dallas County Community Colleges, Institute for Economic Development, and Center for Educational Telecommunications are teaching, learning, and community building institutions.

To fulfill the public trust, the DCCCD

- offers a student guarantee to the institutions and employers receiving its graduates;
- measures its collective and individual behaviors against a code of ethics and a statement of organizational values;
- makes decisions through a line organizational structure which receives input from those most affected by the decisions;
- strives to provide its services by seeking full formula funding from the State and maintain a balance between the District's local revenue sources with about 40% from tuition sources and 60% tax revenues;
- seeks to maintain the highest possible credit ratings consistent with other institutional goals and objectives;
- views itself as a team player in the local community of educators, business people, elected officials and other community leaders; and
- sees its role as a weaver of a seamless fabric of learning opportunity for the people of Dallas County.

As a major employer, the DCCCD

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

In its organizational culture, the DCCCD

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

DCCCD Goals

Goal 1/A - Career Preparation DCCCD students will obtain the knowledge, skills, and services needed to succeed in jobs and careers that meet the area workforce needs.

Goal 1/B - Transfer Preparation
DCCCD students will obtain the freshman and sophomore level knowledge, skills, and services needed to succeed in earning a baccalaureate degree.

Goal 2 - Continuing Education
DCCCD students will obtain quality continuing education to enrich their lives personally, socially, and culturally and to upgrade occupational and job skills.

Goal 3 - Basic Skills
DCCCD students will acquire basic literacy skills and developmental education to live more functionally and become ready to participate successfully in college-level curricula.

Goal 4 - Distance Learning
DCCCD will use existing and emerging telecommunication technologies to provide convenient and flexible access to accredited and lifelong learning opportunities to students and workforces.

Goal 5 - Access
The DCCCD student body will reflect the demographic characteristics of the Dallas County adult population and will persist in achieving their individual learning goals.

**Goal 6 - Economic Development**

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

Goal 7 - Citizenship

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

The DCCCD and Innovation

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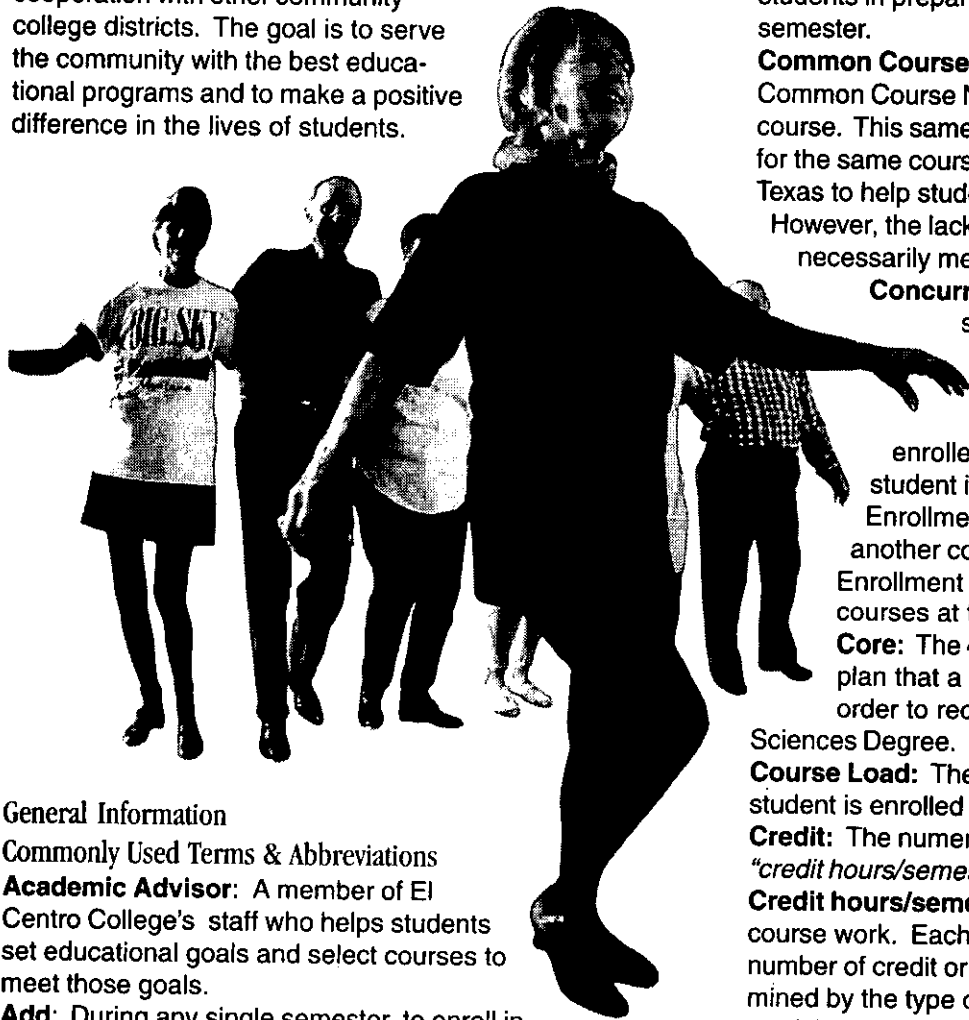
General Information
Commonly Used Terms & Abbreviations

Academic Advisor: A member of El Centro College's staff who helps students set educational goals and select courses to meet those goals.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

EConnect: eConnect is a web application that allows you to search, register and pay for your credit classes, view your grades and access your financial information online.

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

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

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

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

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

Grade points: See *Grades & Transcripts.*

Grades: See *Grades & Transcripts.*

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

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

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

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

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

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

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

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

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

Registration: The official process for enrolling in courses. This involves selecting classes with the help of an advisor, completing all registration forms and paying fees. Check the College's Class Schedule for registration dates.

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

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

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

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

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

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

Telecourse: The telecourse allows the student to work and learn independently, with campus-based requirements including orientations, testing and review sessions. The course includes a pre-produced video series with print materials. Class interaction is offered through the telephone, fax and mail. Students are required to have access to a participating local cable system, KDTN public television, or a VHS-format videocassette player. Only campus-based distance learning classes may use the telecourse delivery format.

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

Telephone registration: Touch-tone registration is available during regular registration. The telephone number for touch-tone telephone registration is 972-613-1818.

Transfer courses: Courses which are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor or check on college web site 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 El Centro College affixed and the signature of the Registrar.

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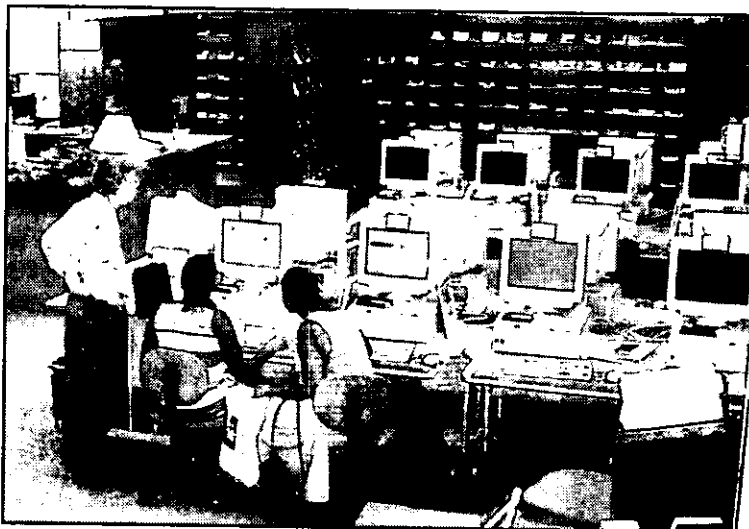
Getting Started

General Admissions Policy

El Centro College's open door admissions policy ensures that every person who can benefit from higher education has the opportunity to enroll. Students admitted to this college are automatically admitted to the seven colleges of the Dallas County Community College District composed of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland colleges. Admitted students may take courses at any of the colleges under certain conditions.

How to Enroll

Follow these steps:
1. Complete an Application for Admission. Applications are also available from any Admissions Office and on the Internet at *www.dcccd.edu.*
2. Submit all of the following with your Application for Admission:
   - Proof of Texas residency (for those who wish to be considered residents for tuition purposes),
   - Scores from college entrance exams (SAT, ACT) taken in the last five years,
   - Scores from the Texas Assessment of Academic Skills Program (TAAS) taken in the last three years,
   - Scores from the Texas Academic Skills Program (TASP) OR scores from the Alternative assessment to the TASP,
   - GED certificate (required for students who have taken the GED exam),
   - Official transcripts from high school (required for students with no college experience),
   - Official transcripts from all colleges previously attended (required for students with college experience).

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

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

Immunizations

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

## Important Information You Need to Know about Bacterial Meningitis

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

What are the symptoms?

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

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

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.
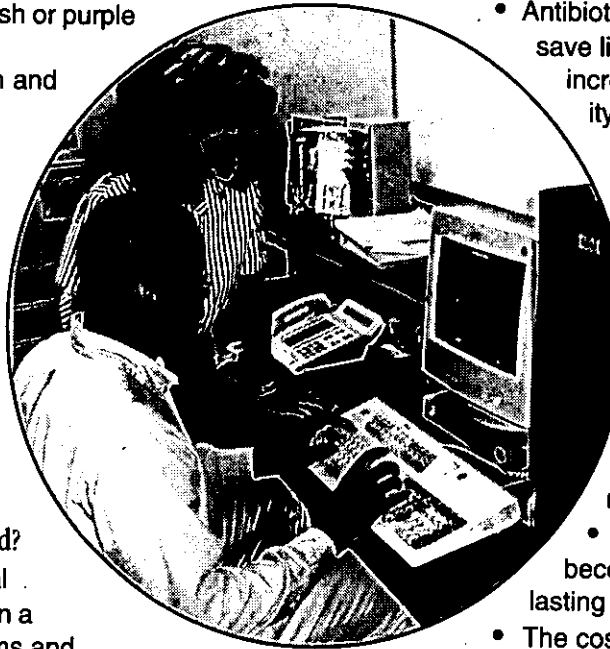
How is bacterial meningitis diagnosed?

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

How is the disease transmitted?

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

How do you increase your risk of getting bacterial meningitis?

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

What are the possible consequences of the disease?

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

Can the disease be treated?

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

How can I find out more information?

- Contact your own health care provider.
- Contact your Student Health Center at:

  El Centro   214-860-2113

- Contact your local or regional Texas Department of Health office at 817-264-4551.
- Contact web sites: www.cdc.gov/ncidod/dbmd/ diseaseinfo; www.acha.org

Student Identification

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

Admission Requirements

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

For specific information about required documentation, contact the Admissions Office.

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

- First time student
- Student concurrently enrolled in high school and the DCCCD
- High school student enrolled in dual credit programs
- Transfer student
- Former DCCCD student
- International student

First time students

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

- You are a graduate of an accredited high school.
- You are a graduate of an unaccredited high school and are 18 years of age or older.
- You earned a General Education Diploma (G.E.D.).
- You are at least 18 years of age and do not have a diploma or G.E.D (may be admitted by individual approval).
- If you are under the age of 18, are no longer enrolled in high school of any kind, and do not have a diploma or a G.E.D., you may be admitted by *one* of the following:
- A written recommendation of the principal or superintendent of the last high school you attended, *or*
- TASP or alternative assessment results indicating you have the ability to benefit from El Centro's programs.
- If you are 16, did not graduate from an accredited school, but did graduate from a non-accredited high school, or were schooled in a non-traditional setting (i.e., home-schooled), you may be admitted if you meet *all* of the following conditions:

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

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

Students Concurrently Enrolled in High School and El Centro College

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

- If you have completed your junior year in an accredited high school, you may be admitted with your high school principal's written recommendation. You must also present scores on TASP or the alternative assessment with results indicating your ability to complete college-level work. You may take no more than two courses each semester.

- If you have not completed your junior year at an accredited high school, you may be admitted upon meeting *all* of the following conditions:
- Submit your high school principal's written recommendation;
- Present scores on TASP or alternative assessment with results indicating your ability to do college-level work;
- Receive approval from the El Centro College Vice President of Instruction or designate. Upon approval, you may take no more than two courses each semester. However, if you meet specific conditions, you may be permitted to enroll for three courses.
- If you are enrolled in non-accredited high schools or educated in a non-traditional setting (i.e., home-schooled) and have completed the equivalent of the junior year (16 units) in high school, you may be admitted by meeting *all* the following conditions:
- Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
- Present scores on TASP or alternative assessment with results indicating your ability to do college-level work;
- Complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within college;

- Agree to limitations on conditions of admission. You may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
- Receive approval from College's Vice President of Instruction or designate.
- If you are enrolled in non-accredited high schools or educated in a non-traditional setting (i.e., home-schooled) and have not completed the equivalent of the junior year (16 units) in high school, you may be admitted by meeting *all* the following conditions:
- Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
- Present scores on TASP or alternative assessment with results indicating your ability to do college-level work;
- Complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within the college.
- Agree to limitations on conditions of admission. You may take no more than two courses each semester; *and*
- Receive approval from the Vice President of Instruction or designate.
- High school students are generally not admitted into developmental courses unless a contract for such services exists between the college and the school.

High School Students Enrolled in Dual Credit Programs

Dual Credit Programs are instructional partnerships between a public school district, a private secondary school or a home school and El Centro College. Concurrent course credit is provided to high school students for both high school and college credit. College credit may be for certificate or associate degree programs.

Eligibility requirements:

- To enroll in courses for an associate degree or level-two certificate (TASP eligible) program, you must present a passing score on TASP or the alternative assessment in at least one area (reading, writing, or math) as deemed applicable by El Centro College for the intended course in which you wish to enroll. If you are exempt from TASP, you are also exempt from local assessment for the purposes of dual course credit. Public school students wishing to enroll in level–one certificate (TASP waived) programs must have met TAAS standards by passing all sections of the exit-level TAAS or through end-of-course exams.
- High school students are generally limited to enrolling in two dual credit courses per semester. You may be permitted to enroll in more than two courses if recommended to do so by your high school principal or appropriate home school "official" *and* under one of the following conditions:
- Achieve a minimum GPA of 3.00 on at least two college courses taken in previous semesters; o r

- Prove you have passed all sections of TASP or the Alternative assessment; *or*
- Prove your eligibility to be TASP exempt based upon TAAS, ACT, or SAT as approved by the Texas Higher Education Coordinating Board. (Note: these score standards are often altered by the THECB and the currently approved scores must be used.)
- High school students must meet all appropriate admissions criteria to El Centro College.
- High school students must fulfill all prerequisite requirements to enrolling in a dual credit course.

Transfer Students

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

- You must present a complete transcript bearing impression of seal and signature of college/university official of each institution attended. Transcripts must be submitted before you enroll and should include the previous admission record and evidence of honorable dismissal. If you do not submit transcripts prior to enrolling, you can be blocked from a number of courses that require taking certain prerequisites. Transcripts received become the permanent property of El Centro. If you have earned a baccalaureate and/or graduate degrees from accredited colleges and universities, you may submit a copy of a college/university diploma in lieu of transcripts. However, documentation of prerequisites for specific courses must still be provided. If you are transferring from another college, you are not at liberty to disregard your collegiate record by applying as a beginning student. The college reserves the right to review academic credentials and/or transcripts from other higher education institutions for the purposes of

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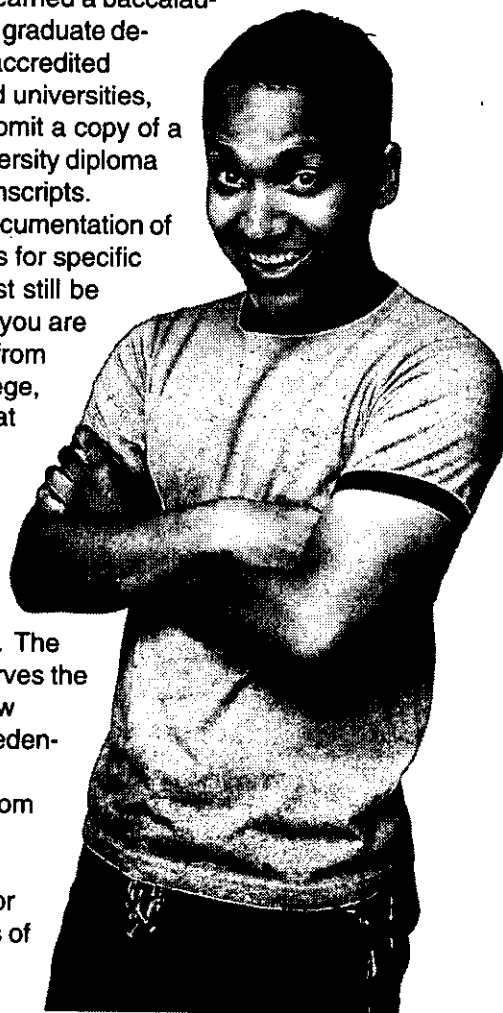
evaluating the acceptability of credits. If you do not report all accredited college/university course work, you will be subject to disciplinary action, including expulsion and possible loss of credit for subsequent course work taken at the college.

- You must meet the minimum academic standards of El Centro. If another institution enforced scholastic withdrawal or suspension, and you meet the minimum academic standards of El Centro College, you may petition for admission to El Centro's admissions committee. Admission may be provisional, and credit hours and course work may be limited.
- You must meet all TASP requirements, as follows, after you are admitted:
- If you are transferring from another Texas public college or university, you must present TASP or alternative assessment scores if you are not TASP exempt and wish to enroll in any college-level coursework, and
- If you are transferring from a private and/or out-of-state college or university, you must present TASP or alternative assessment scores unless you are TASP exempt or will be enrolled at this college for only one semester or two summer sessions.

Acceptance of Credit in Transfer

Credit for courses in which a passing grade ("D" or better) has been earned may be transferred to El Centro 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 El Centro College's responsibility not to transfer credits received from any United States institution not so accredited except where signed agreements between El Centro and other institutions exist. However, if you have gained proficiency through completing coursework from non-accredited institutions, you may receive college credit through credit-by-examination and, in some circumstances, credit by experience.

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

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

You must submit all official transcripts from all higher education institutions and a request for a degree plan evaluation to the Registrar's Office before an evaluation can take place. Any questions concerning the validity of the document(s) will result in the need to have an official transcript(s) sent directly from the other institution(s) to the Registrar's Office. If you are admitted with a grade point deficiency, you cannot graduate until you have cleared the deficiency by earning additional grade points.

Academic Forgiveness Policy

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

Former Students

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

Aliens who are Residents of Texas

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

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

International Students

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

- Contact El Centro College to request international student admission information;
- Provide an official TOEFL (Test of English as a Foreign Language) score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version to meet the English proficiency requirement and be considered for academic credit. If you meet one of the following criteria, you will be excused from the TOEFL requirement:
- You are a graduate of an accredited U.S. college or university; or
- You are a native speaker of English from a country in which English is the primary language of the majority as documented by the Cambridge Encyclopedia of Languages. (See international admissions advisor for list of approved countries.)
- You have an institutional TOEFL score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version from the University of North Texas or the University of Texas at Arlington may be substituted for the TOEFL;

- You have successfully completed the final level of the American English and Culture Institute (AECI) or
- You can present documented completion of the final level of an Intensive English Language Program that is approved by the DCCCD through an established agreement.

Upon admission, all international students are required to

- Complete the El Centro College assessment for academic advisement and placement. If adequate English proficiency is not demonstrated through this assessment, placement in additional English language courses will be required.
- Show documented evidence of sufficient financial support for the academic year;
- Provide written proof of negative tuberculin skin test or chest X-ray taken within the last one (1) year, diphtheria/tetanus immunizations taken within the last ten (10) years, measles and rubella vaccines taken since January 1, 1968, and polio immunization if you are under nineteen (19) years of age;
- Submit official transcripts from each high school, college or university previously attended with a minimum of "C" average;
- Fulfill all admission requirements before the deadline designated by El Centro for international students and receive approval for admission from international admissions advisor.
- In addition to the requirements stated above, if you are an international student wishing to transfer from another U.S. institution, you must also:
- Present documentation indicating valid non-immigrant status;
- Provide official transcripts or documented proof verifying that you are "in-status" and have been pursuing a full course of study during the term immediately preceding the transfer from the institution last authorized by INS for attendance. International students are subject to the requirements of the Texas Academic Skills Program (TASP).

Upon admission, students must present all original immigration documents including a valid visa (I-94 arrival/departure record) and unexpired passport to be copied and kept on file. F-1 students must receive and secure the Form I-20AB from each new school attended. F-1 students must enroll in a minimum of 12 credit hours and maintain full-time enrollment during each regular semester in order to maintain visa status. It is strongly recommended that F-1 students obtain health insurance for the duration of their studies at El Centro College. After admission, international students must present TASP scores or take the alternate assessment unless otherwise exempt.

Evaluation of Foreign Credentials

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

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

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

Texas Academic Skills Program (TASP) and Alternative Assessments

After you are admitted, but prior to registration, you must either present TASP scores or take the El Centro alternative assessment. See *Exemptions from TASP Requirements* in this section to determine if you are exempt or waived from TASP requirements. Assessment is not used to determine admission except for students wishing to enroll in "special admissions" programs.

The Texas Academic Skills Program (TASP) is required by state law to ensure students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TASP includes a testing component designed to identify and provide information about your reading, writing, and math skills. The program is very complex, and you are expected to consult with the El Centro College TASP Coordinator in order to meet the TASP requirements. *It your responsibility to be aware of all TASP regulations.*

When TASP Requirements Must Be Met

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

Meeting TASP Requirements

You may meet the TASP requirements in several ways:
- Pass all sections of TASP or QuickTASP;
- Pass all sections of the El Centro College alternate assessment on the initial attempt;
- In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of "C" or better, retake and fail the same section of TASP or QuickTASP, and then take and make a "B" or better in an approved, related college-level course; *or*

- In the exact following order, take and fail a section of the El Centro College alternate assessment, complete all required developmental coursework with a grade of "C" or better, retest with TASP or QuickTASP and fail the same subject area originally failed on the El Centro College alternate assessment, and then take and make a grade of "B" or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods *must* check with the College TASP Coordinator to learn of all required steps to be met.
- The "B or Better" courses that can be used to satisfy TASP requirements (after having successfully completing Developmental coursework) are: English 1301, English 1302, History 1301, History 1302, English 2321, English 2322, English 2323, English 2331, English 2332, English 2333, English 2326, English 2327, English 2328, Psychology 2301, Government 2301, Government 2302, Government 2305, Government 2306, Math 1332, Math 1333, Math 1314, Math 1316, Math 1414 or a higher level math course for which any of the above Math courses are prerequisites.

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

Low Assessment Scores

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

If you fail a section of the TASP, QuickTASP or college alternate assessment, you must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. The El Centro College Executive Vice President of Academic and Student Affairs may exempt you from this requirement under limited circumstances (Concurrently enrolled high school students will not be mandated to take developmental courses while in high school.) You must continue to participate in mandated developmental coursework until:
1. You pass the failed section of TASP or QuickTASP test, (please note that the El Centro alternate assessment cannot be used for retesting purposes), *or*
2. You have completed the developmental coursework required, at which time El Centro College may release you from such coursework. El Centro is not required to release you from further developmental coursework.

Exemptions from TASP Requirements

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

- You have at least 3 hours of college credit prior to Fall 1989;
- You are blind/deaf and have at least 3 hours of college credit prior to Fall 1995
- You enroll in certain certificate programs;
- You have a baccalaureate or higher degree;
- You have ACT/SAT or TAAS scores which meet state standards for an exemption;
- You enroll as a transient student from an out-of-state or private institution;
- You are not seeking a degree *and* are at least 55 years of age;
- You are not seeking a degree *and* are an international student;
- The Texas Higher Education Coordinating Board has certified you as being dyslexic or having a related disorder *or* as having a math disorder. If you seek this exemption, you must check with the El Centro College TASP Coordinator to ascertain what documentation must be submitted to the Texas Higher Education Coordinating Board as only that agency may grant such an exemption;
- You are an out-of-state student enrolled in official distance education courses.
- You transfer from a private or out-of-state college or university with a transcript showing a grade of "A" or "B" in a course that the DCCCD believes is equivalent to a course on the "B or Better" list (See #5 in previous section, *Meeting TASP Requirements.*)
- You are a self-declared casual, enrichment, or non-degree seeking student. You must be tested on TASP, QuickTASP, or the El Centro College alternate assessment, but you do not have to participate in remediation. You must sign a form, available in the Admissions Office, Registrar's Office or Advisement Office each semester you are enrolled. You will be restricted from enrolling in certain courses until TASP requirements for such courses have been met, and you will not be awarded a certificate or degree.
- You are a student who is serving full-time, active duty as a member of the armed forces of the United States. Members of the National Guard or other less-than-full-time military groups will not qualify.
- You are a student who graduates from a public high school or an accredited private high school in any state with a grade point average of 3.5 or higher on a 4.0 scale or the equivalent and completed the recommended or advanced high school curriculum or an equivalent or similar curriculum at an accredited private high school or at a high school outside of Texas. This exemption is effective only for a student who enrolls in an institution of higher education on or before the second anniversary of the date the student graduated from high school.

All other students are subject to TASP requirements.

When Tests Are Administered

The El Centro College alternate assessment and QuickTASP are offered at the El Centro College Assessment/Testing Center throughout the year at various times. Please contact the Assessment/Testing Center for specific information regarding college alternate assessment and QuickTASP test administration procedures. The TASP test is administered statewide at least six times a year. You *must* register on forms available in the El Centro 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. For more information, call the Assessment Center at 214-860-2178.

Transferring Assessment Scores

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

TASP Assistance

El Centro College TASP Coordinator, Charlie Morgan (214) 860-2077, can assist you with information about TASP requirements.

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

And remember.....TASP rules are always subject to change. For the latest TASP information, see the El Centro College TASP Coordinator.

Tuition

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

In Fall 2002 and Spring 2003 semesters, El Centro College is offering reduced tuition for certain afternoon and weekend classes. Classes that qualify for reduced tuition have a lecture start time between 1:30 and 4:15 p.m. Monday-Thursday, and, between 1:30 p.m. Friday and 11:00 p.m. Sunday. Note: Normal tuition applies to distance learning and off-campus classes, also to winter term, May term, summer-term, flex term, and fast track classes (except those fast track classes that occur between the hours of 1:30 p.m. Friday and 11:00 p.m. Sunday).

| Category of Tuition	Dallas County Residents	Other Texas Residents (Out of County Residents)	Out of State/ Out of Country
Full Tuition	$26 per credit hour with a $26 minimum	$46 per credit hour with a $46 minimum	$76 per credit hour with a $200 minimum
Reduced Tuition for certain afternoon and weekend classes	$13 per credit hour with a $13 minimum	$23 per credit hour with a $23 minimum	$38 per credit hour with a $100 minimum

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

An individual who has moved to Texas and enrolled before having resided here for 12 months immediately preceding registration, and his or her dependents, may be entitled to pay the tuition required of Texas residents. Such an individual 1) must be an employee of a business or organization that is part of Texas' economic development and diversi-

fication program, and 2) must file with the college a letter of intent to establish residency in Texas.

Residency

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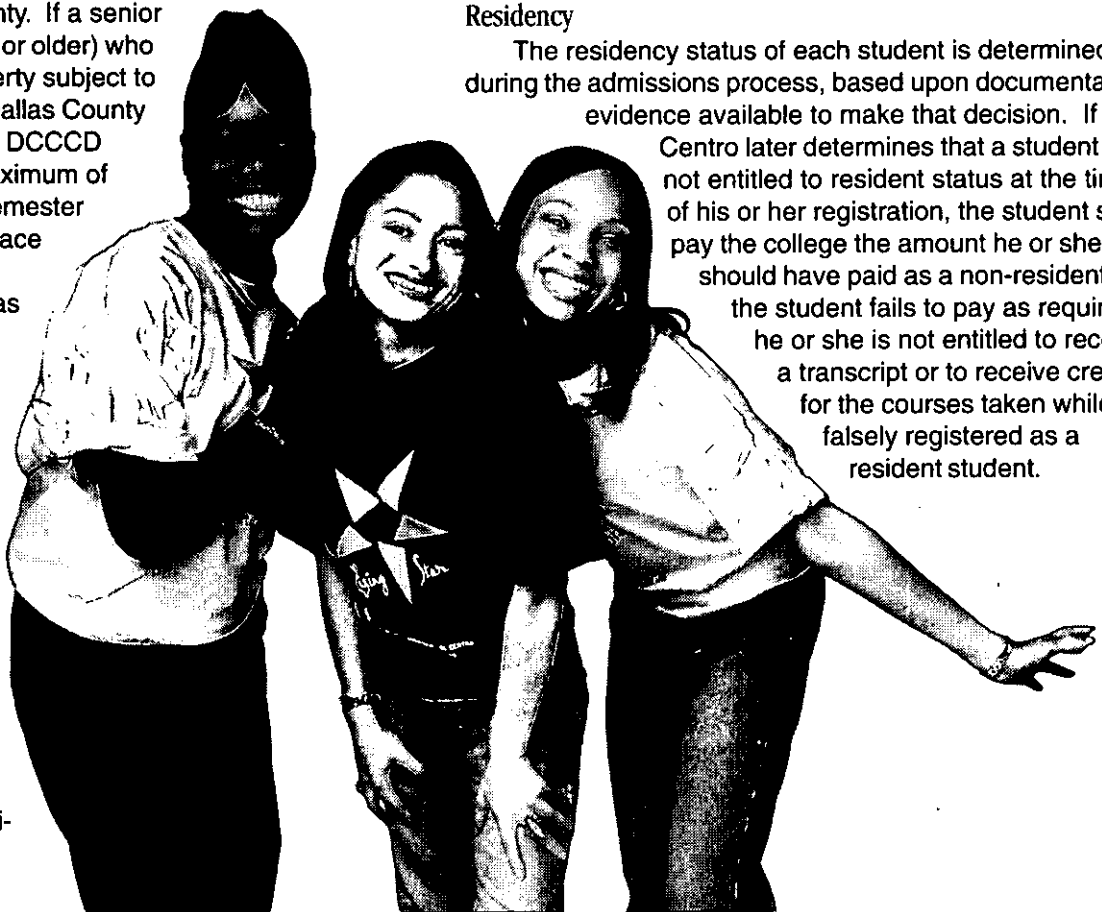
State law requires that students sign an oath of residency. The oath of residency is not and may not be substituted for documentary evidence.

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

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

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

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

Tuition Installment Pay Plan (TIPP)

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

- A nonrefundable, $15 charge is due when the installment plan is initiated, which must be before the first day of classes.
- Tuition for flexible-entry courses may not be paid in installments unless registered for prior to the official certification date of the term in which the pay plan is initiated.

- Course credit may be denied if payment in full has not been made by the end of the semester.
- A promissory note must be signed when the first payment is made.
- If courses are dropped, the refund (if any) is applied to the balance due.
- If courses are dropped and no refund is due, the balance must still be paid in full.
- A $10 late charge is applied to a late payment (maximum of $20 per pay plan).
- Payment due dates and amounts are ½ before the official institutional first day of classes, ¼ before start of the 6th class week, and the final ¼ before start of the 11th class week.

HOPE Scholarship and Lifetime Learning Tax Credits

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

The Hope Scholarship Credit is for students who are enrolled at least half-time in one of the first two years of post-secondary education and are pursuing an undergraduate degree, certificate or other recognized credential. The Lifetime Learning Credit is offered to encourage people to improve or acquire new job skills. For more information about these education tax incentives, call the Internal Revenue Service at 1-800-TAX-1040 or visit their Web site at www.irs.gov.

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

Reciprocal Tuition Agreements

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

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

Tuition Rebate Program

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

- Must have enrolled in a Texas public institution of higher education in fall 1997 or thereafter;
- Must have been a resident of Texas and entitled to pay in-state tuition at all times while pursuing the degree;
- Must have received a baccalaureate degree from a Texas public university; and
- Must have **attempted** no more than three hours in excess of the minimum number of semester hours required to complete the degree in the catalog under which graduated. Hours attempted includes transfer credits, course credits earned exclusively by examination, courses that are dropped after the official census date, and for-credit developmental/remedial courses.

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

Refund of Tuition

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

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

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

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

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

Returned Checks

El Centro College notifies students, in writing, to pay the amount of returned checks plus a $20 service charge, with cash or a cashier's check, within time limits prescribed in the written notification. If for any reason a check for tuition is returned, El Centro may submit the check to a Justice of the Peace for legal action and collection. El Centro College's vice president may implement disciplinary action—the student may be dropped from classes and may be blocked from future enrollment until all costs are paid.

Additional Charges

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

El Centro College

Tuition—All Semesters

Semester Credit Hours	DALLAS COUNTY Registration Tuition	OUT-OF-DISTRICT Registration Tuition	OUT-OF-STATE OR COUNTRY Registration Tuition
1	$26	$46	$200
2	52	92	200
3	78	138	200
4	104	184	304
5	130	230	380
6	156	276	456
7	182	322	532
8	208	368	608
9	234	414	684
10	260	460	760
11	286	506	836
12	312	552	912
13	338	598	988
14	364	644	1,064
15	390	690	1,140
16	416	736	1,216
17	442	782	1,292
18	468	828	1,368
19	494	874	1,444
20	520	920	1,520

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

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

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

Tuition for all semesters is as follows:

1. **Dallas County Residents** $26.00 per credit unit or a minimum of $26.00
2. **Out-of-District Residents** $46.00 per credit unit or a minimum of $46.00
3. **Out-of-State Residents** $76.00 per credit unit; minimum of $200.00
4. **Out-of-Country Residents** $76.00 per credit unit; minimum of $200.00

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

Effective Date: Fall Semester, 2001

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

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

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

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

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

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

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

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

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

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

College Financial Aid

Financial Aid

The primary goal of financial aid is to assist students who, without such aid, would be unable to attend college. The El Centro College financial aid office administers grants, loans, scholarships and part-time employment. To learn more about student financial aid programs, visit www.students.gov (federal Web site), www.collegefortexans.com (state Web site), and www.dcccd.edu (college Web site). To reflect changes in students' eligibility and needs and changes in the cost of attendance, applications are required annually. Financial aid is awarded for one academic year at a time.

It is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds.

Eligibility Requirements for Financial Aid

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

Types of Aid Available

Generally, loans must be repaid whereas grants and scholarships do not require repayment. In all cases, students should make themselves completely familiar with the terms and conditions of financial aid they receive.

Federal Pell Grant

Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. For many students,

Pell Grants provide a foundation of financial aid to which other aid may be added. Eligibility requirements include enrollment for at least 1 credit hour(s).

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant program is for undergraduates with exceptional financial need—that is, students with the lowest Expected Family Contributions (EFCs) and gives priority to students who receive federal Pell Grants.

Eligibility requirements include enrollment for at least 3 credit hours.

Texas Public Educational Grant (TPEG)

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

Toward EXcellence, Access and Success (TEXAS) Grant

TEXAS Grants are for well-prepared, eligible graduates (no earlier than 1998) from public or accredited high schools in Texas. In addition to satisfying general eligibility requirements, recipients of these grants:
- Are Texas residents,
- Completed the recommended or advanced high school curriculum or its equivalent,
- Enroll at least ¾ time in an undergraduate degree or certificate program,

- Receive their first award in this grant program within 16 months of high school graduation, and
- Have not been convicted of a felony or a crime involving a controlled substance.
- Academic performance and other requirements must be met for students to receive continuing eligibility.

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

TGIIs provide aid to financially needy students enrolled in Texas public two-year colleges. In addition to satisfying general eligibility requirements, recipients of these grants:
- Are Texas residents,
- If applying for a first-time award, have a family contribution of no more than $2,000,
- Are enrolled at least ½ time in an associate's degree or certificate program at a two-year college in Texas,
- Have not been granted an associate's or a bachelor's degree, and
- Have not been convicted of a felony or a crime involving a controlled substance.

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

Leveraging Educational Assistance Partnership Program (LEAP, formerly SSIG)

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

Rising Star Program

Each year, the Rising Star Program makes a promise to graduating seniors in Dallas County high schools: If you graduate from high school, demonstrate a modest level of academic potential, and have specific financial need, the DCCCD Foundation, Inc. guarantees you the opportunity to earn an associate's degree or job certification from any of the seven DCCCD colleges. Rising Star scholarships cover all direct costs, up to $2,200, for tuition, books and other charges associated with enrollment at a DCCCD college. For more information, visit www.dcccd.edu/fdn.

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

Foundation and College Scholarships

Through the generosity of individuals, businesses, foundations, and many community, professional and service organizations, the DCCCD Foundation and colleges have an array of student scholarships. Visit www.dcccd.edu/fdn/

scholarships or the El Centro College financial aid office to obtain a complete listing and application.

Stafford and PLUS Loans

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

An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. If the borrower allows interest to accumulate, it will be capitalized—that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount. The borrower can receive a subsidized loan and an unsubsidized loan for the same enrollment period.

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

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

Emergency Short-term Loans

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

Tuition Installment Pay Plan

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

Part-time Employment

The Federal College Work-Study Program (FCWS) provides part-time (not to exceed 18.5 hours per week)

employment for eligible students. To be considered, students should indicate their interest in work-study employment on the financial aid application they submit each year.

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

Off-Campus Employment

El Centro College's Placement Office can help you find a job off-campus. The wage rate varies with each job, and financial need is not a requirement of employment. For information, call 214-860-2066.

Tuition Exemptions

The State of Texas offers a number of exemptions for various categories of students. For example, exemptions are available to:
- AFDC students,
- American (other than U.S.) hemisphere students,
- Blind or deaf students,
- Children of disabled firemen and peace officers,
- Children of prisoners of war or persons missing in action,
- Early high school graduation students,
- Fire fighters enrolled in fire science courses,
- Foster care students,
- Highest ranking high school graduate,
- ROTC/National Guard students,
- Senior citizens, and
- Veterans and dependents.

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

Vocational Rehabilitation

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

American Indian/Native American Students

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

Veterans' Educational Benefits

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

VA regulations are subject to change without notice. Contact the El Centro College Veterans' Affairs Office for information about current regulations and procedures. Direct questions about specific financial benefits to the VA Regional Office at 1-800-827-1000.

Under the Hazlewood Act, certain Texas veterans who have exhausted their educational benefits from the VA can attend Texas public colleges and have tuition waived. To be eligible, the student must:
- Have been a resident of Texas at the time he or she entered the service,
- Have an honorable discharge,
- Now be a Texas resident,
- Be ineligible for federal financial aid grants, and
- Not be in default on any federal educational loans.

For more information, call 214-860-2199, 860-2099, or 860-2097.

Workforce Investment Act (WIA)

The Workforce Investment Act provides tuition, books, and transportation assistance to students referred by the Texas Workforce Commission. This program is primarily for individuals who have been laid off from a job. Contact the El Centro Counseling Center, 214-860-2084.

Financial Aid Application Process

First, file an application for admission with El Centro College. This is essential. Without an application for admission, El Centro will not act upon an application for financial aid. See http://www1.dcccd.edu/stuapp or visit the admissions office to obtain a paper form.

Then, as soon as possible, file a Free Application for Federal Student Assistance (FAFSA). See www.FAFSA.ed.gov to file electronically, or obtain a paper form from a high school counselor or college financial aid office. (One of the advantages of filing electronically is the U.S. Department of Education offers an automated application services that gives immediate assistance with errors.) Note: Answering "yes" to question 28 on the FAFSA will accomplish Selective Service Registration for those who are required to register.

Processing a FAFSA may be delayed at the U.S. Department of Education for reasons such as the following: The U.S. Department of Education randomly selects applicants and requires verification of information on the FAFSA. If selected, the applicant must provide additional documents.

The U.S. Department of Education matches data with the Immigration and Naturalization Service (INS). If the match with INS has not confirmed the applicant's noncitizen eligibility, El Centro College must submit a document to INS to complete the confirmation.

The social security number of each applicant is verified by the Social Security Administration (SSA). If the number does not match SSA records, the FAFSA is returned to the applicant unprocessed.

The applicant receives a Student Aid Report (SAR), which he or she should examine immediately for accuracy. Applicants may correct SARs at www.FAFSA.ed.gov.

The college has established priority-processing dates for SARS (see table below). SARs received after these dates are acted upon, as funds are available and time permits. Late applicants should be prepared to pay for tuition and books from personal resources.

Priority Processing Dates

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

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

Class Registration Deadlines

To use a Fall 2002 financial aid award, a student must be registered for classes on or before September 9, 2002. To use a Spring 2003 financial aid award, a student must be registered on or before January 27, 2003. To use a Summer 2003 financial aid award, a student must be registered on or before June 6, 2003.

Distance Learning

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

Federal Repayment Dates

Under certain conditions, students will be required to repay a portion of federal aid received. These condition include:
- Students who withdraw from all Fall 2002 courses on or before October 30, 2002,
- Students who withdraw from all Spring 2003 courses on or before March 26, 2003, and
- Students who withdraw from all Summer 2003 courses on or before June 20, 2003.

Standards for Satisfactory Academic Progress (SAP)

Unless the terms of a particular grant or funding source require otherwise, El Centro College uses standards for satisfactory academic progress (SAP) to determine eligibility for all need-based financial aid. Standards for SAP are the following:

• Each award year, the student must maintain a Cumulative Grade Point Average (CGPA) of 2.0 or higher. A continuing student must have a CGPA of 2.0 on all credit hours earned from colleges before the year for which aid is requested.

• For the fall and spring semesters of each award year, the student must complete a minimum number of credit hours from all hours attempted. Grades of W, WX, E, F and I count as hours attempted but not as hours completed.

Requirements for Hours Completed

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

Students may apply for, and if eligible receive, financial aid for no more than 108 attempted credit hours. Credit hours transferred to El Centro College and developmental credit hours count toward the 108 maximum. To complete an educational program within the 108 hours, students should file a degree plan or establish a transfer plan and enroll in courses that apply to their degree or transfer program.

An otherwise eligible student may receive financial aid for a maximum of 30 attempted credit hours in developmental/remedial course work. Once the 30 credit hour maximum is reached, additional developmental credit hours will not be used to calculate the award amount, but will continue to count toward the 108 maximum.

El Centro College will review academic records in May of each year and determine each student's compliance with SAP. Students who fail to satisfy SAP will be placed on financial aid suspension for the next award year in which they enroll. To regain eligibility, a student must pay the expenses related to enrollment during the next award year and meet standards of SAP. Financial aid will be terminated for students who receive three suspensions for failure to meet standards of SAP.

A student placed on financial aid suspension may petition the El Centro College Financial Aid Office to consider mitigating circumstances. The petition must be in writing with supporting documentation regarding the circumstances (for example, medical statements, divorce documents, unemployment letters, etc.). The Financial Aid Office will notify the student of its decision. If the petition is denied, the student may make the same appeal to the El Centro College administrator to whom the financial aid office reports.

For more information, call the Financial Aid Office at 214-860-2199.

College Registration

How to Register

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

Registration for specific courses takes place throughout the academic year. Refer *Flexible Entry Courses* in this section and/or contact the Registrar's Office for additional information.

Follow these steps:
1. After receiving notification that your Application for Admission has been accepted, ask El Centro's Admissions Office staff what assessment steps are required for you.
2. Obtain a schedule for the semester or summer session for which you are enrolling. Schedules are available at El Centro College and online.
3. Meet with an advisor to determine the courses you wish to take. Refer to *Recommended Academic Load* in this section.
4. Register for classes.

Assessment Procedures

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

The assessment program is comprised of several parts. You complete a questionnaire that documents information about your career and work plans, previous academic achievement and other relevant · information. Your basic skills in reading, writing and mathematics are also assessed; this information may come from ACT, SAT, previous college-level work or from scores on the standardized tests administered at El Centro. If you have taken TASP, you will also need your TASP scores. *You should have official copies of TASP, ACT, RSAT, or*

SAT scores and transcripts mailed to the Admissions Office or make them available when you apply for admission. It is your responsibility as a student to have these available when you enroll.

The assessment program provides you and your academic advisor the information you need to make informed decisions. Information about your skills, abilities, career plans, educational background, life experiences and motivation is important in helping you make selections from the many educational options available. El Centro College reserves the right to insist that you enroll in the appropriate remediation if your assessment results indicate a need for improving skills in reading, writing and/or mathematics.

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

If you are not exempt from TASP, you must take the TASP (Texas Academic Skills Program) or the El Centro alternative assessment prior to enrolling in any college-level course work.

If you fail either the reading, writing, or mathematics section of the TASP or alternative assessment, you are mandated by state law to enroll and participate in a developmental program continuously until all appropriate developmental courses are successfully completed or until each failed section is passed. See *Texas Academic Skills Program (TASP)*.

Counseling & Advisement Services

El Centro College offers valuable resources in the Counseling/Advisement Center to help you plan each semester of study.

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

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

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

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

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

Flexible Entry Courses

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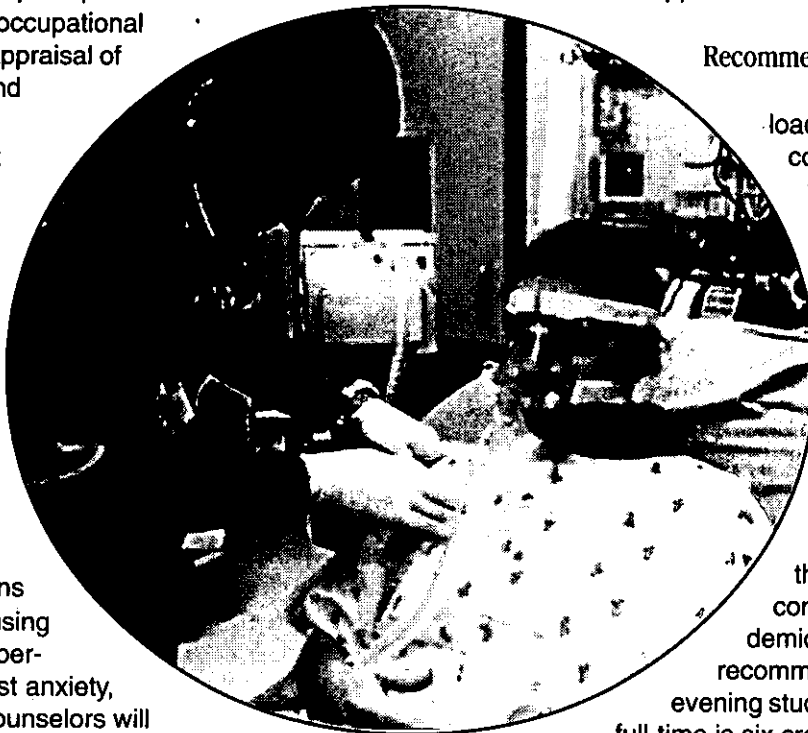
Recommended Academic Load

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

Change of Schedule

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

Classification of Students

Freshman: A student who has completed fewer than 30 credit hours.

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

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

Full-time: A student carrying 12 or more credit hours in a fall or spring semester.

Distance Learning

Since 1972, El Centro and other colleges of the DCCCD have offered distance learning courses and programs. Over the years, these programs have evolved to embrace emerging technologies and expanded to meet increasing student demand. About 14,000 students enroll in distance education courses in the colleges of the DCCCD each year.

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

Distance learning is a collaborative effort of all seven of the DCCCD colleges, each accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The program draws its strength from its faculty and the breadth of courses – from technical to baccalaureate-transfer classes – offered by El Centro College. Faculty teach distance learning courses through the R. Jan LeCroy Center and through the El Centro location. Faculty ensures the continued success of distance learning courses by facilitating vigorous student interaction via multiple technologies.

Distance Learning Formats

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

Telecourse

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

Online Course

An online course is delivered using only computers and computer peripherals. You are required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions among faculty and students, and more. The course may include college-based requirements including orientations, testing and review sessions.

Telecourse Plus Course

The Telecourse Plus format incorporates the use of video and the online classroom. The course includes a pre-produced video series with print materials. You are required to have access to local cable, KDTN public television, or a VHS-format videocassette player. You are also required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions among faculty and students, and more. The courses may include college-based requirements including orientations, testing and review sessions.

Live-Interactive Television Course

A live-interactive television course uses one-way video and two-way audio. You must have access to a participating cable television system. Students may interact with the faculty by telephone, placing a call to a voice bridge system. The course may include college-based requirements including orientations, testing and review sessions.

College-Based Distance Learning

El Centro College offers a growing number of distance learning courses and programs each year. As El Centro identifies student demand for distance learning instruction in specific programs and courses, the college, through its appropriate instructional division, begins the process of adding the distance delivery option for a specific program or course.

A college-based distance learning course has more than 50 % of the instructional contact hours delivered at a distance, with occasional on campus instructional requirements. Most student services are delivered on campus.

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

Student Programs and Resources

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

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

The institution invites you to take an active role in your college experience. You have many opportunities to become involved in the decision-making processes for El Centro 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 El Centro. You may be able to become involved regularly in decisions regarding:

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

Adult Resource Center

The Adult Resource Center often is the office where students come for assistance when there is nowhere else to turn. The Adult Resource Center has an emergency loan fund (which fluctuates, depending upon usage). The Center refers students to community agencies for assistance with food, clothing, health care, child support and other concerns. The Center also offers several special programs:

- Providing Opportunities with Educational Resources (POWER) Program;
- Textbook Lending Library;

- Christmas Adopt-an-Angel Tree; and
- Welfare-to-Work services.

Contact the Adult Resource Center at 214-860-2427.

Assessment/Testing Center

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

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

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

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

Career Planning and Job Placement Services

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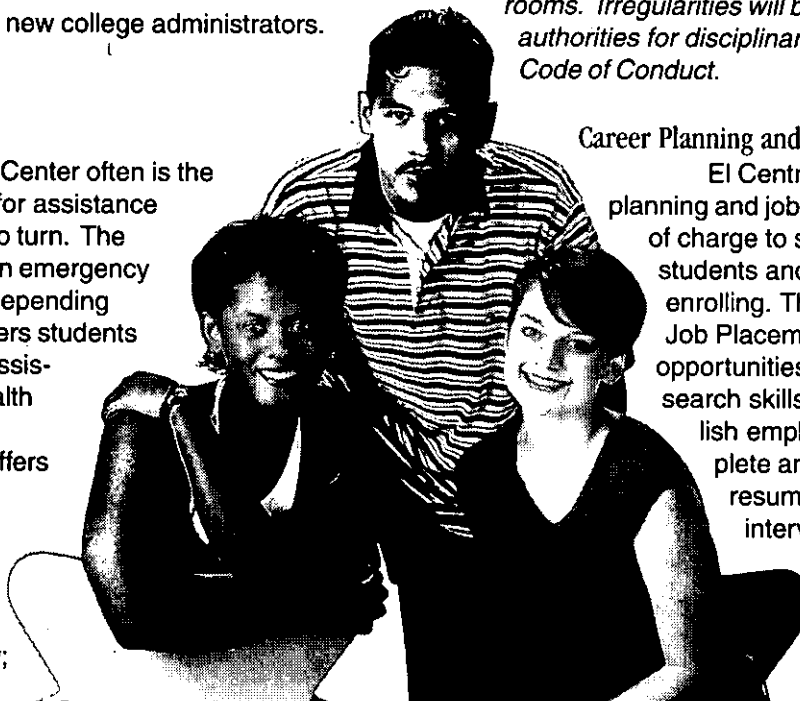
assist you with choosing a college major and making career decisions.

Job listing services are provided at El Centro. We participate in an Internet-based job listing service that contains full- and part-time opportunities in the Metroplex. The Career Planning and Job Placement Offices strictly adhere to EEO guidelines. Employers posting job openings with El Centro Job Placement Services must be EEO employers. All services are free of charge to you. For more information, call 214-860-2066.

Community Band

El Centro College sponsors an extracurricular band whose membership is made up of any person in the college community. Participation is open to students, staff, faculty, and administrators. Both full-time and part-time credit and continuing education students are accepted. Both full-time and part-time staff are eligible. This band performs at El Centro events and upon invitation. If you are interested in participating, contact Jerry Jones at 214-860-2341.

Free DART Passes

An El Centro College student can ride free on DART trains and buses any time, anywhere during the semester for which that student registers. A student is required to register for at least six (6) credit hours during the fall or spring semester or for three (3) credit hours during the summer semester. El Centro makes this service available also to non-credit, continuing education/workforce education students enrolled in at least 96 contact hours in a single quarter.

Disability Services/Special Services Offices

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

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

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

For additional information, contact the Disability Services/Special Services Office at 214-860-2411.

Health Services and Insurance

The Health Center is a multi-purpose facility that promotes health, wellness, and preventive care for the college community. Registered nurses coordinate and provide the health services, that include:
- First aid for accident, injury or illness;
- Health information and brochures;
- Some over-the-counter (non-prescription) medicines such as Tylenol, aspirin and antacids;
- Referral information for community health services;
- Selected health education and screening programs;
- Confidential health counseling; and
- A rest area.

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

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

Optional student health insurance, with optional coverage for spouse and children, is available through outside vendors. These limited coverage policies are administered by an insurance company at a cost outlined by the insurance company.

Contact the Health Center at 214-860-2113.

Human Resources Office

The Mission of El Centro Human Resources is to recruit, develop, and retain a quality and diverse workgroup and become an effective strategic partner and change agent. We are committed to providing quality human resource services needed to support faculty, administrators, professional support staff, and students workers. We provide a variety of human resource services, including employment, compensation, payroll processing, benefits, employee records, employee relations, and training and development. Contact Robert Garcia, Director, 214-860-2064.

Housing

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

Library

The El Centro College library orients students to the information environment. The staff introduces the tools needed to navigate an increasingly complex world of information resources. Through orientation and research classes, the library provides information skills to help you achieve your academic goals.

El Centro's library has an information center where you can receive assistance in using print and non-print materials, electronic full-text resources, the Internet and database services to supplement classroom and distance learning. Electronic resources are available to you both on-campus and off-campus. The library has a growing collection of books and journals on a variety of subject areas to support academic transfer programs and technical/occupational programs. In addition, there are special collections available of career materials, pamphlets, newspapers, popular magazines and technical periodicals. Other resources provided may include slides, tapes, compact discs, computer software, videotapes, films, digital videodisks and electronic books. Willful damage to library materials (or property) or actions disturbing other library users may lead to your losing library privileges. Damage cases are referred to the appropriate authorities for further action. All books and other library materials must be returned before the end of each semester. No transcript may be issued until your library record is cleared. For information, call 214-860-2175.

Mascot

The first El Centro yearbook, the 1968 Arch, boasts that one of the institution's early accomplishments was selecting a school mascot. We felt it fitting, in celebrating our 35th anniversary, to revive our mascot. The chaparral, says Webster, is a bird, a roadrunner. He is a feathery friend of all he meets. Vigorous, speedy, quick, sometimes noisy, tenacious, alert and persistent, our chaparral encourages students to learn, earn, save and grow.

College Police Departments

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

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

Ombudsperson Office

The purpose of the Ombudsperson Service is to provide a panel of well-trained, highly-credible facilitators/mediators who can assist students and staff with resolution of problems/misunderstandings, communications, or differences that could occur between and among students, staff, faculty and administrators.

Users of the Ombudsman Service can expect expert, confidential assistance in learning how to:
* Negotiate the bueaucracy;
* Interpret college/district policies and procedures;
* Considerately question and/or challenge decision/actions that seem inequitable or inappropriate; and/or
* Register serious complaints in a way that will receive rapid, serious responses.

For more information, call 214-860-2105.

Student Organizations

Information about participation in any organization may be obtained through the Student Programs and Resources (SPAR) Office. The development of student organizations is determined by student interest. Categories of organizations include:
* Co-curricular organizations pertinent to the college's educational goals and purpose;
* Social organizations to provide an opportunity for you to make friends and establish a sense of community with fellow students;
* Service organizations to promote your involvement in the community; *and*

- Pre-professional and academic organizations to contribute to your career development.

El Centro College offers membership in the following clubs and organizations:

Allied Health • American Indian Association • American Institute of Architecture • American Society of Interior Design • Apparel Design • Art League of El Centro • Association of Black College Students • Association of Collegiate Entrepreneurs (A CE) • Circle K International • Delta Epsilon Chi • Diagnostic Medical Sonography • Disabled and Realizing Excellence (DARE) • El Centro Computer Society • Centro Lambda • International College Association (ICA) • Latin American Student Organization (LASO) • Medical Laboratory Technology • Phi Beta Lambda • Phi Theta Kappa • Radiology • Society for the Advancement of Management • Student Government • Students in Free Enterprise (SIFE) • Student Nursing Association • Teacher Education Preparatory Program • Vocational Student Nurses Association

Trio Program

Designed for students interested in completing an associate' degree and transferring to complete a bachelor's degree, the TRIO Student Support Services Program at El Centro College offers:
- Tutoring for developmental courses and core curriculum courses;
- Academic counseling and registration;
- Personal counseling referrals;
- Transfer and career counseling;
- Financial aid and scholarship information and assistance;
- Workshops and cultural activities; and
- Field trips to area universities.

These services are available to students who apply and complete an interview and who
meet the eligibility requirements. In order to be eligible, students must be a first generation college student, a low-income student, or a student with a documented disability. Students must have an academic need, be enrolled in 7 hours or more, and have more than 20 hours left to complete in order to qualify for the program. A completed application and interview are required to enter the program. 100% of program services are paid for through a federal grant from the Department of Education. Contact: Sarah Oglesby, TRIO Director, 214-860-2214.

Tutoring Services

El Centro College may provide individual and small group tutoring as an academic support service for students needing extra help with coursework and/or study skills. You should seek these services early in the semester. Call the Learning Center at 214-860-2133.

Intramural Sports

The Intramural Sports Program provides opportunities for students to participate in a variety of individual, dual and team sports in a supervised recreational setting. Students and employees can enrich their college life, have fun, make new acquaintances and benefit from exercise through the Intramural Sports Program. For additional information, contact the Student Programs and Resources (SPAR) Office at 214-860-2138.

Policies

Equal Educational And Employment Opportunity Policy

El Centro College is committed to providing equal educational and employment opportunity regardless of sex, race, color, religion, age, national origin or disability. El Centro 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 El Centro are used to handle student grievances. When you believe a condition of El Centro College is unfair or discriminatory, you can appeal to the administrator in charge of that area. Appeals to a higher administrative authority are considered on the merits of the case.

Family Educational Rights and Privacy Act Of 1974

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

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

Student Consumer Information Services

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

Student Right to Know Act

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

Equity in Athletics Disclosure Act

All coeducational institutions of higher education that participate in any Federal student financial aid program and have intercollegiate programs must provide information concerning their intercollegiate athletics programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382. This Act and accompanying federal regulations requires that intercollegiate athletics information be made available for inspections by students, prospective students and the public. The El Centro College web site or Physical Education Office can provide this information.

Drug-Free Schools and Communities Act

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

Standard of Conduct

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the Student Code of Conduct published in this catalog.

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

Special Programs

El Centro College offers three programs in collaboration with the Dallas Public Schools. These special programs offer opportunities to future college students who are now in elementary, middle and high school. Students in these programs receive grant-funded experiences and services, which will help them become the next generation in college. Enrichment experiences, tutoring and career planning will pay off for these future college-bound students.

GEAR UP Program

GEAR UP brings students, parents, schools, community and business into a partnership that strengthens our community by encouraging, supporting and expanding the education, training and career opportunities for our inner-city youth. Approximately 400 seventh grade students were "adopted" by us in 1999 and are now freshmen at North Dallas High School. Our program specialties include tutoring, campus tours, after school academic enrichment, an outstanding parent involvement model, and individual mentoring and counseling. We will continue to offer a variety of support programs to this cohort of students and their teachers and parents over the five-year duration of the grant and beyond. Contact: Dini Turley, 214-860-2294.

Middle College High School

The Dallas Independent School District and the Dallas County Community College District have established, through a collaborative effort, a special high school on the El Centro campus. One of 24 Middle College High Schools, the school at El Centro is an educational program that seeks to address issues related to educating DISD high school students who may need some relevant alternatives to the traditional comprehensive high schools in Dallas. Students are encouraged to succeed through innovative classes with a reduced teacher-pupil ratio, and they are able to earn a high school diploma while earning dual college credits. Application information is available in the Middle College High School administrative offices in the El Centro basement. Contact: Richard Davis, Principal, at 214-860-2356.

Dallas ROCKS!

Dallas ROCKS! (Reaching Out to Challenge KidS) is a 21st Century Learning Center program in collaboration with El Centro College. Dallas ROCKS! Is currently providing free after-school programming at Nova Charter School, Pegasus Charter School and Dallas CAN! Academy. The Dallas ROCKS! Program currently serves 150 children and is growing! We are proud to be providing the Voyager Expanded Learning curriculum to our K-8th grade students. Other services the program provides include: TAAS tutoring, academic tutoring, career centers, enrichment classes such as drama, art and music, etc. and field trips. Contact: Sherri Settles at 214-860-2404.

Degree Requirements

El Centro College confers the Associate in Arts Degree, Associate in Sciences Degree, the Associate in Applied Sciences Degree, the Associate of College/University Transfer Degree, and Certificates to students who have completed all requirements for graduation.

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

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

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

Associate in Arts and Associate in Sciences Degrees

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

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

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

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

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

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

Associate in Arts/Associate in Sciences Field of Study Degrees

The Texas Higher Education Coordinating Board has created degrees called Field of Study Degrees. These degrees are designed to transfer in a specific major to any Texas public college or university. Students who complete these degrees are guaranteed that all courses completed with a grade of C or better will transfer and count toward that specific major at all Texas public colleges and universities. At the time of printing of this catalog, Field of Study Degrees exist for the following majors: Business, two areas for teacher preparation leading to certification (Pre-K through Grade 4 and Grade 4 through Grade 8), and Music. As additional Field of Study Degrees are approved, they will appear on the El Centro web page.
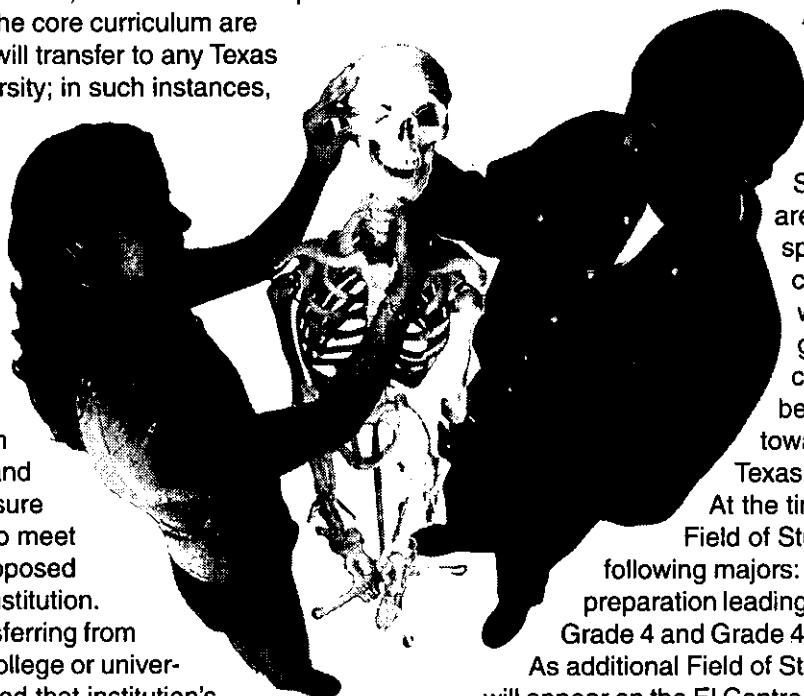
Associate in Arts/Associate in Sciences "Emphasis" Degrees

In addition, El Centro College offers a number of "emphasis" degrees in specific majors. An "emphasis" degree is one designed by the college. It includes the core curriculum required in all degrees plus courses within the student's desired major. Students pursuing an "emphasis" degree should work closely with an advisor to ensure all courses will transfer and count toward the major at the selected institution to which the student plans to transfer. An "Articulated Emphasis" degree is one that will transfer to specified universities.

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

Associate in College/University Transfer Degree

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

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

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

Students who wish to transfer to another Texas public college or university should follow the Associate in Arts / Associate in Sciences degree because that degree pattern includes the 48 credit hour core requirements. Other Texas public colleges and universities must accept the core requirements in place of their own core requirements.

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

Associate in Applied Sciences Degree

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

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

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

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

Unless specified courses are named within their degree plans, the following list of courses will count toward the requirements in Humanities/Fine Arts, Social/Behavior Sciences, and Science/Natural Sciences.

- Three credit hours from a Humanities/Fine Arts course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Arts, Cultural Studies 2370, Dance, Drama, American Sign Language Program, English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2370 OR 2371, Foreign Language, Humanities, Music, Philosophy, Photography, *or* Religion. Exceptions that will not count are courses numbered below 1000, ARTS 1170, Music 9176, and Drama 1170.
- Three credit hours from a Social/Behavioral Science course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Anthropology, Economics, Geography, Government, History, Human Development numbered greater than 1000, Psychology, *or* Sociology.

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- Three credit hours from a Science/Natural Science course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Biology, Chemistry, Ecology, Geology, *or* Physics.

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

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the *Career and Technical Programs* for a more detailed explanation. The GPA for an Associate in Applied Sciences degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation or the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 9176, and Drama 1170.

Certificate Program Requirements

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

Some certificate programs do not require you to meet TASP requirements. When you seek a TASP waiver based upon participation in one of these certificate programs, you may not enroll in any course other than those required for completing the certificate program requirements. If you attempt other coursework, your TASP-waived status will end and you must meet the TASP testing and/or remediation requirements that apply to students not enrolled in a TASP-waived certificate program.

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

TRANSFER STUDENTS

Core Curriculum

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

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

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

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

have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

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

COMPONENT AREA OF COMMUNICATION

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

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

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

COMPONENT AREA OF MATHEMATICS

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

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

- To recognize the limitation of mathematical and statistical models.
- To develop the view that mathematics is an evolving discipline, interrelated with human culture, and understand its connections to other disciplines.

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

COMPONENT AREA OF NATURAL SCIENCES

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

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

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

COMPONENT AREA OF HUMANITIES AND VISUAL AND PERFORMING ARTS

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

- To demonstrate awareness of the scope and variety of works in the arts and humanities.
- To understand those works as expressions of individual and human values within an historical and social context.
- To respond critically to works in the arts and humanities.

- To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.
- To articulate an informed personal reaction to works in the arts and humanities.
- To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.
- To demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

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

COMPONENT AREA OF SOCIAL AND BEHAVIORAL SCIENCES

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

- To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.
- To examine social institutions and processes across a range of historical periods, social structures, and cultures.
- To use and critique alternative explanatory systems or theories.
- To develop and communicate alternative explanations or solutions for contemporary social issues.
- To analyze the effects of historical, social, political, economic, cultural, and global forces on the areas under study.
- To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.
- To understand the evolution and current role of the U.S. in the world.
- To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.
- To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
- To analyze, critically assess, and develop creative solutions to public policy problems.

- To recognize and assume one's responsibility as a citizen in a democratic society by learning to think for oneself, by engaging in public discourse, and by obtaining information through the news media and other appropriate information sources about politics and public policy.
- To identify and understand differences and commonalities within diverse cultures.

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

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

COMMUNICATIONS – 9 credit hours
(Select each of the following)

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

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

MATHEMATICS – 3 credit hours
(Select one from the following)

- Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, 2442, or higher level. *A grade of "C" or better must be earned in the selected college-level math course.*

LAB SCIENCES – 8 credit hours
(Select two from the following)

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

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

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

SOCIAL/BEHAVIORAL SCIENCES – 15 credit
(Select each of the following)   hours

- History 1301, 1302
- Government 2301, 2302
  (Select one from the following)

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

HUMANITIES/VISUAL AND PERFORMING ARTS – 9 credit hours
(Select one from each of the three groupings)
Category I
- Arts 1301, 1303, 1304
- Dance 2303
- Drama 1310, 2366
- Humanities 1301
- Music 1306, 1308, 1309

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

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

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

Academic Transfer Programs

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

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

Earning an Associate Degree Prior To Transferring

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

The Associate of College/University Transfer Degree is an individually negotiated degree designed to permit students to take only those courses that will apply toward a specific major at a specific university. Additional information about this degree can be found in this catalog or online: *www.dcccd.edu.*

Guarantee for Transfer Credit

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

Transfer Dispute Resolution

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

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

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

Choosing A Major and Developing An Educational Plan

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

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

The counseling and advising personnel at El Centro College can help you develop a degree plan for almost any major. Listed below are some of the four-year majors you can begin at El Centro:

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

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

College Resources for Transfer Students

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

Many resources are available online for future transfer students. On the Transfer Information and Services web page, *www.dcccd.edu/trans/transfer.htm*, you will find:

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

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

Transfer Guides

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

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

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

Course-by-Course Equivalency Guides

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

Common Course Numbering System

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

Colleges teach courses similar in nature, and these courses have been designated by a common number. The common number facilitates the transfer of these courses between and among the participating institutions. Further in this catalog you will find course descriptions for every

course offered in the college. Course descriptions will indicate if a course has been assigned a common course number. You should not assume that only courses with common course numbers will transfer.

Choosing A Catalog Year

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

Other Things to Consider

During the time you are enrolled in El Centro College, you should begin to determine the necessary steps for completing the transfer admission process. The process may require a great amount of preparation, and you should be certain you understand all of the requirements for admission, such as:
- Application deadlines,
- Minimum grade-point average requirements,
- Limits on the number of credit hours that are acceptable in transfer,
- Policies regarding acceptance of repeated courses,
- Housing information, and
- Financial aid application procedures.
    Of equal importance is a personal visit to the chosen institution. Many senior institutions plan special activities and campus
visitation periods where you can meet with representatives from all areas of the institution.

HOT TIP!
It is your responsibility as a student to know any specific requirement of El Centro College or university to which you wish to transfer. This responsibility includes knowing course requirements, number of credit hours accepted and grade point average requirements.

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

Other Educational Programs

American English and Culture Institute

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

Career and Technical Programs

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

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

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

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

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

Certificate Programs

Some of the college's Career and Technical Programs offer certificates to graduates. In order to be awarded a certificate, you must complete all program course requirements with a grade point average of 2.00 ("C") or better.

Only the grades for the specific courses required in the certificate program will be used in the calculation of the GPA for determining eligibility for these awards.

Some certificate programs do not require you to meet TASP requirements. When you seek a TASP waiver based upon participation in one of these certificate programs, you may not enroll in any course other than those required for completing the certificate program. If you attempt other coursework, your TASP-waived status will end, and you must meet the TASP testing and/or remediation requirements that apply to students not enrolled in a TASP-waived certificate program.

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

Accrediting Agencies for El Centro College Programs

Associate Degree Nursing
Board of Nurse Examiners for the State of Texas
National League for Nursing Accrediting Commission

Diagnostic Medical Sonography
Commission on Accreditation of Allied Health Educational Programs (CAAHEP), in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)

Echocardiology Technology
Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT)

Interior Design
Foundation for Interior Design Education and Research (FIDER)

Invasive Cardiovascular Technology
Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT)

Medical Assisting
Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the Committee on Accreditation for Medical Assistant Education*
    *aka Curriculum Review Board of the American Association of Medical Assistant Endowment (AAMAE)

Medical Laboratory Technology
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)

Medical Staff Services
Recognized by the National Association of Medical Staff Services (NAMSS)

Paralegal Program
American Bar Association (ABA) approved

Paramedic Program
Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the Joint Review Committee on Educational Programs for the EMT-Paramedic (JRC-EMT-P)

Radiologic Sciences
Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the Joint Review Committee in Radiologic Technology (JERCERT)

Respiratory Care
Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the Joint Review Committee on Accreditation for Respiratory Care (CoARC)

Surgical Technology
Commission on Accreditation of Allied Health Education Programs (CAAHEP), in cooperation with the Accreditation Review Committee for Education Programs in Surgical Technology (ARC-ST)

Vocational Nursing
Board of Vocational Nurse Examiners for the State of Texas National League for Nursing Accrediting Commission (NLNAC) at convocation in the spring.

Credit-By-Examination

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

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

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

Credit by examination may be attempted only one time in any given course, and a minimum score must be earned in order for credit to be recorded. Those who successfully complete an approved credit by examination may choose to have either the grade earned or "CR" recorded on the transcript.

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

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

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

Test Name	Minimum Score	Credits	Course(s)
Principles of Accounting	50	6	ACCT 2301, 2302
Principles of Management	50	3	BMGT 1303
General Biology	50	8	BIOL 1406, 1407
Introductory Business Law	50	3	BUSI 2301
General Chemistry	50	8	CHEM 1411, 1412
Principles of Macroeconomics	50	3	ECON 2301
Principles of Microeconomics	50	3	ECON 2302
English Literature	50	6	ENGL 2322, 2323
American Literature	50	6	ENGL 2327, 2328
College Level I French Language	50	8	FREN 1411, 1412
College Level I German Language	50	8	GERM 1411, 1412
College Level II German Language	63	14	GERM 1411, 1412, 2311, 2312
*American Government	50	3	GOVT 2302
History of U.S. I	50	3	HIST 1301
History of U.S. II	50	3	HIST 1302
Western Civilization I	50	3	HIST 2311
Western Civilization II	50	3	HIST 2312
Principles of Marketing	50	3	MRKG 1311
College Algebra	50	3	MATH 1314
Trigonometry	50	3	MATH 1316
Calculus with Elementary Functions	50	5	MATH 2513
Introductory Psychology	50	3	PSYC 2301
Human Growth and Development	50	3	PSYC 2314
Introductory Sociology	50	3	SOCI 1301
College Level I Spanish Language	50	8	SPAN 1411, 1412
College Level II Spanish Language	54	14	SPAN 1411, 1412, 2311, 2312

CLEP Exams (CLEP General Exams are NOT approved). There are no paper/pencil CLEP Tests available.
* See College Testing Center for test limitations on these computerized CLEP tests.

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

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

American History I (version retired 7/96)	45	3	HIST 1301
History of U.S. I	47	3	HIST 1301
History of U.S. II	46	3	HIST 1302
Western Civilization 1	46	3	HIST 2311
Western Civilization 2	47	3	HIST 2312
Principles of Marketing	50	3	MRKG 1311

Test Name	Minimum Score	Credits	Course(s)
College Algebra (version retired 7/94)	45	3	MATH 1314
College Algebra	46	3	MATH 1314
Trigonometry	50	3	MATH 1316
Calculus w/ Elem. Functions (Version retired 7/95)	47	5	MATH 2513
Calculus w/ Elem. Functions	41	5	MATH 2513
Intro. Psychology	47	3	PSYC 2301
Human Growth and Development	45	3	PSYC 2314
Intro. Sociology	47	3	SOCI 1301
College Spanish 1 and 2 (version retired 7/96)	41	8	SPAN 1411, 1412
College Spanish 1, 2, 3 and 4 (Version retired 7/96)	50	14	SPAN 1411, 1412, 2311, 2312
College Level Spanish Language	45	8	SPAN 1411, 1412
College Level Spanish Language	50	14	SPAN 1411, 1412, 2311, 2312

AP Advanced Placement Examinations

Test Name	Minimum Score	Credits	Course(s)
Art History	3	6	ARTS 1303, 1304
Biology	3	8	BIOL 1406, 1407
Calculus AB	3	5	MATH 2513
Calculus BC	3	9	MATH 2414, 2513
Chemistry	3	8	CHEM 1411, 1412
Computer Science A	3	8	COSC 1315
Computer Science AB	3	6	COSC 1315, 2315
English – Language and Comp	3	6	ENGL 1301, 1302
*French – Language	3	8	FREN 1411, 1412
*French – Language	4	11	FREN 1411, 1412, 2311
*French – Language	5	14	FREN 1411, 1412, 2311, 2312
*German – Language	3	8	GERM 1411, 1412
*German – Language	4	11	GERM 1411, 1412, 2311
*German – Language	5	14	GERM 1411, 1412, 2311, 2312

AP Test Name	Minimum Score	Credits	Course(s)
Government & Politics – US	3	3	GOVT 2302
Government – Comparative and Politics	3	3	GOVT 2371
History – European	3	6	HIST 2311, 2312
History – US	3	6	HIST 1301, 1302
Macroeconomics	3	3	ECON 2301
Microeconomics	3	3	ECON 2302
Music Theory	3	3	MUSI 1311
Physics B	3	8	PHYS 1401, 1402
Psychology	3	3	PSYC 2301
*Spanish – Language	3	8	SPAN 1411, 1412
*Spanish – Language	4	11	SPAN 1411, 1412, 2311
*Spanish – Language	5	14	SPAN 1411, 1412, 2311, 2312
Studio Art-Drawing	3	3	ARTS 1316

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

DANTES

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

Certified Professional Secretary (CPS) Exam

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

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

Continuing Education Programs

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

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

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

Continuing Education Units

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

Credit for Experiential Learning

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

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

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

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

Developmental Education

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

Evening & Weekend College

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

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

Reduced Tuition Schedule

You may be eligible for reduced tuition of approximately 50% if you take classes between 1:30 p.m. and 4:30 p.m., Monday through Thursday or after 1:30 p.m. on Friday through Sunday at 11:00 p.m.

May Term

This three week mini-mester is nestled between the end of Spring classes and the beginning of Summer classes, typically between the third week of May and the first week of June. Classes for the credit courses meet Monday through Friday, and offer students a chance to add credits to their transcripts. Contact the Admissions Office at (214) 860-2311.

External Learning Experiences for
Career and Technical Programs

An external learning experience for Career and Technical Programs is a competency-based learning experience, paid or unpaid, that enhances lecture and laboratory instruction, and is provided at a work site appropriate to the program. An external learning experience allows you to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. Four types of external learning experiences are available: co-ops, practica, internships and clinicals.

Clinical experiences must take place in a health care setting and you must not be paid for the learning experience.

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

The following are the definitions of the External Learning Experiences that El Centro offers:

Apprenticeship: This is a structured system of job training designed to prepare individuals for occupations in skilled areas. It combines on-the-job training under the supervision of experienced journeyman-level workers with job-related classroom instruction. Apprenticeships provide workplace settings that are registered with the bureau of Apprenticeship (BAT) of the US Department of Labor. El Centro offers apprenticeships at this time only in the Food and Hospitality Institute Programs.

Clinical Experience: FOR HEALTH CARE SETTINGS ONLY. Clinicals offer the opportunity to experience direct and/or close supervision by a clinical professional. Clinicals are unpaid. Contact your Nursing or Allied Health Program Director.

Cooperative Education: Co-op provides workplace settings in which students gain practical experience in a discipline, enhance skills, and integrate knowledge. This experience may be paid or unpaid. Most Cooperative Education experiences are attached to a Certificate or AAS Award Program. Each student must attend one lecture hour a week at El Centro. Contact the Program Director of the program that interests you.

Internship: An external learning experience that allows the student the opportunity in a workplace setting to synthesize new knowledge, apply previous knowledge, and learn to manage work flow. may be paid or unpaid. Most internships are attached to a Certificate or AAS Award Program. Contact the Program Director of the program that interests you.

Practicum: Allows the student supervised practice in a workplace to gain practical experience in a discipline to enhance skills and integrate knowledge. May be a paid or unpaid experience. Most Practicums are attached to a Certificate or AAS Award Program. Contact the Program Director of the program that interests you.

Human Development Courses

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

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

International Studies/Study Abroad Opportunities

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

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

Non-Credit Student (Audit)

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

Jail Education Program

The El Centro Jail Education Program is a partnership with the college and the Dallas County Sheriff's Office to offer college classes for inmates at the Lew Sterrett Facility in Downtown Dallas. The goal of the program is to provide opportunities for both mail and female inmates to begin educational rehabilitation during their incarnation through college credit courses. The intent is to provide education while strengthening work skills and increase self-esteem along with self-reliability. The ultimate goal of the Jail Education Program is to decrease recidivism, whether or not an inmate will return to incarceration. Contact: Jane VanDeventer at (214) 860-2218.

Learning Communities

A "learning community" is comprised of a pair or cluster of courses that are linked together around an overarching theme, writing across the curriculum, and intrusive holistic counseling. The purpose of a learning community is to provide students with additional opportunities for greater understanding, integration, application, and retention of instructional materials and educational resources. The flexibility of a learning community also allows for more student interaction with one another and teachers via study group sessions, allow for more participants in the learning process and comprise a distinct "community of learners." Learning community courses will be identified in each El Centro College class schedule.

Reserve Officers Training Corps

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

ROTC credits may be used to complete a college degree by applying them toward elective credit. Military science may be declared as a minor course of study in many degree programs at The University of Texas at Arlington. To be eligible, you must be enrolled in the ROTC program, must receive acceptance of military science as a minor from your major degree department, and must complete 18 hours of

military science, 10 of which are advanced. If you partici-
pate in ROTC while enrolled in the college, you will be
eligible to apply at UTA for ROTC scholarships to complete
degrees at UTA. The U.S. Army Scholarship Program
provides an excellent way for you to obtain assistance in
financing a college education. Every scholarship provides
for payment of all expenses incurred for fees and tuition, an
allowance for books and supplies, and $200 a month for up
to 10 months per year.

Service Learning

Service Learning combines academic instruction with
active community service, utilizing critical, reflective
thinking to examine the world around you and your civic
responsibilities. It is a mutually beneficial partnership,
allowing you to apply what you have learned in the class-
room into the real world while developing new skills in a
volunteer position in the community. You get a chance to
improve your critical thinking skills, explore career possibili-
ties, and make a difference by meeting community needs
and increasing community support. The El Centro Service
Learning Program offers you an opportunity to serve at a
wide variety of charitable and social agencies. So come
with an open mind and heart, and join in El Centro's com-
mitment to serving the community, and to learning through
service. Contact Business and Public Service Division at
(214) 860-2202.

Servicemen's Opportunity College

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

Tech Prep

Tech Prep is a college program that prepares stu-
dents for technical careers. Participation in the program
prepares the student for direct entry into the workplace as a
technically skilled employee. It also leads to an associate
degree, a post secondary certificate program, and may
allow students the opportunity to continue toward comple-
tion of a baccalaureate degree.

Students can earn college credit while in high school
through the Tech Prep Program. The college Tech Prep
program is a sequence of courses developed cooperatively
between the school districts and the college. These
programs are supported and approved by both the Texas
Education Agency (TEA) and the Texas Higher Education
Coordinating Board (THECB).
The Tech Prep policy is written as follows:

"Tech Prep students must enroll in an associate
degree or certificate program at a college of the DCCCD to
receive college credit for high school Tech Prep courses."

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

- Choose a Tech Prep career program offered at your high
  school.
- Speak to the high school counselor and take the
  suggested high school classes.
- Ask the high school counselor to fill out a "Transfer of
  Tech Prep College Credit" form.

After high school graduation:

- Enroll in the college where the Tech Prep associate
  degree is offered.
- Meet with an advisor at the college; declare a major
  and file a degree plan in a related Associate in Applied
  Science (AAS) degree or Certificate Program.
  Upon enrollment, the college personnel will begin
  developing a transcript for the student. The transcript
  will include courses taken at the high school, which
  meet Tech Prep requirements.

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

Workforce Education Course Manual (WECM)

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

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

Student Obligations

Attending Classes

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

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

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

Dropping A Course or Withdrawing from College

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

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

Grades & Transcripts
Grades and Grade Point Average

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

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

*Used only with developmental studies courses.

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

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

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

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

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

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

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

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

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

An "E" grade may be given when an instructor wishes to indicate that you have made progress in a developmental studies course. An "E" grade is non-punitive and is not computed. The "E" grade provides more flexibility for re-enrollment, particularly for students who do not achieve a C-level grade in a course. An "E" grade indicates that you participated in a course according to TASP guidelines, but were unable to do C-level or passing work that would qualify you to enroll in transfer-level courses. The E grade indicates below college skill level work, but shows that you participated in and attended the class and attempted to do the work in the course.

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

Acceptable Scholastic Performance

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

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

Grade Reports/Notification of Grades

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

HOT TIP!
Inform the Admissions Office of any changes in your name or address. This will ensure that your student records are accurate and that grade reports and other important documents are sent to the correct residence.

Transcript of Credit

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

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

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

Transcript Evaluations

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

Probation, Suspension & Dismissal

Scholastic Probation

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

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

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

Academic Dismissal

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

Indefinite Academic Dismissal

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

It is your responsibility to understand and comply with the El Centro College's academic standards and procedures.

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

Graduation Requirements

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

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

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

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

Associate Degree Plans

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

The application for the granting of the degree should be filed in the Registrar's Office prior to the deadline announced by the registrar.

Certificate Plans

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

Graduation Ceremony

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

Waiving of Scholastic Deficiency for Graduation Purposes

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

Academic Recognition & College Honors

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

Honors Program

The Honors Program affords the talented student a chance to earn honors credit in almost any course that is not developmental. The student is given the opportunity to do extra, in-depth study in a particular subject of interest. In addition, the student has close and frequent contact with the instructor and with fellow students who have like interests. The Honors Program provides a forum for collegiality and opportunities for intellectual and personal growth.

When a student is awarded "honors credit" in a class, that class is annotated on the student's permanent academic transcript. Also, the student is awarded an honors certificate, suitable for framing, and signed by the College President and the Instructor. Contact: Wanda Jones, History Faculty at (214) 860-2676.

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 college's successes in nurturing intellectual curiosity, good citizenship, and leadership potential. Many scholarship opportunities are available including the USA All-American Scholarships and the Guistwhite Scholarship Program.

Who's Who Among Students in American Community Colleges

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

ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCES DEGREES

In order to be eligible to receive this degree, a student must:
 1. Complete a minimum of 61 credit hours including all the required courses listed;
 2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
 3. Receive a GPA (2) of at least 2.00 ("C"); and
 4. Meet all TASP requirements.

Students completing the requirements may select to receive the Associate in Arts *or* Associate in Sciences degree title. These degrees may be taken through a combination of on-campus and distance education offerings, or if planned correctly, the degree may be completed entirely through distance education.

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

	CREDIT HOURS TO BE COMPLETED

COMMUNICATION — 9
Select each of the following:
 English 1301
  (A grade of "C" or better required)
 English 1302
 Speech 1311
  (A grade of "C" or better required)

MATHEMATICS — 3
(A grade of "C" or better required)
Select one from the following:
 Math 1314, Math 1324, Math 1332,
 Math 1333, Math 1348, Math 1414,
 Math 2342, Math 2412, or higher level

LAB SCIENCES — 8
Select two from the following:
 Biology 1406, 1407, 1408, 1409;
 Chemistry 1405, 1407, 1411, 1412;
 Geology 1401, 1403, 1404, 1445;
 Physics 1401, 1402, 1405, 1407,
  1411, 1412, 1415, 1417,
  2425, 2426
NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.

SOCIAL/BEHAVIORAL SCIENCES — 15
Select each of the following:
 History 1301, 1302
 Government 2301, 2302
Select one from the following:
 Anthropology 2346, 2351;
 Economics 1303, 2301, 2302, 2311;
 Psychology 2301, 2314, 2316;
 Sociology 1301, 1306, 2319

	CREDIT HOURS TO BE COMPLETED

HUMANITIES/VISUAL AND PERFORMING ARTS — 9
Select one from each of the three groupings:
 I. Arts 1301, 1303, 1304;
  Dance 2303; Drama 1310, 2366;
  Humanities 1301; Music 1306,
  1308, 1309
 II. English 2321, 2322, 2323, 2326,
  2327, 2328, 2331, 2332, 2333
 III. Cultural Studies 2370; History 2321,
  2322, 2380, 2381; Philosophy 1301,
  2306, 2307, 2316, 2317; Religion 1304

INSTITUTIONAL OPTIONS — 4
Select each of the following:
 Physical Education 1164 **and**
 Computer Science 1300 or higher
  level COSC course

ELECTIVE CREDITS — 13
These courses may be selected from those designed for a major field of study.

TOTAL CREDIT HOURS   61

EFFECTIVE: Fall Semester 2002

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ASSOCIATE IN SCIENCES DEGREE
BUSINESS FIELD OF STUDY

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

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This degree plan is designed to meet the needs of students who plan to major in Business and transfer to a four-year college/university. This curriculum applies to the Bachelor of Arts, Bachelor of Science, or Bachelor of Business Administration as deemed appropriate by the awarding institution. The field of study in business included in this degree is approved by the Texas Higher Education Coordinating Board. This degree plan will constitute a 61-63 semester credit hour transfer block to any public Texas four-year college or university. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. Completion of the field of study curriculum shall not prevent a receiving institution from requiring additional lower-division courses that may be necessary for specific degree programs.

In order to be eligible to receive this degree, a student must:
1. Complete a minimum of 61 credit hours including all the required courses listed below;
2. Earn a grade of "C" or better in English 1301, Speech 1315, and Math1324;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

	CREDIT HOURS TO BE COMPLETED

COMMUNICATION — 9
Select *each* of the following:
English 1301
  (A grade of "C" or better required)
English 1302
Speech 1315
  (A grade of "C" or better required)

MATHEMATICS — 3
Math 1324
  (A grade of "C" or better required)

LAB SCIENCES — 8.
Select *two* from the following:
Biology 1406, 1407, 1408, 1409;
Chemistry 1405, 1407, 1411, 1412;
Geology 1401, 1403, 1404, 1445;
Physics 1401, 1402, 1405, 1407,
  1411, 1412, 1415, 1417,
  2425, 2426
NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.

SOCIAL/BEHAVIORAL SCIENCES — 15
Select *each* of the following:
History 1301, 1302
Government 2301, 2302
Economics 2301

	CREDIT HOURS TO BE COMPLETED

HUMANITIES/VISUAL AND PERFORMING ARTS — 9
Select *one* from *each* of the three groupings:
I. Arts 1301, 1303, 1304;
    Dance 2303; Drama 1310, 2366;
    Humanities 1301; Music 1306, 1308, 1309
II. English 2321, 2322, 2323, 2326, 2327,
    2328, 2331, 2332, 2333
III. Cultural Studies 2370; History 2321, 2322,
    2380, 2381; Philosophy 1301, 2306, 2307,
    2316, 2317; Religion 1304

INSTITUTIONAL OPTIONS — 5
Select *each* of the following:
Physical Education 1164 **and**
BCIS 1405

REQUIRED BUSINESS COURSES — 12-14
Select *each* of the following:
Accounting 2301 or 2401 *AND*
  2302 or 2402
Economics 2302
Math 1325 or 1425

TOTAL CREDIT HOURS — 61-63

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

EFFECTIVE: Fall Semester 2002

ASSOCIATE IN ARTS DEGREE
MUSIC FIELD OF STUDY

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

Available at all DCCCD Colleges

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

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

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

In order to be eligible to receive this degree, a student must:
1. Complete a minimum of 66 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

**CREDIT HOURS
TO BE COMPLETED**

COMMUNICATION   9
Select each of the following:
English 1301
   (A grade of "C" or better required)
English 1302
Speech 1311
   (A grade of "C" or better required)

MATHEMATICS   3
(A grade of "C" or better required)
Select one of the following:
Math 1314 or Math 1414 or higher level

LAB SCIENCES   4-8*
Select two from the following:
Biology 1406, 1407, 1408, 1409;
Chemistry 1405, 1407, 1411, 1412;
Geology 1401, 1403, 1404, 1445;
Physics 1401, 1402, 1405, 1407,
   1411, 1412, 1415, 1417,
   2425, 2426
NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.
*If a student is required to take 4 hrs. of Piano, this requirement is reduced to 4 hrs.

SOCIAL/BEHAVIORAL SCIENCES   12-15*
Select each of the following:
History 1301, 1302
Government 2301, 2302
*Psychology 2301
*If the university to which student wishes to transfer requires both Music 1308 AND 1309, or if student is undecided, the student does not have to take Psychology 2301.

HUMANITIES/VISUAL AND PERFORMING ARTS   0-3**
**Music 1308

**CREDIT HOURS
TO BE COMPLETED**

FIELD OF STUDY IN MUSIC

ENSEMBLE   4
Select four semester hours from the following:
MUEN 1121, 1122, 1123, 1131, 1132,
1133, 1134, 1135, 1136, 1137, 1151,
1152, 1153, 2123, 2141
(Courses may be repeated for credit)

APPLIED STUDY   8
I.   Select *eight* semester hours in the major
    applied area of study from the following:
    MUAP 1101, 1105, 1109, 1113, 1115, 1117,
    1121, 1125, 1129, 1133, 1137, 1141, 1145,
    1149, 1153, 1157, 1158, 1161, 1165, 1169,
    1177, 1181, 2201, 2205, 2209, 2213, 2215,
    2217, 2221, 2225, 2229, 2233, 2237, 2241,
    2245, 2249, 2253, 2257, 2258, 2261, 2265,
    2269, 2277, 2281
    (Courses may be repeated for credit)

II.   Applied/class piano   0-4*

*The actual number of hours is determined by the college based upon student's level and piano proficiency. If the institution determines the student needs 4 hours of piano, the Science requirement is reduced to 4 hours.

THEORY/AURAL SKILLS   16
Select 16 hours from the following:
MUSI 1311, 1312, 2311, 2312, 1116,
1117, 2116, 2117
(Courses may be repeated for credit)

MUSIC LITERATURE   3-6**
Select one of the following:
MUSI 1308** or MUSI 1309**

**If the institution to which the student wishes to transfer requires only one music literature course the student should take MUSI 1308. If it requires two, the student should not take Psychology 2301, but should take MUSI 1308 and 1309. In the latter case, MUSI 1308 meets the Humanities/Visual and Performing Arts requirement.

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

EFFECTIVE: Fall Semester 2002

ASSOCIATE in ARTS (A.A.) DEGREE
EMPHASIS in ART
Available at all DCCCD Colleges

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

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

In order to be eligible to receive this degree, a student must:
1. Complete a minimum of 61 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

CREDIT HOURS TO BE COMPLETED

COMMUNICATION — 9
Select each of the following:
English 1301
 (A grade of "C" or better required)
English 1302
Speech 1311
 (A grade of "C" or better required)

MATHEMATICS — 3
(A grade of "C" or better required)
Select one from the following:
Math 1314, Math 1324, Math 1332,
Math 1333, Math 1348, Math 1414,
Math 2342, Math 2412, or higher level

LAB SCIENCES — 8
Select two from the following:
Biology 1406, 1407, 1408, 1409;
Chemistry 1405, 1407, 1411, 1412;
Geology 1401, 1403, 1404, 1445;
Physics 1401, 1402, 1405, 1407,
 1411, 1412, 1415, 1417,
 2425, 2426
NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.

SOCIAL/BEHAVIORAL SCIENCES — 15
Select each of the following:
History 1301, 1302
Government 2301, 2302
Select one from the following:
Anthropology 2346, 2351;
Economics 1303, 2301, 2302, 2311;
Psychology 2301, 2314, 2316;
Sociology 1301, 1306, 2319

CREDIT HOURS TO BE COMPLETED

HUMANITIES/VISUAL AND PERFORMING ARTS — 9
Select one from each of the three groupings:
I.   Arts 1303, 1304
II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333
III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304

INSTITUTIONAL OPTIONS — 4
Select each of the following:
Physical Education 1164 **and**
Computer Science 1300 or higher level
 COSC course

ART EMPHASIS — 13
This degree is awarded at 61 hours although students are encouraged to take at least 5 ARTS courses. Additional ARTS couses also may be taken for the purpose of developing skills and ideas and a strong portfolio of work.

Select three from the following:
ARTS 1316
ARTS 1317
ARTS 1311
ARTS 1312

Select two from the following:
ARTS 2316, ARTS 2326, ARTS 2346,
ARTS 2313, ARTS 2341, ARTS 2333,
ARTS 2356, ARTS 1301 or 1304,
ARTS 2323 and 2324, or ARTS 1316,
ARTS 1317, ARTS 1311, ARTS 1312

TOTAL CREDIT HOURS — 61

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

EFFECTIVE: Fall Semester 2001

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ASSOCIATE in ARTS (A.A.) DEGREE
EMPHASIS in URBAN EDUCATION

Available at El Centro, North Lake and Richland Colleges and Transferable to
UT Arlington and Texas Woman's University

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

This degree plan is designed to meet the needs of <u>students who plan to major in Urban Education and pursue a teaching career. This plan will transfer directly into the Bachelor of Arts degree in Child Studies (with EC4 and EC4 Bilingual teacher certification) at UT Arlington. It will also transfer directly into the Bachelor of Science degree in Interdisciplinary Studies (with EC4 and EC4 Bilingual teacher certification) at Texas Woman's University.</u> Students should work closely with an advisor if they plan to transfer into teacher certification programs at other universities.

In order to be eligible to receive this degree, a student must:
1. Complete a minimum of 61 credit hours including all the required courses listed;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
3. Receive a GPA (2) of at least 2.00 ("C"); and
4. Meet all TASP requirements.

CREDIT HOURS TO BE COMPLETED

COMMUNICATION — 9
Select each of the following:
English 1301
   (A grade of "C" or better required)
English 1302
Speech 1311
   (A grade of "C" or better required)

MATHEMATICS — 3
(A grade of "C" or better required)
Select one of the following:
Math 1314 or 1414

LAB SCIENCES — 8
Select two from the following:
Biology 1406 and 1407 or 1408 and 1409;
Chemistry 1405, 1407;
Geology 1403, 1404;
Physics 1405, 1407
NOTE: This requirement *cannot* be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.

SOCIAL/BEHAVIORAL SCIENCES — 15
Select each of the following:
History 1301, 1302
Government 2301, 2302
Select one of the following:
Psychology 2301 or 2314

HUMANITIES/VISUAL AND PERFORMING ARTS — 9
Select one from each of the three groupings:
I. Arts 1301 or Music 1306
II. English 2326, 2327, 2328, 2331, 2332, or 2333
III. EDTC 1325 (which will be substituted for CUST 2370)

INSTITUTIONAL OPTIONS — 4
Select each of the following:
Physical Education 1164 **and**
Computer Science 1300 or higher level
   COSC course

URBAN EDUCATION EMPHASIS — 13
Select each of the following:
Education (EDTC) 1301
Child Development (CDEC) 1359
Education (EDTC) 1321
Spanish (SPAN) 1411
While the degree is awarded upon the completion of 61 hours, students are strongly encouraged to complete SPAN 1412 also.

TOTAL CREDIT HOURS — 61

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

EFFECTIVE: Fall Semester 2001

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2002-2003 Technical/Occupational Programs Offered On Our Campuses

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

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Child Development Assoc. Skills Ach. Award	•		•				
Early Childhood Training Certificate	•		•				
Infant-Toddler Certificate	•		•				
School-Age Caregiver Certificate	•		•				
Special Child Skills Achievement Award	•		•				
Commercial Music		•					
Arranger/Composer/Copyist AAS		•					
Music Retailing AAS		•					
Music Retailing Certificate		•					
Performing Musician AAS		•					
Performing Musician Certificate		•					
Recording Technology AAS		•					
Recording Technology One-Year Certificate		•					
Recording Technology Two-Year Certificate		•					
Computer-Aided Design & Drafting AAS			•		•		
Computer-Aided Design/Drafting Enh. Skills Cert.			•		•		
Computer-Aided Design Operator Certificate			•		•		
Computer-Aided Design Advanced Operator Cert.			•		•		
Integrated Circuit Design AAS			•				
Integrated Circuit Design Certificate			•				
Computer Graphics AAS		•				•	
Computer Graphics Certificate		•				•	
Computer Information Technology	•	•	•	•	•	•	•
Cisco Networking Asst. Skills Achievement Award				•			
Cisco Networking Intern Skills Achievement Award				•			
CNE-5 Certificate							•
C Programming Skills Achievement Award	•						
Computer Networking AAS	•	•			•	•	
Midrange Specialist AAS				•			
Midrange Assistant Certificate				•			
Midrange Tech Support Certificate				•			
Network Administrator and Support AAS				•			•
Networking Specialist Enhanced Skills Certificate							•
Networking Associate Certificate	•			•	•	•	•
Networking Professional Certificate				•	•	•	•
Networking Support Certificate	•	•			•	•	
Personal Computer Support AAS	•	•	•	•	•	•	•
Personal Computer Specialist Certificate	•	•	•	•	•	•	•
Personal Computer Technician Certificate	•	•	•	•	•	•	•
Personal Computer User Certificate	•	•	•	•	•	•	•
Personal Computer Technology Skills Ach. Award	•						
Software Programmer/Developer AAS	•	•	•	•	•	•	•
Software Programmer/Developer Assistant Cert.	•	•	•	•	•	•	•
Unix AAS	•					•	•
Unix Administrator Certificate	•					•	•

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DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2002-2003 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
Unix Skills Achievement Award	●						
Visual Basic Programming Skills Ach. Award	●						
Web Developer Specialist Certificate	●	●	●	●	●	●	●
WIN2000 Networking Certificate			●				●
Construction Management and Technology AAS					●		
Construction Technology AAS					●		
Construction Technology Certificate					●		
Criminal Justice AAS		●	●	●	●		
Human Services Enhanced Skills Certificate			●	●	●		
Law Enforcement Enhanced Skills Certificate		●	●	●	●		
Criminal Justice Certificate (45 hours)		●	●	●	●		
Criminal Justice Certificate (30 hours)		●	●	●	●		
Diagnostic Medical Sonography AAS				●			
Diagnostic Medical Sonography Certificate				●			
Digital Imaging Technology AAS				●			
Digital Photography Certificate				●			
Electronic Pre-Press Certificate				●			
Echocardiology Technology AAS				●			
Echocardiology Technology Certificate				●			
Educational Personnel AAS							●
Bilingual/ESL AAS							●
Educational Assistant Certificate							●
Electrical Technology AAS						●	
Electrical Construction AAS						●	
Electrical Construction Certificate						●	
Electrical Technology Certificate						●	
Electronic Commerce AAS	●	●		●	●	●	
Electronic Telecommunications AAS		●					
Telephony Supervisor Enhanced Skills Certificate		●					
Convergence Technology AAS					●		
Convergence Technology Certificate					●		
Technical Platform Certificate (20 hours)					●		
Electronic Telecommunications Certificate			●				
Technical Platform Certificate (16 hours)			●				
Wireless Communications Technology Certificate			●				
Electronics/Computer Technology AAS			●				
Computer Technology Enhanced Skills Certificate			●				
Telecommunications Enhanced Skills Certificate			●				
Basic Electronics Technology Certificate			●				
Semiconductor Manufacturing Technology AAS			●				
Electronics Technology AAS					●	●	
Avionics Enhanced Skills Certificate					●		
Automated Manufacturing Enhanced Skills Cert.					●	●	
Computer Maintenance Enhanced Skills Cert.					●	●	
Avionics Technology Certificate					●		
Semiconductor Manufacturing Technology AAS .					●	●	

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Emergency Medical Services	●						
Paramedicine AAS	●						
Emergency Medical Technician Basic Certificate	●						
Engine Technology		●					
Motorcycle Mechanics Certificate		●					
Outboard Mechanics Certificate	●						
Small Engine Mechanics Certificate	●						
Engineering Technology		●					●
CAD/CAM Certificate							●
Computer-Aided Design AAS							●
Electronics Technology AAS							●
Electronics Technology Certificate							●
Integrated Circuit Layout AAS		●					●
Integrated Circuit Layout Certificate		●					●
Computer-Aided Design Skills Ach. Award							●
Parametric Automated Design Skills Ach. Award							●
Fashion Design				●			
Apparel Design AAS				●			
Pattern Design AAS				●			
Food And Hospitality Institute				●			
Bakery/Pastry AAS				●			
Bakery/Pastry Certificate				●			
Certified Food and Hospitality Manager Certificate				●			
Culinary Arts AAS				●			
Basic Culinary Skills Certificate				●			
Food and Hospitality Service AAS				●			
Food and Hospitality Service Certificate				●			
Geographic Information Systems-Technology Cert.					●		
Health Information Management AAS						●	
Medical Records Coder Certificate						●	
Hospitality Management AAS						●	
Hospitality Management Certificate						●	
Interior Design AAS				●			
Interior Design Advanced Technical Certificate				●			
International Business & Trade AAS				●			●
Import/Export Certificate				●			●
International Business & Trade Certificate				●			●
International Business & Trade Skills Ach. Award				●			●
Internet Development Technologies AAS				●			
Interpreter Training Program AAS		●					
Deaf Studies Certificate		●					
Invasive Cardiovascular Technology AAS				●			
Invasive Cardiovascular Technology Certificate				●			
Logistics Technology AAS	●					●	

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2002-2003 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
Management AAS	•	•	•	•	•	•	•
Management Certificate	•	•	•	•	•	•	•
Marketing Careers	•	•					
Business Marketing AAS	•	•					
Department Manager Enhanced Skills Cert.	•	•					
Call Center Specialist Skills Achievement Award	•						
Customer Service Representative Certificate	•	•					
Retail/Wholesale Business Specialist Certificate	•	•					
Fashion Marketing AAS	•						
Department Manager Enhanced Skills Certificate	•						
Visual Merchandising Assistant Certificate	•						
Medical Assisting Certificate				•	•		
Medical Laboratory Technology AAS				•			
Medical Staff Services AAS				•			
Medical Transcription Certificate				•			
Mortgage Banking AAS						•	
Designate Certificate						•	
Intern Skills Achievement Award						•	
Multimedia Technology							•
Multimedia Web Design AAS							•
Internet Communications Level I Certificate							•
Internet Communications Level II Certificate							•
Multimedia Developer Level I Certificate							•
Multimedia Developer Level II Certificate							•
Visual Design Level I Certificate							•
Visual Design Level II Certificate							•
Office Technology	•	•	•	•	•	•	•
Administrative Support Certificate	•	•	•	•	•	•	•
Executive Assistant AAS	•	•	•	•	•	•	•
Executive Assistant-Tech Prep Navy Yeoman AAS	•	•	•	•	•	•	•
Office Assistant Certificate	•	•	•	•	•	•	•
Software Application Specialist Certificate	•	•	•	•	•	•	•
Ornamental Horticulture Technology							•
Greenhouse Florist AAS							•
Interiorscape Design AAS							•
Interiorscape Certificate							•
Landscape Management AAS							•
Landscape Nursery AAS							•
Florist Certificate							•
Landscape Gardener Certificate							•

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

ACCOUNTING

Offered at all seven campuses

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

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

Degree Plan Code: AAS.ACCT

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

		CREDIT HOURS
SEMESTER I		
+ACCT 2301	Principles of Accounting I **OR**	3
+ACCT 2401	Principles of Accounting I	(4)
ACNT 1311	Introduction to Computerized Accounting	3
++POFT 1325	Business Math and Machine Applications	3
++POFI 2301	Word Processing	3
Elective[1]	Business/Technical	3-4
		15-17
SEMESTER II		
ACCT 2302	Principles of Accounting II **OR**	3
ACCT 2402	Principles of Accounting II	(4)
ACNT 1313	Computerized Accounting Applications	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
Elective[1]	Business/Technical	3-4
		15-17
SEMESTER III		
ECON 2301	Principles of Economics I	3
+++MATH 1324	Mathematics for Business and Economics I	3
Elective[1]	Business/Technical	3-4
Elective[2]	Accounting Specialty	3
Elective[3]	Social/Behavioral Science	3
		15-16
SEMESTER IV		
ECON 2302	Principles of Economics II	3
ENGL 1302	Composition II	3
Elective[1]	Business/Technical	3-4
Elective[2]	Accounting Specialty	3
Elective[4]	Humanities/Fine Arts	3
		15-16

Minimum Hours Required 60-66

Upon completion of Semester I courses, the Accounting Clerk Certificate will be conferred.

Upon completion of Semester I and Semester II courses, the Accounting Assistant Certificate will be conferred.

Upon completion of Semester I through Semester IV courses, the Associate in Applied Sciences Degree in Accounting will be conferred.

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective[1] (Business/Technical) list in this program.

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

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

Elective[1]–The Business/Technical elective must be selected from the following fields/courses:

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

Elective[2]– The Accounting Specialty elective must be selected from the following accounting courses:

ACNT	1329	Payroll and Business Tax Accounting	3
ACNT	1331	Federal Income Tax: Individual	3
ACNT	1380	Cooperative Education-Accounting	3
ACNT	1391	Special Topics in Accounting	3
ACNT	2303	Intermediate Accounting I	3
ACNT	2304	Intermediate Accounting II	3
ACNT	2309	Cost Accounting	3
ACNT	2311	Managerial Accounting	3
ACNT	2380	Cooperative Education-Accounting	3

Elective[3]– The Social/Behavioral Science elective must be selected from the following fields/courses:

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

Elective[4]–The Humanities/Fine Arts elective must be selected from the following fields:

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

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

TECH PREP ENHANCED SKILLS CERTIFICATE

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

ACCOUNTING TECHNICIAN

Offered at all seven campuses

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

Degree Plan Code: ES.ACCT.TECH

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

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

ACNT	1329	Payroll and Business Tax Accounting	3
ACNT	1331	Federal Income Tax: Individual	3
ACNT	1380	Cooperative Education-Accounting	3
ACNT	1391	Special Topics in Accounting	3
ACNT	2303	Intermediate Accounting I	3
ACNT	2304	Intermediate Accounting II	3
ACNT	2309	Cost Accounting	3
ACNT	2311	Managerial Accounting	3
ACNT	2380	Cooperative Education-Accounting	3

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

ACCOUNTING ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: CERT.ACCT.ASSIST

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

		CREDIT HOURS
SEMESTER I		
+ACCT 2301	Principles of Accounting I **OR**	3
+ACCT 2401	Principles of Accounting I	(4)
ACNT 1311	Introduction to Computerized Accounting	3
++POFT 1325	Business Math and Machine Applications	3
++POFI 2301	Word Processing	3
Elective[1]	Business/Technical	3-4
		15-17
SEMESTER II		
ACCT 2302	Principles of Accounting II **OR**	3
ACCT 2402	Principles of Accounting II	(4)
ACNT 1313	Computerized Accounting Applications	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
Elective[1]	Business/Technical	3-4
		15-17

Minimum Hours Required 30-34

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective[1] (Business/Technical) list in this program.

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

Elective[1]–The Business/Technical elective must be selected from the following fields/courses:

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

ACCOUNTING CLERK

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: CERT.ACCT.CLERK

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

		CREDIT HOURS
SEMESTER I		
+ACCT 2301	Principles of Accounting I **OR**	3
+ACCT 2401	Principles of Accounting I	(4)
ACNT 1311	Introduction to Computerized Accounting	3
++POFT 1325	Business Math and Machine Applications	3
++POFI 2301	Word Processing	3
Elective[1]	Business/Technical	3-4
		15-17

Minimum Hours Required 15-17

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective[1] (Business/Technical) list in this program.

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

Elective[1]–The Business/Technical elective must be selected from the following fields/courses:

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

ASSOCIATE DEGREE NURSING

El Centro only (Brookhaven is an authorized site)

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

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

Degree Plan Code: AAS.NURSING

The Associate Degree Nursing Program is a two-year, 72 credit hour program, leading to the Associate in Applied Sciences 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 (61 Broadway, 33rd Floor, New York, New York 10006: Telephone number 212-363-5555).

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.

CREDIT HOURS

PREREQUISITES TO PROGRAM ADMISSION

##SCIT 1407	Human Anatomy and Physiology I **OR**	4
#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

RNSG 1523	Introduction to Professional Nursing	5
RNSG 1460	Clinical - Nursing (R.N. Training)	4
SCIT 1408	Human Anatomy and Physiology II **OR**	4
BIOL 2402	Anatomy and Physiology II	(4)
PSYC 2314	Developmental Psychology	3
		16

SEMESTER II

RNSG 2504	Care of the Client with Common Health Care Needs	5
RNSG 1105	Nursing Skills I	1
RNSG 1461	Clinical - Nursing (R. N. Training)	4
BIOL 2420	General Microbiology	4
SPCH 1311	Introduction to Speech Communication	3
		17

SEMESTER III

RNSG 2414	Care of the Client with Complex Health Care Needs	4
RNSG 2460	Clinical - Nursing (R. N. Training)	4
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Clinical - Nursing (R. N. Training)	1
+Elective	Humanities/Fine Arts	3
		14

SEMESTER IV

RNSG 2535	Integrated Client Care Management	5
RNSG 2562	Clinical - Nursing (R. N. Training)	5
RNSG 2221	Management of Client Care	2
		12

Minimum Hours Required 72

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

ARTS	1301	Art Appreciation	3
ENGL		(2000 level Literature course)	3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
DRAM	1310	Introduction to Theatre	3

#BIOL 1406, General Biology and BIOL 1407, General Biology are prerequisites to BIOL 2401.

##BIOL 1408, Biological Science or BIOL 1409 Biological Science is recommended prior to SCIT 1407 HUMAN Anatomy and Physiology I if no previous high school biology.

A grade of "C" or better is required for all courses. Support courses must be completed before or during the semester indicated.

TECH PREP ENHANCED SKILLS CERTIFICATE

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

PERIOPERATIVE NURSE INTERNSHIP

El Centro only

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

Degree Plan Code: ES.NURS.PERIOP.INTERN

This two-semester program offers registered and graduate nurses the opportunity to acquire additional theory and skills required for patient care in the surgical setting. 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 Nurse Examiners for the State of Texas, or be a graduate of a nursing program eligible for the next NCLEX-RN examination. Visit the web site www.ecc.dcccd.edu/Health-Ls/hls.htm

CREDIT
HOURS

PREREQUISITES
Nurses enrolled in this program must hold a current license from the Board of Nurse Examiners for the State of Texas, or be a graduate of a nursing program eligible for the next NCLEX-RN examination. Current CPR certification.

SEMESTER I
SRGT 1471	Perioperative Nurse Internship I	4
SRGT 1167	Practicum (or Field Experience) - Surgical/Operating Room Technician	1
		5

SEMESTER II
SRGT 2571	Perioperative Nurse Internship II	5
SRGT 2366	Practicum (or Field Experience) - Surgical/Operating Room Technician	3
		8

Minimum Hours Required 13

A grade of "C" or better is required for all courses.

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

BIOTECHNOLOGY

El Centro and Mountain View Only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.BIOTECH

The El Centro and Mountain View College Biotechnology program offers individuals the choice of a Level I Certificate or a two-year Associate Degree program. The program is designed to prepare the graduate for entry-level positions in biotechnology, biological research and industrial laboratories.

Biotechnology students will study the theories of modern advances in biotechnology, molecular biology, DNA and RNA technology, and bioethics. Skills will include laboratory management and safety, laboratory operations, planning, recording, and reporting experiments, caring for equipment and living cells, cell and tissue culture, genetics, pipetting, technical writing, and statistical analysis. The final semester will include a capstone internship which will provide a transitional experience from course work to workplace. The biotechnology program will also provide a foundation for students who would like to continue a bachelor's and/or graduate degrees.

Job opportunities include: medical schools, pharmaceutical and industrial companies, colleges, universities and rapidly new emerging occupations.

		CREDIT HOURS
PREREQUISITE:		
ENGL 1301	Composition I	3
PSYC 2301	Introduction to Psychology	3
		6

SEMESTER I

BIOL 1406	General Biology	4
CHEM 1411	General Chemistry I	4
SPCH 1311	Introduction to Speech Communication	3
COSC 1300	Computer Literacy	3
BITC 1311	Introduction to Biotechnology	3
		17

SEMESTER II

MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
BIOL 2416	Genetics	4
CHEM 1412	General Chemistry II	4
BITC 1302	Biotechnology Laboratory Methods and Techniques	3
		14-15

SEMESTER III

BIOL 2420	General Microbiology	4
BITC 2286	Internship-Biological Technology/Technician	2
		6

SEMESTER IV

BITC 1301	Biotechnology Laboratory Instrumentation	3
BITC 1391	Special Topics in Biological Technology/Technician	3
MLAB 1335	Immunology/Serology	3
+Elective	Humanities/Fine Arts	3
		12

SEMESTER V

BITC 2431	Cell Culture Techniques	4
BITC 2401	Molecular Biology Techniques	4
BITC 2486	Internship - Biological Technology/Technician	4
		12

Minimum Hours Required 67-68

+Electives-may be selected from the following:

ARTS	1301	Art Appreciation	3
DRMA	1310	Introduction to the Theatre	3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3

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

BIOTECHNOLOGY

El Centro and Mountain View only

(Certificate)

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

Degree Plan Code: C1.BIOTECHNOLOGY

The El Centro and Mountain View College Biotechnology program offers individuals the choice of a Level I Certificate or a two-year Associate Degree program. The program is designed to prepare the graduate for entry-level positions in biotechnology, biological research and industrial laboratories.

Biotechnology students will study the theories of modern advances in biotechnology, molecular biology, DNA and RNA technology, and bioethics. Skills will include laboratory management and safety, laboratory operations, planning, recording, and reporting experiments, caring for equipment and living cells, cell and tissue culture, genetics, pipetting, technical writing, and statistical analysis. The final semester will include a capstone internship which will provide a transitional experience from course work to workplace. The biotechnology program will also provide a foundation for students who would like to continue a bachelor's and/or graduate degrees.

Job opportunities include: medical schools, pharmaceutical and industrial companies, colleges, universities and rapidly new emerging occupations.

		CREDIT HOURS
SEMESTER I		
CHEM 1411	General Chemistry I	4
BITC 1311	Introduction to Biotechnology	3
BIOL 1406	General Biology	4
+Elective		3-4
		14-15
SEMESTER II		
BIOL 2420	General Microbiology	4
CHEM 1412	General Chemistry II	4
BITC 1302	Biotechnology Laboratory Methods and Techniques	3
BITC 2286	Internship - Biological Technology/ Technician	2
		13

Minimum Hours Required 27-28

+Electives-may be selected from the following:

ENGL	1301	Composition I	3
PSYC	2301	Introduction to the Psychology	3
COSC	1300	Computer Literacy	3
MATH	1414	College Algebra **OR**	4
MATH	1314	College Algebra	(3)

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

BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.BUSI.ADMIN

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

		CREDIT HOURS
SEMESTER I		
BMGT 1303	Principles of Management	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
Mathematics*		3-4
+Elective		3
		15-16
SEMESTER II		
MRKG 1311	Principles of Marketing	3
ACCT 2301	Principles of Accounting I** **OR**	3
ACCT 2401	Principles of Accounting I**	(4)
ENGL 1302	Composition II	3
ITSC 1401	Introduction to Computers	4
+Elective		3
		16-17
SEMESTER III		
ACCT 2302	Principles of Accounting II **OR**	3
ACCT 2402	Principles of Accounting II	(4)
BUSI 2301	Business Law	3
ECON 2301	Principles of Economics I	3
PSYC 2302	Applied Psychology	3
SPCH 1311	Introduction to Speech Communication	3
		15-16
SEMESTER IV		
HRPO 2301	Human Resources Management	3
HRPO 2307	Organizational Behavior	3
ECON 2302	Principles of Economics II	3
POFT 1302	Business Communications I	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
++Elective	Humanities/Fine Arts	3
		18

Minimum Hours Required 64-67

+Electives-may be selected from the following:

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

++Elective-may be selected from the following:

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

*Mathematics must be selected from the following:

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

**Students may substitute ACNT 1303 and ACNT 1304. Only three hours may be applied to the required number of hours for granting the degree.

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

COMPUTER INFORMATION TECHNOLOGY -- CISCO NETWORKING INTERN

El Centro only

(Skills Achievement Award)

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

Degree Plan Code: SA.CISCO.INTERN.01

This sequence is for students who wish to learn about design and installation of local area networks, and basic router configuration. Upon completion, the student will have acquired the skills needed for employment in the networking industry as an intern.

Prerequisite: A working knowledge and understanding of personal computers and operating systems obtained in ITSC , 1401 (Introduction to Computers) or equivalent experiences approved by an Information Technology faculty member.

		CREDIT HOURS
SEMESTER I		
ITCC 1402	Local Area Networks Design and Protocols: Cisco 1	4
ITCC 1406	Basic Router Configuration: Cisco 2	4
		8

Minimum Hours Required 8

COMPUTER INFORMATION TECHNOLOGY -- CISCO NETWORKING ASSISTANT

El Centro only

(Skills Achievement Award)

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

Degree Plan Code: SA.CISCO.ASSIST.01

This sequence is for students who wish to develop skills in managing traffic and networking devices in local area networks (LAN) and wide area network (WAN) services and management. Upon completion, the student will have acquired skills needed to prepare for certification as a Cisco Certified Networking Associate (CCNA).

Prerequisite: Basic understanding of local area networks design and protocols and basic router configuration obtained in ITCC 1402 (Cisco 1) and ITCC 1406 (Cisco 2) or equivalent experiences approved by an Information Technology faculty member.

		CREDIT HOURS
SEMESTER I		
ITCC 1442	Local Area Management (LAN): Cisco 3	4
ITCC 1446	Wide Area Management (WAN): Cisco 4	4
		8

Minimum Hours Required 8

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER USER

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.CIT.PC.USER

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

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

		CREDIT HOURS
SEMESTER I		
ITSW 1401	Introduction to Word Processing **OR**	4
ITSW 2431	Advanced Word Processing	(4)
ITSW 1404	Introduction to Spreadsheets **OR**	4
ITSW 2434	Advanced Spreadsheets	(4)
ITSW 1407	Introduction to Database **OR**	4
ITSW 2437	Advanced Database	(4)
ITSC 1405	Introduction to PC Operating Systems	4
		16

Minimum Hours Required 16

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER TECHNICIAN

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.CIT.PC.TECH

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

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

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

Minimum Hours Required 15

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SPECIALIST

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C2.CIT.PC.SPEC

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

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers	4
ITNW 1321	Introduction to Networking	3
ITSC 1405	Introduction to PC Operating Systems	4
SPCH 1311	Introduction to Speech Communication	3
		14
SEMESTER II		
ITSC 2435	Application Problem Solving	4
ITSW 1401	Introduction to Word Processing **OR**	4
ITSW 2431	Advanced Word Processing	(4)
ITSW 1404	Introduction to Spreadsheets **OR**	4
ITSW 2434	Advanced Spreadsheets	(4)
ENGL 1301	Composition I	3
		15
SEMESTER III		
ITSW 1407	Introduction to Database **OR**	4
ITSW 2437	Advanced Database	(4)
ITSC 1425	Personal Computer Hardware	4
ITSW 1410	Presentation Media Software **OR**	4
ITSC 1413	Internet/Web Page Development	(4)
Elective	Any ITXX Course	3-4
		15-16

Minimum Hours Required 44-45

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SUPPORT

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.CIT.PC.SUPPORT

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

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

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

Minimum Hours Required 61-63

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

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

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

COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.CIT.SPD.ASSIST

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

Prerequisite: Basic understanding of problem solving and logic structures used with computers as obtained in ITSC 2435 or equivalent experiences approved by an Information Technology faculty member.

		CREDIT HOURS
SEMESTER I		
ITSE X4XX	Introductory Programming course-List A[1]*	4
ITSC X4XX	Operating Systems course-List C	4
ITSW 1407	Introduction to Database	4
		12
SEMESTER II		
ITSE X4XX	Advanced Programming Language course-List B[1]**	4
ITSW 1410	Presentation Media Software **OR**	4
Elective	Any ITSE Course	(3-4)
Elective	Any ITSC/ITSE/ITSW Course	3-4
		10-12

Minimum Hours Required 22-24

[1]Student must complete the introductory and advanced course in the same programming language to be considered a completer for this certificate. (ITSE 2437, Assembly Language may be combined with any course from List A to meet this requirement).

*First in a two-course programming language series

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

**Second in a two-course programming language series

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

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

COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.CIT.PROG.DEVE

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

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers	4
ITSC 2435	Application Problem Solving	4
ITNW 1321	Introduction to Networking	3
ENGL 1301	Composition I	3
		14
SEMESTER II		
ITSE X4XX	Introductory Programming course-List A[1]*	4
ITSW 1407	Introduction to Database	4
ITSC X4XX	Operating Systems course-List C	4
MATH 1414	College Algebra **OR**	4
MATH 1314	College Algebra	(3)
SPCH 1311	Introduction to Speech Communication	3
		18-19
SEMESTER III		
ITSE X4XX	Introductory Programming course-List A[2]	4
ITSE X4XX	Advanced Programming course-List B[1]**	4
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course	3-4
ITSW 1410	Presentation Media Software **OR**	4
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course	(3-4)
+Elective	Humanities/Fine Arts	3
		17-19

SEMESTER IV		
ITSE X4XX	Programming course-List A or B	4
	OR	
	Application Development course-List D	(4)
ITSE 1450	System Analysis and Design	4
	OR	
ITSC/ITSE/ ITSW 13XX	Cooperative Education course	(3)
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW or ITMC course	3-4
++Elective	Social/Behavorial Science	3
		13-15

Minimum Hours Required 62-67

[1]Student must complete the introductory and advanced course in the same programming language to be considered a completer for this certificate. (ITSE 2437, Assembly Language may be combined with any course from List A to meet this requirement).

[2]An introductory programming course other than the course taken in Semester II must be chosen.

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

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

*First in a two-course programming language series

List A - Introductory Programming Courses

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

**Second in a two-course programming language series

List B - Advanced Programming Language Courses

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

List C - Operating System Courses

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

List D - Application Development Courses

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

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

COMPUTER INFORMATION TECHNOLOGY -- WEB DEVELOPER SPECIALIST

(Offered at all seven campuses)

(Certificate)

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

Degree Plan Code: C2.CIT.WEB.DEV.SPED

This certificate option trains the student to design and develop web pages and web business applications. It prepares the student to enter the workforce as a member of the company web development team for Internet/Intranet applications.

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

		CREDIT HOURS
SEMESTER I		
ITSC 2435	Application Problem Solving	4
ITNW 1437	Introduction to the Internet	4
ITSC 1413	Internet/Web Page Development*	4
ITNW 1321	Introduction to Networking	3
ENGL 1301	Composition I	3
		18
SEMESTER II		
ITSE 1431	Introduction to Visual Basic Programming	4
ITSW 1407	Introduction to Database	4
ITSC 1413	Internet/Web Page Development* OR	4
IMED 2415	Web Page Design II	(4)
GRPH 1325	Digital Imaging I OR	3
ITSW 1410	Presentation Media Software	(4)
SPCH 1311	Introduction to Speech Communication	3
		18-19
SEMESTER III		
ITSE 2413	Web Authoring	4
ITSE 2417	JAVA Programming	4
IMED 2409	Internet Commerce	4
ITSE 1391	Special Topics in Computer Programming OR	3
GRPH 1391	Special Topics in Graphic and Printing Equipment Operator OR	(3)
ITSC 1407	UNIX Operating System I	(4)
		15-16

Minimum Hours Required 51-53

*ITSC 1413, Internet/Web Page Development may be repeated for credit when topics change.

COMPUTER INFORMATION TECHNOLOGY -- MIDRANGE ASSISTANT

El Centro only

(Certificate)

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

Degree Plan Code: C1.CIT.MIDRNG.ASSIST

This one semester certificate option is designed to provide training primarily for persons with previous computer experiences who want to retrain quickly for iSeries 400 midrange environments. Graduates will be qualified to enter the midrange environment in an entry-level system administration or junior programmer position.

		CREDIT HOURS
SEMESTER I		
ITNW 1321	Introduction to Networking **OR**	3
ITSC 1405	Introduction to PC Operating Systems	(4)
ITSC 1411	AS/400 Operating System I	4
ITSC 1402	Computer Control Language	4
ITSE 1414	Introduction to RPG Programming	4
		15-16

Minimum Hours Required 15-16

COMPUTER INFORMATION TECHNOLOGY -- MIDRANGE TECH SUPPORT

El Centro only

(Certificate)

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

Degree Plan Code: C1.CIT.MIDRNG.TECH

This one-year certificate option is designed to provide training for any student wishing to enter the midrange field through system administration. Skills and knowledge of the iSeries 400 operating system environment, control language, pc operating systems, and introductory networking concepts are developed. The graduate will be qualified to enter the midrange environment as a systems operator/administration trainee.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers	4
ITSC 1411	AS/400 Operating System I	4
ITSC 1405	Introduction to PC Operating Systems	4
		12
SEMESTER II		
ITSC 2442	AS/400 Operating System II	4
ITSC 1402	Computer Control Language	4
ITNW 1321	Introduction to Networking	3
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course	3-4
		14-15

Minimum Hours Required 26-27

COMPUTER INFORMATION TECHNOLOGY -- MIDRANGE SPECIALIST

El Centro only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.CIT.MIDRNG.SPEC

This associate degree program is designed to provide training in iSeries 400 system administration, as well as midrange programming using the RPG language. Skills and knowledge of networking and hardware and pc operating systems are also developed. Graduates will be qualified to enter the midrange environment as a junior RPG programmer.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers	4
ITSC 1411	AS/400 Operating System I	4
ITSC 1405	Introduction to PC Operating Systems	4
ENGL 1301	Composition I	3
		15
SEMESTER II		
ITSC 1402	Computer Control Language	4
ITSC 2442	AS/400 Operating System II	4
ITSC 2435	Application Problem Solving	4
MATH 2342	Introductory Statistics **OR**	3
MATH 1314	College Algebra **OR**	(3)
MATH 1414	College Algebra	(4)
SPCH 1311	Introduction to Speech Communication	3
		18-19
SEMESTER III		
ITNW 1321	Introduction to Networking	3
ITSE 1414	Introduction to RPG Programming	4
ITSC 1425	Personal Computer Hardware	4
+Elective	Humanities/Fine Arts	3
		14
SEMESTER IV		
ITSE 2435	Advanced RPG Programming	4
ITNW/ITSC/ ITSE/ ITSW 138X	Cooperative Education course	3
Elective	Any ITCC, ITSC, ITSE, ITSW ITNW, or ITMC course	3-4
++Elective	Social/Behavioral Science	3
		13-14

Minimum Hours Required 60-62

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

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

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

COMPUTER INFORMATION TECHNOLOGY -- NETWORKING ASSOCIATE

Brookhaven, El Centro, Mountain View, North Lake and Richland only

(Certificate)

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

Degree Plan Code: C1.CIT.NWK.ASSOC.01

This certificate option will provide education and training for individuals interested in developing their knowledge and skills as networking professionals with an emphasis on preparation for those wishing to take the CCNA certification examination.

		CREDIT HOURS
SEMESTER I		
ITCC 1402	Local Area Network Design and Protocols: Cisco 1	4
ITCC 1406	Basic Router Configuration: Cisco 2	4
		8
SEMESTER II		
ITCC 1442	Local Area Management (LAN): Cisco 3	4
ITCC 1446	Wide Area Management (WAN): Cisco 4	4
		8

Minimum Hours Required 16

Upon completion of ITCC 1446, Wide Area Management (WAN): Cisco 4, the student is eligible to take the CCNA (Cisco Certified Networking Associate) credentialing exam.

COMPUTER INFORMATION TECHNOLOGY -- NETWORKING PROFESSIONAL

El Centro, Mountain View, North Lake and Richland only

(Certificate)

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

Degree Plan Code: C1.CIT.NWK.PROF.01

This certificate will examine complex networking concepts, such as troubleshooting tools and more sophisticated configurations. Upon completion, the student will have acquired skills needed to prepare for certification as a Cisco Certified Networking Professional.

Prerequisite: CCNA certification and successful completion of skills-based exam or successful completion of Wide Area Management (WAN): Cisco 4 (ITCC 1446 or ITNW 1344).

		CREDIT HOURS
SEMESTER I		
ITCC 2432	Advanced Routing Configuration: Cisco 5	4
ITCC 2436	Building Remote Access Networks: Cisco 6	4
		8
SEMESTER II		
ITCC 2440	Configuring LAN Switches: Cisco 7	4
ITCC 2444	Internetwork Troubleshooting: Cisco 8	4
		8

Minimum Hours Required 16

Upon completion of ITCC 2444, Internetwork Troubleshooting: Cisco 8, the student is eligible to take the CCNP (Cisco Certified Networking Professional) credentialing exam.

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

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

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

Degree Plan Code: AAS.CRIMINAL.JUST

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

		CREDIT HOURS
SEMESTER I		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3
ENGL 1301	Composition I	3
PSYC 2301	Introduction to Psychology	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		15-16
SEMESTER II		
CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3
ENGL 1302	Composition II	3
SPCH 1311	Introduction to Speech Communication	3
SOCI 1301	Introduction to Sociology	3
		15
SEMESTER III		
+++Electives		6-8
		6-8
SEMESTER IV		
GOVT 2301	American Government	3
+Electives	Humanities/Fine Arts	3
++Electives	Required Support Courses	6-7
Elective	Any Non-Criminal Justice Course	3
		15-16
SEMESTER V		
ITSC 1401	Introduction to Computers	4
+++Electives	Criminal Justice Elective	3-4
PSYC 2314	Developmental Psychology **OR**	
SOCI 1306	Social Problems	3
++Electives	Required Support Courses	3-4
		13-15

Minimum Hours Required 64-70

+Electives - must be selected from the following:

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

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

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

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

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

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

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

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

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

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

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Associate in Applied Sciences Degree in Criminal Justice and provide the student advanced skills required by the industry to specialize in Human Services or Law Enforcement.

HUMAN SERVICES

Eastfield, El Centro and Mountain View only

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

Degree Plan Code: ES.CRIJ.HUMAN.SERVICE

		CREDIT HOURS
SEMESTER I		
SCWK 2331	Abnormal Behavior	3
DAAC 1343	Current Issues	3
CJSA 2382	Cooperative Education-Criminal Justice Studies	3
SOCI 2319	Race, Ethnicity and Community	3
SOCI 2371	Urban Social Problems	3
		15

Minimum Hours Required 15

LAW ENFORCEMENT

Cedar Valley, Eastfield, El Centro and Mountain View only

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

Degree Plan Code: ES.CRIJ.LAW.ENFORCE

		CREDIT HOURS
SEMESTER I		
DAAC 1343	Current Issues	3
FIRT 1303	Fire and Arson Investigation I	3
SCWK 2331	Abnormal Behavior	3
CJSA 2382	Cooperative Education – Criminal Justice Studies	3
		12

Minimum Hours Required 12

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

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Certificate)

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

Degree Plan Code: CERT.CRIJ.45

This certificate is attached to the Associate in Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 45 semester-hour requirement.

		CREDIT HOURS
SEMESTER I		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3
ENGL 1301	Composition I	3
PSYC 2301	Introduction to Psychology	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		15-16
SEMESTER II		
CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3
CRIJ 2328	Police Systems and Practices	3
SPCH 1311	Introduction to Speech Communication	3
SOCI 1301	Introduction to Sociology	3
		15
SEMESTER III		
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2314	Criminal Investigation	3
CRIJ 1313	Juvenile Justice System	3
PSYC 2314	Developmental Psychology	3
GOVT 2301	American Government	3
		15

Minimum Hours Required 45-46

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Certificate)

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

Degree Plan Code: CERT.CRIJ.30

This certificate is attached to the Associate in Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 30 semester-hour requirement.

		CREDIT HOURS
SEMESTER I		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3
ENGL 1301	Composition I	3
		9
SEMESTER II		
CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3
SPCH 1311	Introduction to Speech Communication	3
GOVT 2301	American Government	3
		12
SEMESTER III		
CRIJ 2328	Police System and Practices	3
PSYC 2301	Introduction to Psychology	3
SOCI 1301	Introduction to Sociology	3
		9

Minimum Hours Required 30

DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.DM.SONOGRAPHY

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, 1248 Harwood Road, Bedford, TX 76021 Telephone number 817-685-6629) 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

PREREQUISITES:
BIOL 2401	Anatomy and Physiology I OR	4
SCIT 1407	Human Anatomy and Physiology I	(4)
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
		10

SEMESTER I
BIOL 2402	Anatomy and Physiology II OR	4
SCIT 1408	Human Anatomy and Physiology II	(4)
PSYC 2301	Introduction to Psychology	3
HPRS 1204	Basic Health Profession Skills	2
HPRS 1202	Wellness and Health Profession	2
HPRS 2231	General Health Professions Management	2
		13

SEMESTER II
SPCH 1311	Introduction to Speech Communication	3
+Elective	Humanities/Fine Arts	3
HPRS 1291	Special Topics in Health Professions and Related Sciences, Other	2
HPRS 2300	Pharmacology for Health Professions	3
HPRS 2201	Pathophysiology	2
		13

SEMESTER III
DMSO 1351	Sonographic Cross Sectional Anatomy	3
DMSO 2343	Advanced Acoustical Physics	3
DMSO 1366	Practicum (or Field Experience)- Diagnostic Medical Sonography	3
DMSO 1405	Sonography I	4
		13

SEMESTER IV
DMSO 2101	Ultrasound Instrumentation	1
DMSO 2405	Sonography II	4
DMSO 2366	Practicum (or Field Experience) - Diagnostic Medical Sonography	3
DMSO 1355	Pathophysiology	3
		11

SEMESTER V
DMSO 1191	Special Topics in Diagnostic Medical Sonography	1
DMSO 2262	Clinical - Diagnostic Medical Sonography	2
		3

SEMESTER VI
DMSO 1192	Special Topics in Diagnostic Medical Sonography	1
DMSO 2263	Clinical - Diagnostic Medical Sonography	2
		3

SEMESTER VII
DMSO 2345	Advanced Sonography Practices	3
DMSO 2367	Practicum (or Field Experience) - Diagnostic Medical Sonography	3
		6

Minimum Hours Required 72

+Elective - may be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theater	3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
ENGL		2000-level Literature course	3

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

DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Certificate)

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

Degree Plan Code: CERT.AHIC.SONOGRAPHY

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, 1248 Harwood Road, Bedford, TX 76021 Telephone number 817-685-6629).

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 I

DMSO 1351	Sonographic Cross Sectional Anatomy	3
DMSO 2343	Advanced Acoustical Physics	3
DMSO 1366	Practicum (or Field Experience) - Diagnostic Medical Sonography	3
DMSO 1405	Sonography I	4
		13

SEMESTER II

DMSO 2101	Ultrasound Instrumentation	1
DMSO 2405	Sonography II	4
DMSO 2366	Practicum (or Field Experience) - Diagnostic Medical Sonography	3
DMSO 1355	Pathophysiology	3
		11

SEMESTER III

DMSO 1191	Special Topics in Diagnostic Medical Sonography	1
DMSO 2262	Clinical - Diagnostic Medical Sonography	2
		3

SEMESTER IV

DMSO 1192	Special Topics in Diagnostic Medical Sonography	1
DMSO 2263	Clinical - Diagnostic Medical Sonography	2
		3

SEMESTER V

DMSO 2345	Advanced Sonography Practices	3
DMSO 2367	Practicum (or Field Experience) - Diagnostic Medical Sonography	3
		6

Minimum Hours Required 42

ECHOCARDIOLOGY TECHNOLOGY

El Centro only

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.ECHOCARDIOLOGY

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 Echocardiographer 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 2.85 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

SEMESTER I

HPRS 1204	Basic Health Profession Skills	2
HPRS 1202	Wellness and Health Promotion	2
HPRS 2231	General Health Professions Management	2
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
SCIT 1407	Human Anatomy and Physiology I **OR**	4
BIOL 2401	Anatomy and Physiology I #	(4)
+Elective		3
		19-20

SEMESTER II

HPRS 2300	Pharmacology for Health Professions	3
HPRS 1291	Special Topics in Health Professions and Related Sciences, Other	2
HPRS 2201	Pathophysiology	2
SCIT 1408	Human Anatomy and Physiology II **OR**	4
BIOL 2402	Anatomy and Physiology II	(4)
PSYC 2301	Introduction to Psychology	3
.SPCH 1311	Introduction to Speech Communication	3
		17

SEMESTER III

DCMS 1304	Cardiovascular Physiology	3
DCMS 1313	Echocardiology Lab Fundamentals I	3
DCMS 1214	Introduction to the Echocardiology Lab	2
DCMS 1260	Clinical – Echocardiology Technology	2
		10

SEMESTER IV

DCMS 2410	Echocardiology I	4
DCMS 2660	Clinical – Echocardiology Technology	6
DCMS 1291	Special Topics in Echocardiology Technology	2
		12

SEMESTER V

DCMS 2450	Echocardiology II	4
DCMS 2661	Clinical – Echocardiology Technology	6
DCMS 2240	Noninvasive Vascular Echocardiology	2
		12

Minimum Hours Required 70-71

+Elective - may be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theater	3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3

#BIOL 1406, General Biology and BIOL 1407, General Biology are prerequisites to BIOL 2401.

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.

ECHOCARDIOLOGY TECHNOLOGY

El Centro only

(Certificate)

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

Degree Plan Code: CERT.AHIC.ECHOCARD

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 Echocardiographer 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 2.85 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
PREREQUISITES		
SPCH 1311	Introduction to Speech Communication	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		9-10

SEMESTER I

DCMS 1304	Cardiovascular Physiology	3
DCMS 1313	Echocardiology Lab Fundamentals I	3
DCMS 1214	Introduction to the Echocardiology Lab	2
DCMS 1260	Clinical – Echocardiology Technology	2
		10

SEMESTER II

DCMS 2410	Echocardiology I	4
DCMS 2660	Clinical – Echocardiology Technology	6
DCMS 1291	Special Topics in Echocardiology Technology	2
		12

SEMESTER III

DCMS 2450	Echocardiology II	4
DCMS 2661	Clinical – Echocardiology Technology	6
DCMS 2240	Noninvasive Vascular Echocardiology	2
		12

Minimum Hours Required 43-44

EDUCATIONAL PERSONNEL

Richland only (El Centro is an authorized site)

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.ED.PERSONNEL

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 courses offered at both El Centro College and Richland College are under the administration of Richland College. Students apply for admission and attend classes at El Centro or Richland 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

EDTC 1307	Teaching Reading in the Elementary School	3
EDTC 1301	Instructional Practices: Educational Processes	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
HIST 1301	History of the United States	3
		15

SEMESTER II

EDTC 1325	Principles and Practices of Multicultural Education	3
EDTC 1341	Computer Instruction for Educators **OR**	3
ITSC 1401	Introduction to Computers	(4)
ENGL 1302	Composition II	3
HIST 1302	History of the United States	3
+Elective	Social Science	3
		15-16

SEMESTER III

CDEC 1359	Children with Special Needs	3
EDTC 1364	Practicum (or field Experience) - Teacher Assistant/Aide **OR**	3
EDTC 1164	Practicum (or field Experience) - Teacher Assistant/Aide	(1)
GOVT 2301	American Government	3
++Elective	Humanities/Fine Arts	3
+++Elective	Lab Science	4
		14-16

SEMESTER IV

GOVT 2302	American Government	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
ENGL	Any 2000 level English Literature	3
+++Elective	Lab Science	4
Elective	Any Non-EDTC Course	3
		16-17

Minimum Hours Required 60-64

+Elective - - must be selected from the following:

PSYC	2301	Introduction to Psychology	3
PSYC	2314	Developmental Psychology	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 |
| MUSI | 1306 | Music Appreciation | 3 |

+++ Elective must be selected from the following:

BIOL	1408	Biological Science	4
BIOL	1409	Biological Science	4
PHYS	1415	Physical Science	4
PHYS	1417	Physical Science	4
GEOL	1403	Physical Geology	4
GEOL	1404	Historical Geology	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 --
BILINGUAL/ESL OPTION

Richland only (El Centro is an authorized site)

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.ED.PERSONNEL.BIL

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

EDTC 1301	Instructional Practices: Educational Processes	3
EDTC 1325	Principles and Practices Multicultural Education	3
ENGL 1301	Composition I	3
HIST 1301	History of the United States	3
SPAN 1411	Beginning Spanish	4
		16

SEMESTER II

EDTC 1307	Teaching Reading in the Elementary School	3
ENGL 1302	Composition II	3
HIST 1302	History of the United States	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
SPAN 1412	Beginning Spanish	4
		16-17

SEMESTER III

EDTC 1321	Bilingual Education	3
EDTC 1341	Computer Instruction for Educators **OR**	3
ITSC 1401	Introduction to Computers	(4)
PSYC 2301	Introduction to Psychology	3
SPCH 1311	Introduction to Speech Communication	3
+Elective	Humanities/Fine Arts	3
GOVT 2301	American Government	3
		18-19

SEMESTER IV

EDTC 1391	Special Topics in English Teacher Education	3
CDEC 1359	Children with Special Needs	3
EDTC 1364	Practicum (or Field Experience) – Teacher Assistant/Aide **OR**	3
EDTC 1164	Practicum (or Field Experience) - Teacher Assistant/Aide	(1)
GOVT 2302	American Government	3
++Elective	Lab Science	4
		14-16

Minimum Hours Required 64-68

+Elective - must be selected from the following:

ARTS	1301	Art Appreciation	3
MUSI	1306	Music Appreciation	3

++Elective – must be selected from the following:

BIOL	1408	Biological Science	4
BIOL	1409	Biological Science	4
PHYS	1415	Physical Science	4
PHYS	1417	Physical Science	4
GEOL	1403	Physical Geology	4
GEOL	1404	Historical Geology	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

Richland only (El Centro is an authorized site)

(Certificate)

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

Degree Plan Code: CERT.EDUC.ASSIST

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 in Applied Sciences Degree program in Educational Personnel as well as to the Bilingual/ESL Option.

		CREDIT HOURS
SEMESTER I		
EDTC 1307	Teaching Reading in the Elementary School	3
EDTC 1325	Principles and Practices of Multicultural Education	3
SPCH 1311	Introduction to Speech Communication	3
+Elective		3
+Elective		3
		15
SEMESTER II		
EDTC 1301	Instructional Practices: Educational Processes	3
CDEC 1359	Children with Special Needs	3
ENGL 1301	Composition I	3
+Elective		3
		12

Minimum Hours Required 27

+Elective - must be selected from the following:

ARTS	1301	Art Appreciation	3
EDTC	1341	Computer Instruction for Educators	3
EDTC	1194	Special Topics in Teacher Assistant/Aide	1
EDTC	1294	Special Topics in Teacher Assistant/Aide	2
EDTC	1394	Special Topics in Teacher Assistant/Aide	3
EDTC	1164	Practicum (or Field Experience) - Teacher Assistant/Aide	1
EDTC	1165	Practicum (or Field Experience) - Teacher Assistant/Aide	1
EDTC	1321	Bilingual Education	3
EDTC	1364	Practicum (or Field Experience) - Teacher Assistant/Aide	3
EDTC	1365	Practicum (or Field Experience) - Teacher Assistant/Aide	3
EDTC	1391	Special Topics in English Teacher Education	3
ENGL	1302	Composition II	3
ENGL		(2000 Level Literature Course)	3
IMED	1301	Introduction to Multimedia	3
CREX	1309	Career Exploration/Planning	3
MATH	1335	Fundamental Concept of Mathematics for Elementary Teachers **OR** College Mathematics Elective	3-4
MUSI	1306	Music Appreciation	3
PHED	1306	Advanced First Aide and Emergency Care	3
POFI	1345	Integrated Software Applications II	3
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

Students may ONLY take one (1) Special Topics course for this certificate.

FASHION DESIGN

El Centro only

(Associate in Applied Sciences 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 of the 37 semester hour core, students should select one of two specialties: Apparel Design or Pattern Design. See next page.

CREDIT
HOURS

CORE CURRICULUM

SEMESTER I

FSHD 1324	Ready-to-Wear Construction	3
FSHN 1313	Basic Color Theory and Application	3
FSHN 1309	History of Costume Through the 18th Century	3
FSHN 1417	Pattern Drafting I	4
ENGL 1301	Composition I	3
MATH 1332	College Mathematics I	3
		19

SEMESTER II

FSHN 1325	Basic Women's Tailoring	3
FSHN 1123	Introduction to Mass Production	1
FSHD 1322	Fashion Sketching	3
FSHN 1310	History of Costume: 18th Century to Present	3
FSHN 1418	Pattern Drafting II	4
SPCH 1311	Introduction to Speech Communication	3
		17

Minimum Hours Required 36

FASHION DESIGN -- APPAREL DESIGN

El Centro only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.FASHION.APPAREL

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.

		CREDIT HOURS
SEMESTERS I and II		
Core Curriculum		36
		36
SEMESTER III		
FSHN 1301	Textiles	3
FSHD 1217	Apparel Computer Systems	2
FSHN 1449	Intermediate Pattern Drafting	4
FSHD 1391	Special Topics in Fashion Design and Illustration	3
FSHD 2343	Fashion Collection Design	3
HUMA 1301	Introduction to the Humanities **OR**	3
PHIL 1301	Introduction to Philosophy	(3)
		18
SEMESTER IV		
FSHD 1218	Apparel Computer Systems	2
FSHN 2432	Advanced Pattern Drafting	4
FSHD 2344	Fashion Collection Production	3
FSHD 2205	Draping	2
PSYC 2302	Applied Psychology	3
+Elective		3-4
		17-18

Minimum Hours Required 71-72

+Elective-must be selected from the following:

Any ARTS course	(Student must complete three credit hours of ARTS electives to fulfill the degree)	3
FSHN 2380	Cooperative Education-Commercial Garment and Apparel Worker	3

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

FASHION DESIGN -- PATTERN DESIGN

El Centro only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.FASHION.PATTERN

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.

		CREDIT HOURS
SEMESTERS I and II		
Core Curriculum		36
		36
SEMESTER III		
FSHN 1301	Textiles	3
FSHD 1217	Apparel Computer Systems	2
FSHN 1449	Intermediate Pattern Drafting	4
HUMA 1301	Introduction to the Humanities **OR**	3
PHIL 1301	Introduction to Philosophy	(3)
PSYC 2302	Applied Psychology	3
		15
SEMESTER IV		
FSHD 1218	Apparel Computer Systems	2
FSHN 2432	Advanced Pattern Drafting	4
FSHD 2205	Draping	2
FSHD 2241	Pattern Grading	2
+Elective		3-4
		13-14

Minimum Hours Required 64-65

+Elective-must be selected from the following:

Any ARTS course	(student must complete three credit hours of ARTS electives to fulfill the degree)	3
ITSC 1401	Introduction to Computers	4
FSHN 2380	Cooperative Education-Commercial Garment and Apparel Worker	3

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

FOOD AND HOSPITALITY
INSTITUTE -- BAKERY/PASTRY

El Centro only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.BAKERY/PASTRY

The Bakery/Pasty degree encompasses all aspects of bakery and pastry shop operations with an emphasis on preparation skills and business management.

		CREDIT HOURS
SEMESTER I		
CULA 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking **OR**	3
PSTR 1305	Breads and Rolls	(3)
PSTR 1206	Cake Decorating I	2
PSTR 1207	Cake Decorating II	2
+++TECM 1391	Special Topics in Applied Mathematics, General **AND**	3
	Natural Science **OR**	3-4
MATH 1314	College Algebra **OR**	(3)
MATH 1414	College Algebra	(4)
		13-17
SEMESTER II		
RSTO 1313	Hospitality Supervision	3
PSTR 1301	Fundamentals of Baking **OR**	3
PSTR 1305	Breads and Rolls	(3)
PSTR 1371	Bakery Operations and Management	3
RSTO 1306	Facilities, Layout and Design	3
		12
SEMESTER III		
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		6
SEMESTER IV		
PSTR 1312	Laminated Dough, Pate a Choux, and Donuts	3
PSTR 2331	Advanced Pastry Shop	3
RSTO 1380	Cooperative Education-Food and Beverage/Restaurant Operations Manager	3
PSTR 1310	Pies, Tarts, Teacakes, and Cookies	3
++Elective	Humanities/Fine Arts	3
		15

SEMESTER V		
CULA 2341	Advanced Pastry/Culinary Competition	3
RSTO 2380	Cooperative Education-Food and Beverage/Restaurant Operations Manager	3
PSYC 2301	Introduction to Psychology	3
+Elective		3
+Elective		3
		15

Minimum Hours Required 61-65

+Elective - must be selected from the following:

CULA	1301	Basic Food Preparation	3
PSTR	1191	Special Topics in Baker/Pastry Chef **AND**	1
PSTR	1291	Special Topics in Baker/Pastry Chef	2
PSTR	1391	Special Topics in Baker/Pastry Chef	3
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	2301	Principles of Food and Beverage Controls	3
RSTO	1311	Marketing of Hospitality Services	3

++Elective - 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 Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
DRAM	1310	Introduction to Theatre	3

+++Students selecting TECM 1391 must also select one of the following Natural Science courses:

BIOL	1408	Biological Science	4
BIOL	1409	Biological Science	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

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 INSTITUTE -- BAKERY/PASTRY

El Centro only

(Certificate)

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

Degree Plan Code: C1:BAKERY/PASTRY

This certificate prepares the student to function as a bakery/pastry shop employee. All credits earned in this program may be applied toward the Associate in Applied Sciences Degree in Bakery/Pastry.

		CREDIT HOURS
SEMESTER I		
CULA 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking **OR**	3
PSTR 1305	Breads and Rolls	(3)
PSTR 1206	Cake Decorating I	2
ENGL 1301	Composition I	3
		11
SEMESTER II		
RSTO 1313	Hospitality Supervision	3
PSTR 1301	Fundamentals of Baking **OR**	3
PSTR 1305	Breads and Rolls	(3)
PSTR 1371	Bakery Operations and Management	3
SPCH 1311	Introduction to Speech Communication	3
		12
SEMESTER III		
PSTR 1312	Laminated Dough, Pate a Choux and Donuts	3
PSTR 2331	Advanced Pastry Shop	3
RSTO 1380	Cooperative Education - Food and Beverage/Restaurant Operations Manager	3
PSTR 1310	Pies, Tarts, Teacakes, and Cookies	3
		12
SEMESTER IV		
RSTO 2380	Cooperative Education - Food and Beverage/Restaurant Operations Manager	3
+Elective		1-3
		4-6

Minimum Hours Required 39-41

+Elective - must be selected from the following:

CULA	1301	Basic Food Preparation	3
RSTO	1325	Purchasing for Hospitality Operations	3
PSTR	1207	Cake Decorating II	2
CULA	2341	Advanced Pastry/Culinary Competition	3
RSTO	1311	Marketing for Hospitality Services	3
PSTR	1191	Special Topics in Baker/Pastry Chef	1
PSTR	1291	Special Topics in Baker/Pastry Chef	2
PSTR	1391	Special Topics in Baker/Pastry Chef	3

FOOD AND HOSPITALITY INSTITUTE -- CULINARY ARTS

El Centro only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.CULINARY.ARTS

The Culinary Arts degree provides a learning environment for the skills necessary to perform in various culinary related positions.

CREDIT HOURS

SEMESTER I

HAMG 1321	Introduction to Hospitality Industry	3
CULA 1301	Basic Food Preparation	3
CULA 1305	Sanitation and Safety	3
CULA 1364	Practicum (or Field Experience) - Culinary Arts/Chef Training	3
TECM 1391	Special Topics in Applied Mathematics, General **AND**	3
	Natural Sciences+++**OR**	3-4
MATH 1314	College Algebra **OR**	(3)
MATH 1414	College Algebra	(4)
		15-19

SEMESTER II

PSTR 1301	Fundamentals of Baking	3
RSTO 1313	Hospitality Supervision	3
CULA 2331	Advanced Food Preparation	3
CULA 2364	Practicum (or Field Experience)- Culinary Arts/Chef Training	3
		12

SEMESTER III

ENGL 1301	Composition I	3
++Elective	Humanities/Fine Arts	3
		6

SEMESTER IV

RSTO 1304	Dining Room Service	3
CULA 1409	Garde Manger	4
RSTO 1325	Purchasing for Hospitality Operations	3
SPCH 1311	Introduction to Speech Communication	3
		13

SEMESTER V

RSTO 1317	Nutrition for the Food Service Professional	3
RSTO 2301	Principles of Food and Beverage Controls	3
RSTO 1380	Cooperative Education-Food and Beverage/ Restaurant Operations Manager	3
PSYC 2301	Introduction to Psychology	3
+Elective		2-4
		14-16

Minimum Hours Required 60-66   **106**

+Elective - 2 or more SCH must be completed in one or courses for the following:

CULA	1441	American Regional Cuisine	4
CULA	1445	International Cuisine	4
PSTR	2331	Advanced Pastry Shop	3
RSTO	1306	Facilities Layout and Design	3
CULA	2302	Saucier	3
RSTO	2307	Catering	3
RSTO	1191	Special Topics in Food and Beverage/ Restaurant Operations Manager	1
RSTO	1291	Special Topics in Food and Beverage/ Restaurant Operations Manager	2
RSTO	1391	Special Topics in Food and Beverage/ Restaurant Operations Manager	3
HAMG	1340	Hospitality Legal Issues	3
FDNS	1391	Special Topics in Foods and Nutrition Studies, General	3

++Elective - 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 Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
DRAM	1310	Introduction to Theatre	3

+++Students selecting TECM 1303 must also select one of the following Natural Science courses:

BIOL	1408	Biological Science	4
BIOL	1409	Biological Science	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

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 INSTITUTE -- BASIC CULINARY SKILLS

El Centro only

(Certificate)

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

Degree Plan Code: C1.FHSV.BASIC.CULI

This certificate prepares the student to function in a variety of food preparation positions in commercial and non-commercial kitchens. Credits earned may be applied toward an Associate of Applied Science in Culinary Arts.

		CREDIT HOURS
SEMESTER I		
PSTR 1301	Fundamentals of Baking	3
CULA 1301	Basic Food Preparation	3
		6
SEMESTER II		
CULA 2331	Advanced Food Preparation	3
CULA 1409	Garde Manager	4
RSTO 1380	Cooperative Education - Food and Beverage/ Restaurant Operations Manager	3
		10
SEMESTER III		
CULA 1305	Sanitation and Safety	3
RSTO 1313	Hospitality Supervision	3
		6

Minimum Hours Required 22

FOOD AND HOSPITALITY INSTITUTE -- FOOD AND HOSPITALITY SERVICE

El Centro only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.FHSV.SERVICE

The Food and Hospitality degree program prepares students to assume a variety of responsible positions in the food and hospitality industry.

		CREDIT HOURS
SEMESTER I		
HAMG 1321	Introduction to Hospitality Industry *OR	3
IFWA 1371	Organization and Management*	(3)
RSTO 1306	Facilities Layout and Design	3
CULA 1301	Basic Food Preparation	3
CULA 1305	Sanitation and Safety	3
TECM 1391	Special Topics in Applied Mathematics, General **AND**	3
	Natural Science+++ **OR**	3-4
MATH 1314	College Algebra **OR**	(3)
MATH 1414	College Algebra	(4)
		15-19
SEMESTER II		
RSTO 1304	Dining Room Service	3
RSTO 1313	Hospitality Supervision	3
CULA 2331	Advanced Food Preparation	3
RSTO 1325	Purchasing for Hospitality Operations	3
RSTO 1317	Nutrition for the Food Service Professional	3
		15
SEMESTER III		
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		6
SEMESTER IV		
CULA 1441	American Regional Cuisine	4
RSTO 1311	Marketing of Hospitality Services** **OR**	3
FDNS 1391	Special Topics in Foods and Nutrition Studies, General**	(3)
RSTO 1380	Cooperative Education-Food and Beverage/ Restaurant Operations Manager	3
++Elective	Humanities/Fine Arts	3
		13

SEMESTER V		
RSTO 2301	Principles of Food and Beverage Controls	3
CULA 1445	International Cuisine	4
RSTO 2380	Cooperative Education-Food and Beverage/Restaurant Operations Manager	3
PSYC 2301	Introduction to Psychology	3
+Elective*		1-4
		14-17

Minimum Hours Required 63-70

+Elective - must be selected from the following:

PSTR	1301	Fundamentals of Baking	3
RSTO	1319	Viticulture and Oenology	3
RSTO	2307	Catering	3
RSTO	1191	Special Topics in Food and Beverage/Restaurant Operations Manager	1
RSTO	1291	Special Topics in Food and Beverage/Restaurant Operations Manager	2
RSTO	1391	Special Topics in Food and Beverage/Restaurant Operations Manager	3
HAMG	1340	Hospitality Legal Issues	3
RSTO	1311	Marketing of Hospitality Services**	3
CULA	1409	Garde Manager	4
CULA	2302	Saucier	3
PSTR	2331	Advanced Pastry Shop	3
RSTO	1301	Beverage Management	3
FDNS	1391	Special Topics in Foods and Nutrition Studies, General**	3
HAMG	2307	Hospitality Marketing and Sales**	3

++Elective - 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 Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
DRAM	1310	Introduction to Theatre	3

+++Natural Science Elective:

Students taking TECM 1391 must also select one of the following Natural Science courses:

BIOL	1408	Biological Science	4
BIOL	1409	Biological Science	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

*HAMG 1321 is recommended for those interested in Commercial Food Service such as restaurants. IFWA 1371 is recommended for those interested in Institutional Food Service such as schools and hospitals.

**RSTO 1311 is recommended for those interested in Restaurant Management. FDNS 1391 is suggested for those interested in the areas of hospital dietetics or child nutrition. HAMG 2307 is recommended for those interested in the lodging industry.

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 INSTITUTE -- FOOD AND HOSPITALITY SERVICE

El Centro only

(Certificate)

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

Degree Plan Code: CERT.FHSV.SERVICE

This certificate prepares the student to function as a food service industry employee. All credits earned in this program may be applied toward the Associate in Applied Sciences Degree in Food and Hospitality Service.

		CREDIT HOURS
SEMESTER I		
HAMG 1321	Introduction to Hospitality Industry **OR**	3
IFWA 1371	Organization and Management	(3)
RSTO 1304	Dining Room Service	3
CULA 1301	Basic Food Preparation	3
CULA 1305	Sanitation and Safety	3
ENGL 1301	Composition I	3
		15
SEMESTER II		
RSTO 1313	Hospitality Supervision	3
CULA 2331	Advanced Food Preparation	3
RSTO 1317	Nutrition for the Food Service Professional	3
RSTO 1306	Facilities, Layout and Design	3
SPCH 1311	Introduction to Speech Communication	3
		15
SEMESTER III		
RSTO 1311	Marketing of Hospitality Services **OR**	3
FDNS 1391	Special Topics in Foods and Nutrition Studies, General	(3)
RSTO 2301	Principles of Food and Beverage Controls	3
+Elective		3
+Elective		1-3
		10-12

Minimum Hours Required 40-42

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

RSTO	1191	Special Topics in Food and Beverage/Restaurant Operations Manager	1
RSTO	1291	Special Topics in Food and Beverage/Restaurant Operations Manager	2
RSTO	1391	Special Topics in Food and Beverage/Restaurant Operations Manager	3
HAMG	1340	Hospitality Legal Issues	3
CULA	2302	Saucier	3
RSTO	1301	Beverage Management	3
PSTR	2331	Advanced Pastry Shop	3

FOOD AND HOSPITALITY INSTITUTE -- CERTIFIED FOOD AND HOSPITALITY MANAGER

El Centro only

(Certificate)

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

Degree Plan Code: C1.FHSV.F/H.MANAGER

This certificate prepares the student to function in a variety of dining room and management positions.

		CREDIT HOURS
SEMESTER I		
HAMG 1321	Introduction to Hospitality Industry	3
RSTO 1304	Dining Room Service	3
CULA 1305	Sanitation and Safety	3
		9
SEMESTER II		
RSTO 1313	Hospitality Supervision	3
RSTO 1380	Cooperative Education – Food and Beverage/ Restaurant Operations Manager	3
+Elective		3
+Elective		3
		12
SEMESTER III		
RSTO 2380	Cooperative Education - Food and Beverage/Restaurant Operations Manager	3
+Elective		3
		6

Minimum Hours Required 27

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

RSTO	1317	Nutrition for the Food Service Professional	3
RSTO	1319	Viticulture and Enology	3
RSTO	1306	Facilities Layout and Design	3
RSTO	1325	Purchasing for Hospitality Operations	3
RSTO	2301	Principles of Food and Beverage Controls	3
RSTO	1311	Marketing of Hospitality Services	3
RSTO	1301	Beverage Management	3
RSTO	2307	Catering	3
RSTO	1391	Special Topics in Food and Beverage/Restaurant Operations Manager	3

Additional requirements include the following:

A. TABC Certification offered through RSTO 1304
B. Registered Food Service Manager offered through CULA 1305
C. Total of 1000 hours of work experience including 640 hours through Cooperative Education.

INTERIOR DESIGN

El Centro only

(Associate in Applied Science Degree)

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

Degree Plan Code: AAS.INTERIOR.DESIGN

The Interior Design Department offers a 2-year Associate in Applied Sciences Degree in Interior Design. In addition, an 18-hour Advanced Technical Certificate in the third year provides the student with a professional certificate in Interior Design. This complete 3-year program is accredited by The Foundation for Interior Design Education Research (FIDER).

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
SEMESTER I		
INDS 1341	Color Theory and Application	3
INDS 1301	Basic Elements of Design	3
INDS 1319	Technical Drawing for Interior Designers	3
ENGL 1301	Composition I	3
ARTS 1303	Survey of Art History	3
SPCH 1311	Introduction to Speech Communication	3
		18
SEMESTER II		
INDS 2313	Residential Design I	3
INDS 2321	Presentation Drawing	3
DFTG 1309	Basic Computer-Aided Drafting	3
ARTS 1304	Survey of Art History	3
ENGL 1302	Composition II	3
MATH 1332	College Mathematics I **OR**	3
MATH 2342	Introductory Statistics	(3)
		18

SEMESTER III		
INDS 2335	Residential Design II	3
INDS 2317	Rendering Techniques	3
INDS 2307	Textiles for Interior Design	3
INDS 1351	History of Interiors I	3
+Elective	Humanities /Fine Arts	3
PSYC 2302	Applied Psychology	3
		18
SEMESTER IV		
INDS 1345	Commercial Design I	3
INDS 1315	Materials, Methods and Estimating	3
INDS 1352	History of Interiors II	3
INDS 2315	Lighting for Interior Designers	3
++Elective		3
++Elective		3
		18

Minimum Hours Required 72

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

++Electives should be selected from the following:

ANTH	2351	Cultural Anthropology	3
ECON	2301	Principles of Economics I	3
ENGL	2307	Creative Writing	3
ENGL	2308	Creative Writing	3
FREN	1311	Beginning French	3
GOVT	2301	American Government	3
GOVT	2302	American Government	3
HIST	1301	History of the United States	3
HIST	1302	History of the United States	3
PHIL	1301	Introduction to Philosophy	3
PHIL	2306	Ethics	3
PSYC	2301	Introduction to Psychology	3
SOCI	1301	Introduction to Sociology	3
SOCI	1306	Social Problems	3
SPAN	1311	Beginning Spanish	3

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

A grade of "C" or better is required for all INDS courses.

INTERIOR DESIGN

El Centro only

(Advanced Technical Certificate)

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

Degree Plan Code: ATC.INTERIOR.DESIGN

Admission to the Advanced Technical Certificate Program is by completion of Associate of Applied Science Degree in Interior Design and by portfolio examination. The full time faculty will review all portfolios. Students whose portfolio does not meet the standard for advancement to the FIDER accredited ATC program has the option of retaking the appropriate courses at El Centro College.

Students must earn a grade of "C" or better in all INDS courses in the ATC Program in order to receive the Advanced Technical Certificate.

		CREDIT HOURS
SEMESTER I		
INDS 2325	Professional Practices for Interior Designers	3
INDS 2331	Commercial Design II	3
INDS 1391	Special Topics In Interior Design	3
		9
SEMESTER II		
DFTG 1354	Architectural Drafting - Commercial	3
INDS 1491	Special Topics in Interior Design	4
INDS 2280	Cooperative Education-Interior Design	2
		9

Minimum Hours Required 18

INTERNATIONAL BUSINESS AND TRADE

Richland and El Centro only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.INTERNATIONAL.B

The International Business and Trade Program prepares students for entry-level employment in such positions as specialists in exporting and importing for the critically important and growing international trade community. Most students focus on careers in international marketing, export or import management including supply chain management, international transportation and logistics, import-export trading, or various international business support services. Skills developed for the export and import of goods and services are presented in the context of the global economy and cross-cultural awareness and communications. Emphasis is placed on the contribution of exports to the local, state, and national economies. Students will have the opportunity to participate in activites related to the Export Assistance Center of the U. S. Department of Commerce, the Export-Import Bank through the Greater Dallas Chamber, the International Trade Center, SBDC, The Dallas Council on World Affairs, the North Texas Customs Brokers and Foreign Freight Forwarders Association, and Women in International Trade of Texas and other international organizations.

Entrepreneurs, managers of firms with export potential, international agents, traders, or brokers, customer sales and service representatives, transportation managers, product managers, documentation clerks, letters of credit specialists, and global e-commerce entrepreneurs or aspirants to these fields may all benefit from the International and Trade Program. An International Business and Trade Certificate and an Import-Export Certificate will expedite your entrance to the international arena. The Import-Export Certificate is offered concurrently through the Continuing Education Division. The International Business and Trade Program is a World Trade Week educational award winner of the International Trade Association of Dallas/Fort Worth.

CREDIT HOURS

SEMESTER I

IBUS 1305	Introduction to International Business and Trade	3
COSC 1401	Microcomputer Concepts and Applications **OR**	4
ITSC 1401	Introduction to Computers OR	(4)
POFI 1345	Integrated Software Applications II	(3)
BMGT 1303	Principles of Management	3
MRKG 1311	Principles of Marketing	3
ECON 2301	Principles of Economics I	3
ENGL 1301	Composition I	3
		18-19

SEMESTER II

IBUS 1301	Principles of Imports-Exports I	3
IBUS 1354	International Marketing Management	3
IBUS 1349	International Information Systems	3
ECON 2302	Principles of Economics II	3
MATH 1324	Mathematics for Business and Economics I **OR**	3
MATH 2342	Introductory Statistics	(3)
		15

SEMESTER III

BUSI 2301	Business Law	3
SPCH 1311	Introduction to Speech Communication	3
		6

SEMESTER IV

IBUS 1302	Principles of Imports-Exports II	3
IBUS 2339	International Banking and Finance	3
ACCT 2301	Principles of Accounting I **OR**	3
ACCT 2401	Principles of Accounting I	(4)
HRPO 2307	Organizational Behavior	3
+Elective		3
		15-16

SEMESTER V

IBUS 2335	International Business Law	3
IBUS 2341	International Comparative Management	3
ACCT 2302	Principles of Accounting II **OR**	3
ACCT 2402	Principles of Accounting II **OR**	(4)
++Elective		3
IBUS 2366	Practicum-International Business	(3)
+++Elective	Humanities/Fine Arts	3
		15-16

Minimum Hours Required 69-72

+Elective—must be selected from the following:

ANTH	2351	Cultural Anthropology	3
GOVT	2371	Introduction to Comparative Politics	3
GEOG	2312	Economic Geography	3
GEOG	1302	Cultural Geography	3
HIST	2321	World Civilizations	3
HIST	2322	World Civilizations	3
PSYC	2301	Introduction to Psychology	3
SOCI	1301	Introduction to Sociology	3
RELI	1304	Major World Religions	3

++Recommended Electives

IBUS	1341	International Purchasing	3
IBUS	2345	Import Customs Regulations	3
IBUS	2331	International Human Resource Management	3
IBUS	1351	Coordination in Multinational Industries	3
IBUS	1191	Special Topics in International Business **AND**	1
IBUS	1291	Special Topics in International Business	2
IBUS	1391	Special Topics in International Business	3
BUSI	1307	Personal Finance	3
ECON	2311	Economics of Global Issues	3
BUSG	2309	Small Business Management	3
BMGT	1301	Supervision	3
BMGT	2303	Problem Solving and Decision-Making	3
HRPO	2301	Human Resources Management	3
BMGT	1302	Principles of Retailing	3
BMGT	1333	Principles of Selling	3
BMGT	1349	Advertising and Sales Promotion	3

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

A student cannot take more than (3) Special Topics course/s toward the degree.

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

INTERNATIONAL BUSINESS AND TRADE

Richland and El Centro only

(Certificate)

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

Degree Plan Code: CERT.IBTR.BUS/TRADE

The International Business and Trade Program prepares students for entry-level employment in such positions as specialists in exporting and importing for the critically important and growing international trade community. Most students focus on careers in international marketing, export or import management including supply chain management, international transportation and logistics, import-export trading, or various international business support services. Skills developed for the export and import of goods and services are presented in the context of the global economy and cross-cultural awareness and communications. Emphasis is placed on the contribution of exports to the local, state, and national economies. Students will have the opportunity to participate in activites related to the Export Assistance Center of the U. S. Department of Commerce, the Export-Import Bank through the Greater Dallas Chamber, the International Trade Center, SBDC, The Dallas Council on World Affairs, the North Texas Customs Brokers and Foreign Freight Forwarders Association, and Women in International Trade of Texas and other international organizations.

Entrepreneurs, managers of firms with export potential, international agents, traders, or brokers, customer sales and service representatives, transportation managers, product managers, documentation clerks, letters of credit specialists, and global e-commerce entrepreneurs or aspirants to these fields may all benefit from the International and Trade Program. An International Business and Trade Certificate and an Import-Export Certificate will expedite your entrance to the international arena. The Import-Export Certificate is offered concurrently through the Continuing Education Division. The International Business and Trade Program is a World Trade Week educational award winner of the International Trade Association of Dallas/Fort Worth.

		CREDIT HOURS
SEMESTER I		
IBUS 1301	Principles of Imports-Exports I	3
IBUS 1305	Introduction to International Business and Trade	3
IBUS 1349	International Information Systems	3
IBUS 1354	International Marketing Management	3
POFI 1345	Integrated Software Applications II	3
		15
SEMESTER II		
IBUS 1302	Principles of Imports-Exports II	3
IBUS 2335	International Business Law	3
IBUS 2339	International Banking and Finance	3
IBUS 2341	International Comparative Management	3
+Elective	**OR**	3
IBUS 2366	Practicum-International Business	3
		15

Minimum Hours Required 30

+Recommended Electives:

IBUS	1341	International Purchasing	3
IBUS	1351	Coordination in Multinational Industries	3
IBUS	2331	International Human Resource Management	3
IBUS	2345	Import Customs Regulations	3
IBUS	1191	Special Topics in International Business **AND**	1
IBUS	1291	Special Topics in International Business	2
IBUS	1391	Special Topics in International Business	3
BUSI	2301	Business Law	3
ECON	2301	Principles of Economics I	3
ECON	2302	Principles of Economics II	3

A student cannot take more than a total of three (3) credit hours of Special Topics toward the Certificate.

INTERNATIONAL BUSINESS AND TRADE -- IMPORT-EXPORT

Richland and El Centro only

(Certificate)

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

Degree Plan Code: C1.IBTR.IMP/EXP

The International Business and Trade Program prepares students for entry-level employment in such positions as specialists in exporting and importing for the critically important and growing international trade community. Most students focus on careers in international marketing, export or import management including supply chain management, international transportation and logistics, import-export trading, or various international business support services. Skills developed for the export and import of goods and services are presented in the context of the global economy and cross-cultural awareness and communications. Emphasis is placed on the contribution of exports to the local, state, and national economies. Students will have the opportunity to participate in activites related to the Export Assistance Center of the U. S. Department of Commerce, the Export-Import Bank through the Greater Dallas Chamber, the International Trade Center, SBDC, The Dallas Council on World Affairs, the North Texas Customs Brokers and Foreign Freight Forwarders Association, and Women in International Trade of Texas and other international organizations.

Entrepreneurs, managers of firms with export potential, international agents, traders, or brokers, customer sales and service representatives, transportation managers, product managers, documentation clerks, letters of credit specialists, and global e-commerce entrepreneurs or aspirants to these fields may all benefit from the International and Trade Program. An International Business and Trade Certificate and an Import-Export Certificate will expedite your entrance to the international arena. The Import-Export Certificate is offered concurrently through the Continuing Education Division. The International Business and Trade Program is a World Trade Week educational award winner of the International Trade Association of Dallas/Fort Worth.

		CREDIT HOURS
SEMESTER I		
IBUS 1301	Principles of Imports-Exports I	3
IBUS 1349	International Information Systems	3
IBUS 1305	Introduction to International Business and Trade	3
+Elective		3
		12
SEMESTER II		
IBUS 1302	Principles of Imports-Exports II	3
IBUS 2341	International Comparative Management	3
+Elective		3
+Elective		3
		12

Minimum Hours Required 24

+Electives—must be selected from the following:

IBUS	1341	International Purchasing	3
IBUS	1351	Coordination in Multinational Industries	3
IBUS	1354	International Marketing Management	3
IBUS	2331	International Human Resource Management	3
IBUS	2335	International Business Law	3
IBUS	2339	International Banking and Finance	3
IBUS	2345	Import Customs Regulations	3
IBUS	1191	Special Topics in International Business AND	1
IBUS	1291	Special Topics in International Business	2
IBUS	1391	Special Topics in International Business	3
IBUS	2366	Practicum—International Business	3

A student cannot take more than three (3) credit hours of special topics courses.

INTERNATIONAL BUSINESS AND TRADE

Richland and El Centro only

(Skills Achievement Award)

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

Degree Plan Code: SA.IBTR.BUS/TRADE

The following Skills Achievement Award for the Associate in Applied Sciences Degree in International Business and Trade provides specific skills in language training recommended by business and industry. Certificates in Chinese, French, German, Italian, Japanese, Portuguese, and Spanish are available.

	CREDIT HOURS
SEMESTER I	
Beginning language course I	4
Beginning language course II	4
Intermediate language I	3
Intermediate language II	3
	14

Minimum Hours Required 14

NOTE: SPAN 2316, Spanish for Business I (3), or SPAN 2317, Spanish for Business II (3), may be substituted for SPAN 2312 in the Skills Achievement Award for Spanish.

INTERNET DEVELOPMENT TECHNOLOGIES

El Centro only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.INTERNET.DEV.TEC

Internet Development Technologies curriculum is design to provide specialized training enabling program graduates to work on corporate, web site development teams. The program includes one year of core curriculum followed by a year of studies in one of the following four specialization tracks:

Web Site System Administration – provides training in the configuration, maintenance and management of server technologies utilized in the delivery of complex web services.

Web Application Development – provides training in the use of object-oriented programming tools to construct interactive, database driven publishing and E-Commerce systems.

Interactive Media Development – provides training in the integration of text, digital graphics, audio and video materials into a media-rich, web information space.

E-Commerce and Strategic Planning – provides training in the strategic planning of corporate web presence, creation of product branding campaigns and the start-up/management of dot.com business.

CORE CURRICULUM

CREDIT HOURS

SEMESTER I

ENGL 1301	Composition I	3
ARTS 1311	2D Design	3
MATH 1332	College Mathematics I	3
CPMT 1249	Computer Networking Technology	2
ITSE 2413	Web Authoring	4
		15

SEMESTER II

SPCH 1311	Introduction to Speech Communication	3
ECON 2301	Principles of Economics I	3
IMED 1343	Digital Sound	3
ARTS 2313	Computer Graphics Design I	3
ITNW 1375	Content Management for Interactive Publishing	3
ITNW 1274	Managing Web Site Development Projects	2
		17

Core Curriculum Total ... 32

WEB SITE SYSTEM ADMINISTRATION SPECIALIZATION[1]

SEMESTER I and II

| Core Curriculum | 32 |
| | 32 |

SEMESTER III

CPMT 2449	Advanced Computer Networking Technology	4
ITNW 2313	Networking Hardware	3
ITNW 2321	Networking with TCP/IP	3
ITNW 2454	Internet/Intranet Server	4
ITSE 1302	Introduction to Computer Programming	3
		17

SEMESTER IV

ITSE 1350	System Analysis and Design	3
ITNW 2317	Networking Security	3
ITNW 2352	Administering Microsoft SQL Server 7.0	3
ITNW 1380	Cooperative Education-Business Systems Networking and Telecommunications	3
		12

WEB APPLICATION DEVELOPMENT SPECIALIZATION[1]

SEMESTER I and II

| Core Curriculum | 32 |
| | 32 |

SEMESTER III

ITNW 2321	Networking with TCP/IP	3
ITNW 2454	Internet/Intranet Server	4
ITSE 1302	Introduction to Computer Programming	3
ITSE 1331	Introduction to Visual Basic Programming	3
ITSE 1329	Programming Logic and Design	3
		16

SEMESTER IV

ITSE 1350	System Analysis and Design	3
ITSE 2359	Advanced Computer Programming	3
ITSE 2349	Advanced Visual BASIC Programming	3
ITNW 2352	Administering Microsoft SQL Server 7.0	3
ITSE 1380	Cooperative Education-Computer Programming	3
		15

INTERACTIVE MEDIA DEVELOPMENT SPECIALIZATION[1]

SEMESTER I and II

| Core Curriculum | 32 |
| | 32 |

SEMESTER III

ARTS 2314	Computer Graphics Design II	3
IMED 1445	Interactive Multimedia I	4
ARTV 1401	Animation 2-D	4
IMED 1451	Digital Video	4
		15

SEMESTER IV

IMED 2345	Interactive Multimedia II	3
ITSE 1302	Introduction to Computer Programming	3
BMGT 1348	Marketing Research and Strategies	3
BMGT 2341	Strategic Management	3
IMED 2311	Portfolio Development	3
ITSC 1380	Cooperative Education-Computer Information Sciences, General	3
		18

E-COMMERCE - STRATEGIC PLANNING SPECIALIZATION[1]

SEMESTER I and II

Core Curriculum	32
	32

SEMESTER III

MRKG 1311	Principles of Marketing	3
BMGT 1305	Communications in Management	3
BMGT 2347	Critical Thinking and Problem Solving	3
BUSG 2309	Small Business Management	3
ITSE 1302	Introduction to Computer Programming	3
MRKG 1291	Special Topics in Business Marketing and Marketing Management	2
		17

SEMESTER IV

BMGT 2309	Leadership	3
BMGT 2311	Management of Change	3
BMGT 1348	Marketing Research and Strategies	3
BMGT 2341	Strategic Management	3
MRKG 1380	Cooperative Education-Business Marketing and Marketing Management	3
		15

Minimum Hours Required	61-65

[1]All students must complete the Semester I and II core curriculum and all courses in one specialization (Web Site System Administration, Web Application Development, Interactive Media Development, or E-Commerce-Strategic Planning) in Semesters III and IV.

INVASIVE CARDIOVASCULAR TECHNOLOGY

El Centro only

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.INV.CARDIO.TECH

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).

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.

119

CREDIT HOURS

SEMESTER I

HPRS 1204	Basic Health Professions Skills	2
HPRS 1202	Wellness and Health Promotion	2
HPRS 2231	General Health Professions Management	2
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
SCIT 1407	Human Anatomy and Physiology I **OR**	4
#BIOL 2401	Anatomy and Physiology I	(4)
+Elective		3
		19-20

SEMESTER II

HPRS 2300	Pharmacology for Health Professions	3
HPRS 1291	Special Topics in Health Professions and Related Sciences, Other	2
HPRS 2201	Pathophysiology	2
SCIT 1408	Human Anatomy and Physiology II **OR**	4
BIOL 2402	Anatomy and Physiology II	(4)
PSYC 2301	Introduction to Psychology	3
SPCH 1311	Introduction to Speech Communication	3
		17

SEMESTER III

CVTT 1313	Catheterization Lab Fundamentals I	3
CVTT 1304	Cardiovascular Physiology	3
CVTT 1360	Clinical – Cardiovascular Technology	3
		9

SEMESTER IV

CVTT 1324	Cardiovascular Physiology II	3
CVTT 1110	Cardiac Catheterization I	1
CVTT 1350	Cardiac Catheterization II	3
CVTT 1153	Catheterization Lab Fundamentals II	1
CVTT 2460	Clinical – Cardiovascular Technology	4
		12

SEMESTER V

CVTT 2350	Cardiac Catheterization III	3
CVTT 1491	Special Topics in Cardiovascular Technology/Technician	4
CVTT 2463	Clinical – Cardiovascular Technology	4
		11

Minimum Hours Required 68-69

+Elective - may be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3

#BIOL 1406, General Biology and BIOL 1407, General Biology are prerequisites to BIOL 2401.

INVASIVE CARDIOVASCULAR TECHNOLOGY

El Centro only

(Certificate)

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

Degree Plan Code: C1.ICVT.INV.CARDIO

The Invasive Cardiovascular 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. A background in basic ECGs and pharmacology is also required, which may be verified by either college-level coursework or job skills tested by examination. Basic ECG and pharmacology examinations will be available through the El Centro Assessment Center by special request. A minimum passing grade of 70% is required on the appropriate test(s) and exam results must be included with program applications materials submitted to the Health Occupations Admissions Office prior to the application deadline. If minimum score(s) are not achieved, the applicant can enroll in and complete the appropriate course(s). Upon completion of the Invasive Cardiovascular Technology program. A certificate will be awarded.

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, angiocardiography, and measurement/calculation of cardiac function indices. The technologist assists in all phases of the cardiac catherization, including cathter 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 higher, completion of all requirements for admissions as a full-time student to 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
PREREQUISITIES		
SPCH 1311	Introduction to Speech Communication	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		9-10
SEMESTER I		
CVTT 1313	Catheterization Lab Fundamentals I	3
CVTT 1304	Cardiovascular Physiology	3
CVTT 1360	Clinical – Cardiovascular Technology	3
		9
SEMESTER II		
CVTT 1324	Cardiovascular Physiology II	3
CVTT 1110	Cardiac Catheterization I	1
CVTT 1350	Cardiac Catheterization II	3
CVTT 1153	Catheterization Lab Fundamentals II	1
CVTT 2460	Clinical – Cardiovascular Technology	4
		12
SEMESTER III		
CVTT 2350	Cardiac Catheterization III	3
CVTT 1491	Special Topics in Cardiovascular Technology/Technician	4
CVTT 2463	Clinical – Cardiovascular Technology	4
		11

Minimum Hours Required 41-42

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

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.MANAGEMENT

The Management degree is accepted for transfer by many of the area universities and colleges. The degree is designed for working students. Students can earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts · which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic· guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

		CREDIT HOURS
SEMESTER I		
BMGT 1301	Supervision	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
BMGT 1303	Principles of Management	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		18

SEMESTER II		
HRPO 2301	Human Resources Management	3
BMGT 1383	Cooperative Education-Business Administration and Management, General	3
ITSC 1401	Introduction to Computers	4
ENGL 1302	Composition II	3
Mathematics*		3-4
		16-17

SEMESTER III		
HRPO 2307	Organizational Behavior	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
ACCT 2301	Principles of Accounting I ** OR	3
ACCT 2401	Principles of Accounting I **	(4)
ECON 2301	Principles of Economics I OR	
ECON 1303	Principles of Contemporary Social Issues	3
		12-13

SEMESTER IV		
BMGT 2303	Problem Solving and Decision Making	3
BMGT 2383	Cooperative Education-Business Administration and Management, General	3
+Elective	Humanities/Fine Arts	3
Elective	Any Non-MGMT Course	3
Elective		3
		15

Minimum Hours Required 61-63

+Electives—may be selected from the following:

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

*Mathematics must be selected from the following:

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

**Students may substitute ACNT 1303, Introduction to Accounting I and ACNT 1304, Introduction to Accounting II. Only three hours may be applied to the required number of hours for granting the degree.

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

MANAGEMENT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: CERT.MGMT.MANAGEMENT

The Management program is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in leadership and decision-making positions as managers. Students combine management classes and on-the-job management training with their present employers. All of the courses for this certificate are applicable to the Management associate degree option. This certificate program provides an external learning experience and/or capstone experience.

<table>
<tr><td colspan="2"></td><td align="right">CREDIT
HOURS</td></tr>
<tr><td colspan="3">SEMESTER I</td></tr>
<tr><td>BMGT 1301</td><td>Supervision</td><td align="right">3</td></tr>
<tr><td>BMGT 1382</td><td>Cooperative Education-Business Administration and Management, General</td><td align="right">3</td></tr>
<tr><td>ENGL 1301</td><td>Composition I</td><td align="right">3</td></tr>
<tr><td colspan="2"></td><td align="right">9</td></tr>
<tr><td colspan="3">SEMESTER II</td></tr>
<tr><td>HRPO 2301</td><td>Human Resources Management</td><td align="right">3</td></tr>
<tr><td>BMGT 1383</td><td>Cooperative Education-Business Administration and Management, General</td><td align="right">3</td></tr>
<tr><td>SPCH 1311</td><td>Introduction to Speech Communication</td><td align="right">3</td></tr>
<tr><td colspan="2"></td><td align="right">9</td></tr>
<tr><td colspan="3">SEMESTER III</td></tr>
<tr><td>HRPO 2307</td><td>Organizational Behavior</td><td align="right">3</td></tr>
<tr><td>BMGT 2382</td><td>Cooperative Education-Business Administration and Management, General</td><td align="right">3</td></tr>
<tr><td colspan="2"></td><td align="right">6</td></tr>
<tr><td colspan="3">SEMESTER IV</td></tr>
<tr><td>BMGT 2303</td><td>Problem Solving and Decision Making</td><td align="right">3</td></tr>
<tr><td>BMGT 2383</td><td>Cooperative Education-Business Administration and Management, General</td><td align="right">3</td></tr>
<tr><td colspan="2"></td><td align="right">6</td></tr>
</table>

Minimum Hours Required 30

MEDICAL ASSISTING

El Centro and Mountain View only

(Certificate)

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

Degree Plan Code: CERT.MEDA.ASSISTING

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.
The medical assisting 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: 312-553-9355) on recommendation of the Committee on Accreditation for Medical Assistant Education.*
*aka Curriculum Review Board of the American Association of Medical Assistant's Endowment (AAMAE).

		CREDIT HOURS
SEMESTER I		
MDCA 1313	Medical Terminology	3
MDCA 1205	Medical Law and Ethics	2
MDCA 1201	Human Disease/Pathophysiology	2
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		13
SEMESTER II		
MDCA 1421	Administrative Procedures	4
MRMT 1211	Computers in Health Care	2
MRMT 1192	Special Topics in Medical Transcription	1
MDCA 1443	Medical Insurance	4
MDCA 1247	Pharmacology and Administration of Medications	2
		13
SEMESTER III		
MDCA 1216	Procedures in a Clinical Setting	2
MDCA 1251	Medical Assistant Laboratory Procedures	2
MDCA 1217	Procedures in a Clinical Setting	2
MDCA 2388	Internship – Medical Assistant	3
		9

Minimum Hours Required 35

MEDICAL LABORATORY TECHNOLOGY

El Centro only

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.MED.LAB.TECH

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 in Applied Sciences Degree and is qualified to take the Board of Registry for the American Society of Clinical Pathologists (ASCP).

		CREDIT HOURS
PROGRAM PREREQUISITES		
#BIOL 2401	Anatomy and Physiology I **OR**	4
SCIT 1407	Human Anatomy and Physiology I	(4)
ENGL 1301	Composition I	3
		7
SEMESTER I		
BIOL 2402	Anatomy and Physiology II **OR**	4
SCIT 1408	Human Anatomy and Physiology II	(4)
CHEM 1411	General Chemistry	4
HPRS 1204	Basic Health Profession Skills	2
HPRS 2231	General Health Professions Management	2
HPRS 2201	Pathophysiology	2
HPRS 1202	Wellness and Health Promotion	2
		16

SEMESTER II		
MATH 1314	College Algebra	3
CHEM 1412	General Chemistry	4
HPRS 1291	Special Topics in Health Professions and Related Sciences, Other	2
SPCH 1311	Introduction to Speech Communication	3
BIOL 2420	General Microbiology	4
		16

SEMESTER III		
MLAB 1415	Hematology	4
MLAB 1167	Practicum (or Field Experience)- Medical Laboratory Technician/Assistant	1
PSYC 2301	Introduction to Psychology	3
+Elective	Humanities/Fine Arts	3
		11

SEMESTER IV		
MLAB 2266	Practicum (or Field Experience)- Medical Laboratory Technician/Assistant	2
MLAB 1335	Immunology/Serology	3
MLAB 2501	(Clinical) Chemistry	5
		10

SEMESTER V		
HPRS 2300	Pharmacology for Health Professions	3
MLAB 2434	(Clinical) Microbiology	4
MLAB 2331	Immunohematology	3
		10

SEMESTER VI		
MLAB 2267	Practicum (or Field Experience) – Medical Laboratory Technician/Assistant	2
		2

Minimum Hours Required 72

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

ARTS	1301	Art Appreciation	3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
DRAM	1310	Introduction to Theater	3

#BIOL 1406 , General Biology and BIOL 1407, General Biology are prerequisites to BIOL 2401.

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.

MEDICAL STAFF SERVICES

El Centro only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.MED.STAFF.SVCS

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:		
ITSC 1401	Introduction to Computers	4
MATH 2342	Introductory Statistics **OR**	3
MATH 1414	College Algebra **OR**	(4)
MATH 1314	College Algebra	(3)
HPRS 2231	General Health Professions Management	2
		9-10

SEMESTER I		
SCIT 1407	Human Anatomy and Physiology I	4
ENGL 1301	Composition I	3
MDCA 1313	Medical Terminology	3
MDCA 1201	Human Disease/Pathophysiology	2
MSST 1370	Medical Staff Services I	3
		15

SEMESTER II		
SCIT 1408	Human Anatomy and Physiology II	4
SPCH 1311	Introduction to Speech Communication	3
MSST 2370	Medical Staff Services II	3
MDCA 1202	Human Disease/Pathophysiology	2
HITT 1253	Legal and Ethical Aspects of Health Information	2
		14

SEMESTER III		
POFI 1345	Integrated Software Applications II	3
BMGT 1303	Principles of Management	3
PSYC 2301	Introduction to Psychology	3
MSST 2270	Performance Improvement	2
BMGT 1301	Supervision	3
		14

SEMESTER IV		
MSST 2371	Medical Staff Services Directed Study	3
+Elective	Humanities/Fine Arts	3
HRPO 2307	Organizational Behavior	3
		9

Minimum Hours Required 61-62

+Elective - may be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theater	3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3

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

MEDICAL TRANSCRIPTION

El Centro only

(Certificate)

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

Degree Plan Code: CERT.MEDT.TRANSCRIPT

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		
ENGL 1301	Composition I	3
SCIT 1407	Human Anatomy and Physiology I	4
MDCA 1313	Medical Terminology	3
MRMT 1307	Medical Transcription Fundamentals	3
MDCA 1201	Human Disease/Pathophysiology	2
MDCA 1205	Medical Law and Ethics	2
MRMT 1292	Special Topics in Medical Transcription	2
		19
SEMESTER II		
SPCH 1311	Introduction to Speech Communication	3
SCIT 1408	Human Anatomy and Physiology II	4
HITT 2331	Medical Terminology - Advanced	3
MDCA 1202	Human Disease/Pathophysiology	2
MRMT 2433	Advanced Medical Transcription	4
MRMT 1382	Cooperative Education - Medical Transcription	3
		19

Minimum Hours Required 38

OFFICE TECHNOLOGY --
EXECUTIVE ASSISTANT

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.OFCT.EXEC.ASSIST

The Associate in Applied Sciences Degree comprehensive curriculum is designed as an advanced level program to prepare students for executive assistant and computer support positions in an office environment. Students will use state-of-the-art technology to develop skills necessary to become a productive member of the business community. Topics include office management, human relations, records management, oral and written business communications, plus word processing, spreadsheets, database, presentation, and telecommunication applications.

CREDIT HOURS

SEMESTER I

POFI 1301	Computer Applications I	3
POFT 1302	Business Communications I	3
POFT 1329	Keyboarding and Document Formatting **OR**	3
POFT 2301	Document Formatting and Skillbuilding	(3)
POFI 1345	Integrated Software Applications II	3
SPCH 1311	Introduction to Speech Communication	3
		15

SEMESTER II

POFT 1309	Administrative Office Procedures I **OR**	3
POFT 1313	Professional Development for Office Personnel	(3)
POFI 2301	Word Processing	3
ENGL 1301	Composition I	3
POFT 1321	Business Math **AND**	3
+Elective	Natural Science	3-4
		15-16

SEMESTER III

POFT 2312	Business Communications II	3
POFI 1349	Spreadsheets	3
POFT 1319	Records and Information Management I	3
POFI 1341	Computer Applications II	3
++Elective		3-4
+++Elective	Humanities/Fine Arts	3
		18-19

SEMESTER IV

POFI 2331	Desktop Publishing for the Office	3
ITSW 1407	Introduction to Database	4
POFT 1380	Cooperative Education-Administrative Assistant/Secretarial Science, General **OR**	3
POFT 1381	Cooperative Education-Administrative Assistant/Secretarial Science, General **OR**	(3)
POFT 2380	Cooperative Education-Administrative Assistant/Secretarial Science, General **OR**	(3)
POFT 2381	Cooperative Education-Administrative Assistant/Secretarial Science, General	(3)
++++Elective	Social/Behavioral Science	3
		13

Minimum Hours Required 61-63

+Elective - One of the following Natural Science courses may be taken:

ECOL	1305	People and Their Environment	3
BIOL	1406	General Biology	4
BIOL	1408	Biological Science	4
BIOL	1409	Biological Science	4
GEOL	1403	Physical Geology	4
PHYS	1311	Descriptive Astronomy	3
PHYS	1401	Introductory General Physics	4
PHYS	1415	Physical Science	4

++Elective - Any POFI, POFT, ACCT, ACNT, or ITSC, ITSW, ITSE, ITNW course.

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

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

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

OFFICE TECHNOLOGY --
EXECUTIVE ASSISTANT -
TECH PREP NAVY YEOMAN

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.OFCT.NAVY.YEOMAN

The DCCCD Navy Yeoman Option is developed in agreement with the United States Navy. This program is designed for Navy recruits only and incorporates the certificate programs leading to the Associate in Applied Sciences Degree in the Tech Prep Office Technology program. Each certificate serves as an exit point or as an incentive to continue to build promotion points and credentials while pursuing the Associate in Applied Sciences Degree during Navy training.

Exit Points:

Following the exit points within the curriculum pattern the student may:
1. Choose to enlist in the Navy September 1 after high school graduation. By completing all the tech prep high school courses and the courses listed in Summer I and II, the student will also graduate from one of the DCCCD Colleges with an Office Assistant Certificate.
2. Choose to continue during the Fall semester at the DCCCD college and defer enlistment in the Navy until January 1. This recruit will earn both the Office Assistant Certificate and the Software Application Specialist Certificate.
3. Choose to continue in the Spring semester at the DCCCD college and enlist in the Navy June 1, one year after high school graduation. This recruit will earn the Office Assistant Certificate, the Software Application Specialist Certificate and the Administrative Support Certificate. After the specialized Navy training, the yeoman will qualify for the AAS degree.

		CREDIT HOURS
SEMESTER I		
POFT 1302	Business Communications I	3
POFI 1345	Integrated Software Applications II	3
SPCH 1311	Introduction to Speech Communication	3
ENGL 1301	Composition I	3
POFI 2301	Word Processing	3
POFI 1301	Computer Applications I	3
POFT 1309	Administrative Office Procedures I	3
ACNT 1303	Introduction to Accounting I	3
		24

SEMESTER II		
POFT 2301	Document Formatting and Skillbuilding	3
POFI 1349	Spreadsheets	3
ITSW 1407	Introduction to Database	4
POFI 1341	Computer Applications II	3
POFI 2331	Desktop Publishing for the Office	3
		16

SEMESTER III		
POFT 2312	Business Communications II	3
POFT 1313	Professional Development for Office Personnel	3
+++Elective	Social/Behavioral Science	3
++Elective	Humanities/Fine Arts	3
		12

SEMESTER IV Navy Recruit Training		
POFT 1319	Records and Information Management I	3
POFT 1349	Administrative Office Procedures II	3
+Elective	Natural Science	3-4
POFT 1380	Cooperative Education--Administrative Assistant/Secretarial Science, General	3
POFT 2380	Cooperative Education--Administrative Assistant/Secretarial Science, General	3
		15-16

Minimum Hours Required 67-68

+Elective - DCCCD will articulate the Navy Training Nautical Science course to meet this requirement.

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

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

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

OFFICE TECHNOLOGY --
ADMINISTRATIVE SUPPORT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C2.OFCT.ADMIN.SUPPT

The Administrative Support Certificate prepares students for a successful career as an office professional. The Certificate is developed.to the specifications of the local job market.

		CREDIT HOURS
SEMESTER I		
POFI 1301	Computer Applications I	3
POFT 1302	Business Communications I	3
POFT 1329	Keyboarding and Document Formatting **OR**	3
POFT 2301	Document Formatting and Skillbuilding	(3)
POFI 1345	Integrated Software Applications II	3
SPCH 1311	Introduction to Speech Communication	3
		15
SEMESTER II		
POFT 1309	Administrative Office Procedures I **OR**	3
POFT 1313	Professional Development for Office Personnel	(3)
POFI 1349	Spreadsheets	3
POFI 2301	Word Processing	3
ENGL 1301	Composition I	3
POFT 1325	Business Math and Machine. Applications **OR**	3
POFT 1321	Business Math	(3)
		15
SEMESTER III		
POFT 2312	Business Communications II	3
POFT 1313	Professional Development for Office Personnel **OR**	3
POFT 1380	Cooperative Education–Administrative Assistant/Secretarial Science, General	(3)
POFT 1319	Records and Information Management I **OR**	3
ITSW 1407	Introduction to Database	(4)
POFI 2331	Desktop Publishing for the Office	3
+Electives		3-4
		15-17

Minimum Hours Required .... 45-47·

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW, ITMC or ITCC course including but not limited to:

POFT	1380	Cooperative Education–Administrative Assistant/Secretarial Science, General	3
POFT	1381	Cooperative Education–Administrative Assistant/Secretarial Science, General	3

OFFICE TECHNOLOGY -- OFFICE ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.OFCT.OFF.ASSIST

Upon satisfactory completion of the Office Assistant Certificate, students are prepared for entry-level positions requiring basic office skills. This certificate may be completed in one semester.

		CREDIT HOURS
SEMESTER I		
POFI 1301	Computer Applications I **OR**	3
POFT 1319	Records and Information Management I	(3)
POFT 1302	Business Communications I	3
POFT 1309	Administrative Office Procedures I **OR**	3
POFT 1313	Professional Development for Office Personnel	(3)
POFI 1345	Integrated Software Applications II	3
+Electives		3-4
		15-16

Minimum Hours Required 15-16

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW including but not limited to:

POFT	1325	Business Math and Machine Applications	3
POFT	1380	Cooperative Education – Administrative Assistant/Secretarial Science, General	3
POFT	1381	Cooperative Education – Administrative Assistant/Secretarial Science, General	3

OFFICE TECHNOLOGY -- SOFTWARE APPLICATION SPECIALIST

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.OFCT.SOFT.APP.SPC

The Software Application Specialist Certificate provides a benchmark for students to measure their computer skills using Microsoft Office software. Microsoft Office User Specialist (MOUS) Certification, which provides students valuable credentials and a competitive edge, is available for those who master required competencies.

		CREDIT HOURS
SEMESTER I		
POFI 2301	Word Processing	3
POFI 1349	Spreadsheets	3
ITSW 1407	Introduction to Database	4
POFI 1341	Computer Applications II	3
POFI 2331	Desktop Publishing for the Office	3
		16

Minimum Hours Required 16

PARALEGAL

El Centro only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.PARALEGAL

The Paralegal Program is an Associate in Applied Sciences 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.

		CREDIT HOURS
FIRST YEAR		
SEMESTER I		
LGLA 1301	Legal Research and Writing	3
LGLA 1311	Introduction to Law	3
LGLA 1313	Introduction to Paralegal Studies	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
		15
SEMESTER II		
LGLA 1355	Family Law	3
LGLA 2309	Real Property	3
LGLA 2311	Business Organizations	3
SPCH 1311	Introduction to Speech Communication	3
ITSC 1401	Introduction to Computer	4
		16
SECOND YEAR		
SEMESTER III		
LGLA 1345	Civil Litigation	3
LGLA 1351	Contracts	3
LGLA 1353	Wills, Trusts and Probate Administration	3
GOVT 2301	American Government	3
+Elective	Paralegal Elective	3
++Elective	Humanities/Fine Arts	3
		18
SEMESTER IV		
LGLA 2303	Torts and Personal Injury Law	3
LGLA 2307	Law Office Management	3
LGLA 2331	Advanced Legal Research and Writing	3
+Elective	Paralegal Elective	3
+++Elective	Social/Behavioral Science	3
		15

Minimum Hours Required 64

+Paralegal Electives-- **SIX** hours must be selected from the following:

LGLA	1266	Practicum-Paralegal/Legal Assistant	2
LGLA	1343	Bankruptcy	3
LGLA	1380	Cooperative Education-Paralegal/Legal Assistant	3
LGLA	2266	Practicum-Paralegal/Legal Assistant	2
LGLA	2267	Practicum-Paralegal/Legal Assistant	2
LGLA	2313	Criminal Law and Procedure	3
LGLA	2335	Advanced Civil Litigation	3
LGLA	2380	Cooperative Education-Paralegal/Legal Assistant	3

NOTE: In order to meet the Paralegal Elective requirements for this degree, the student may select two 3 SCH courses or three 2 SCH Practica to complete this requirement over two semesters. Thus, a student will complete either 3 SCH each semester, or 4 SCH in one semester and 2 SCH in another semester.

++Humanities/Fine Arts Electives—**THREE** hours 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

+++Social/Behavioral Science Electives—**THREE** hours must be selected from the following:

HIST	1301	History of the United States	3
PSYC	2301	Introduction to Psychology	3
SOCI	1301	Introduction to Sociology	3

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

PARAMEDIC

El Centro only

(Certificate – Level I)

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

Degree Plan Code: C1.EMT.PARAMEDIC

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. Admission priority is given to local EMS providers and their employees.

	CREDIT HOURS

PREREQUISITE REQUIREMENT*
Completion of EMT training and transcripted Anatomy/
Physiology coursework or passing the Anatomy/
Physiology competency exam 8
8

SEMESTER I

EMSP 1338	Introduction to Advanced Practice 3
EMSP 1355	Trauma Management 3
EMSP 2544	Cardiology 5
EMSP 2187	Internship-Emergency Medical Technology/Technician 1
	12

SEMESTER II

EMSP 2534	Medical Emergencies 5
EMSP 2430	Special Populations 4
EMSP 2188	Internship-Emergency Medical Technology/Technician 1
	10

SEMESTER III

EMSP 2338	EMS Operations 3
EMSP 2143	Assessment Based Management 1
EMSP 2289	Internship-Emergency Medical Technology/Technician 2
EMSP 2586	Internship-Emergency Medical Technology/Technician 5
	11

Minimum Hours Required 41

*Students who have previous EMT, Anatomy and Physiology coursework/experience will receive 8 hours credit for the following two classes:

SCIT	1307	Human Anatomy and Physiology I 3
EMSP	1501	Emergency Medical Technician-Basic 5

RADIOLOGIC SCIENCES

El Centro only

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.RADIOLOG.SCI

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:		
SCIT 1407	Human Anatomy and Physiology I **OR**	4
#BIOL 2401	Anatomy and Physiology I	(4)
MATH 1314	College Algebra	3
PSYC 2301	Introduction to Psychology	3
ENGL 1301	Composition I	3
		13

#BIOL 1406, General Biology and BIOL 1407, General Biology are prerequisites to BIOL 2401.

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

SEMESTER I

HPRS 2231	General Health Professions Management	2
RADR 2213	Radiation Biology and Protection	2
HPRS 1204	Basic Health Profession Skills	2
RADR 1411	Basic Radiographic Procedures	4
SCIT 1408	Human Anatomy and Physiology II **OR**	4
BIOL 2402	Anatomy and Physiology II	(4)
		14

SEMESTER II

RADR 1313	Principles of Radiographic Imaging I	3
RADR 2301	Intermediate Radiographic Procedures	3
HPRS 1291	Special Topics in Health Professions and Related Sciences, Other	2
SPCH 1311	Introduction to Speech Communication	3
+Elective	Humanities/Fine Arts	3
		14

SEMESTER III

RADR 1166	Practicum (or Field Experience) – Medical Radiologic Technology/Technician	1
HPRS 1202	Wellness and Health Promotion	2
		3

SEMESTER IV

HPRS 2201	Pathophysiology	2
RADR 2305	Principles of Radiographic Imaging II	3
RADR 2331	Advanced Radiographic Procedures	3
RADR 1270	Radiographic Image Evaluation I	2
RADR 1267	Practicum (or Field Experience) - Medical Radiologic Technology/Technician	2
		12

SEMESTER V

HPRS 2300	Pharmacology for Heath Professions	3
RADR 2209	Radiographic Imaging Equipment	2
RADR 2217	Radiographic Pathology	2
RADR 2266	Practicum (or Field Experience) - Medical Radiologic Technology/Technician	2
RADR 2133	Advanced Medical Imaging	1
RADR 2235	Radiologic Technology Seminar	2
RADR 1291	Special Topics in Medical Radiologic Technology/Technician	2
		14

SEMESTER VI

RADR 2267	Practicum (or Field Experience) - Medical Radiologic Technology/Technician	2
		2

Minimum Hours Required 72

+ Elective - may be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3

RESPIRATORY CARE

El Centro only

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.RESPIRATOR.CARE

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 Therapist (CRT). After CRT 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

SEMESTER I

HPRS 1204	Basic Health Profession Skills	2
HPRS 1202	Wellness and Health Promotion	2
HPRS 2231	General Health Professions Management	2
ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
SCIT 1407	Human Anatomy and Physiology I **OR**	4
#BIOL 2401	Anatomy and Physiology I	(4)
		16

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

SEMESTER II

HPRS 2201	Pathophysiology	2
HPRS 2300	Pharmacology for Health Professions	3
HPRS 1291	Special Topics in Health Professions and Related Sciences, Other	2
SPCH 1311	Introduction to Speech Communication	3
PSYC 2301	Introduction to Psychology	3
SCIT 1408	Human Anatomy and Physiology II **OR**	4
BIOL 2402	Anatomy and Physiology II	(4)
		17

SEMESTER III

+Elective		3
RSPT 1227	Applied Physics for Respiratory Care	2
RSPT 1431	Respiratory Care Fundamentals II	4
		9

SEMESTER IV

RSPT 1307	Cardiopulmonary Anatomy and Physiology	3
RSPT 1213	Basic Respiratory Care Pharmacology	2
RSPT 1311	Respiratory Care Procedures II	3
RSPT 2201	Cardiopulmonary Assessment	2
RSPT 2310	Cardiopulmonary Disease	3
RSPT 1260	Clinical-Respiratory Therapy Technician	2
		15

SEMESTER V

RSPT 2453	Neonatal/Pediatric Cardiopulmonary Care	4
RSPT 2314	Mechanical Ventilation	3
RSPT 2258	Advanced Respiratory Care Patient Assessment	2
RSPT 2131	(Clinical) Simulations in Respiratory Care	1
RSPT 1141	Respiratory Home Care/Rehabilitation	1
RSPT 2262	Clinical-Respiratory Therapy Technician	2
		13

SEMESTER VI

RSPT 2163	Clinical-Respiratory Therapy Technician	1
RSPT 2166	Practicum (or Field Experience)-Respiratory Therapy Technician	1
		2

Minimum Hours Required 72

+Elective - may be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theater	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
HUMA	1301	Introduction to Humanities	3

#BIOL 1406, General Biology and BIOL 1407, General Biology are prerequisites to BIOL 2401.

SMALL BUSINESS ACADEMY

El Centro only

(Certificate)

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

Degree Plan Code: C1.SMALL.BUS.ACAD

This is a 15-semester credit hour Level I Certificate Program in entrepreneurship. The program is designed to teach foundational business competencies which will provide learners with the knowledge and practical skills to plan, start and run their own business.

Coursework in Accounting, Business Law and Computer Information Systems enhance the emphasized skills in entrepreneurship; life skills, opportunity identification, opportunity evaluation, and opportunity realization. Instruction focuses on such topics as financial feasibility, products and services, marketing, operations legal and ethical issues, and attracting customers. Students will keep journals, make oral presentations and construct a business plan which they can apply in their own community.

		CREDIT HOURS
SEMESTER I		
BUSG 2309	Small Business Management	3
ACNT 1303	Introduction to Accounting I	3
		6
SEMESTER II		
BUSG 1315	Small Business Operations	3
BUSI 2301	Business Law	3
		6
SEMESTER III		
ITSC 1391	Special Topics in Computer and Information Science, General	3
		3

Minimum Hours Required 15

SURGICAL TECHNOLOGIST

El Centro only

(Certificate)

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

Degree Plan Code: CERT.SGTC.TECHNOLOGY

The Surgical Technologist program offers the student a learning opportunity to provide patient services in the surgical setting under the supervision of the operating room director. The Surgical Technologist, as a part of the operating team, aids in providing safe and efficient patient care. The technologist prepares the instruments, supplies and equipment for use at the operating room table and assists in the use of these materials during surgical procedures.

The Surgical Technologist 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 (ARC-ST, 7108-C South Alton Way, Englewood, Colorado 80112: Telephone number 303-694-9262).

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 five (5) prerequisite courses.

Contact the Assessment Center at El Centro College to schedule the assessment exams. Visit the web site www.ecc.dcccd.edu/Health-Ls/hls.htm or call Health Occupations Admissions, (214) 860-2272, to receive an information packet.

CREDIT
HOURS

PREREQUISITES

ENGL 1301	Composition I	3
SCIT 1407	Human Anatomy and Physiology I	4
SPCH 1311	Introduction to Speech Communication	3
HPRS 1204	Basic Health Professions Skills	2
HPRS 2231	General Health Professions Management	2
		14

SEMESTER I

SRGT 1405	Introduction to Surgical Technology	4
SRGT 1409	Fundamentals of Aseptic Technique	4
SRGT 1166	Practicum (or Field Experience) - Surgical/Operating Room Technician	1
*HPRS 2300	Pharmacology for Health Professions	3
*SCIT 1408	Human Anatomy and Physiology II	4
		16

SEMESTER II

SRGT 1441	Surgical Procedures I	4
SRGT 1442	Surgical Procedures II	4
SRGT 1367	Practicum (or Field Experience) - Surgical/Operating Room Technician	3
*HPRS 1202	Wellness and Health Promotion	2
		13

SEMESTER III

SRGT 2266	Practicum (or Field Experience) - Surgical/Operating Room Technician	2
SRGT 2171	Surgical Technologist - Seminar	1
		3

Minimum Hours Required 46

*Support courses may be completed before, but not after the semester indicated.

A "C" grade or better is required in all courses.

VOCATIONAL NURSING

El Centro only

(Certificate)

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

Degree Plan Code: C2.NURS.VOCATIONAL

The Vocational Nursing program prepares students to give direct nursing care to acutely and chronically ill patients with predictable outcomes in structured health care settings. 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 (61 Broadway, 33rd floor, New York, New York 10006: Telephone number 212-363-5555). 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 health care facilities.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, a GPA of at least 2.5 in the prerequisite courses and a cumulative grade point average of 2.0 or better on any college course work completed. Applications are ranked by (1) GPA on the 3 prerequisites courses, (2) total number of required support courses, (3) GPA on required support courses, (4) program information session attendance date.

		CREDIT HOURS
PREREQUISITES		
SCIT 1407	Human Anatomy and Physiology I	4
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		10

SEMESTER I

VNSG 1227	Essentials of Medication Administration	2
VNSG 1323	Basic Nursing Skills	3
VNSG 1509	Nursing in Health and Illness II	5
VNSG 1304	Foundations of Nursing	3
VNSG 1360	Clinical-Practical Nurse (LPN Training)	3
HPRS 1204	Basic Health Profession Skills	2
		18

SEMESTER II

VNSG 1510	Nursing in Health and Illness III	5
VNSG 2460	Clinical-Practical Nurse (LPN Training)	4
SCIT 1408	Human Anatomy and Physiology II	4
HPRS 2300	Pharmacology for Health Professions	3
		16

SEMESTER III

VNSG 1406	Maternal/Newborn Nursing	4
VNSG 1163	Clinical-Practical Nurse (LPN Training)	1
		5

SEMESTER IV

VNSG 1334	Pediatrics	3
VNSG 1263	Clinical-Practical Nurse (LPN Training)	2
		5

Minimum Hours Required 54

ACCT 2301 Principles of Accounting I (3)
(This is a common course number. Former course prefix/number ACC 201.)

This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)
(Coordinating Board Academic Approval Number 5203015104)

ACCT 2302 Principles of Accounting II (3)
(This is a common course number. Former course prefix/number ACC 202.)

Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)
(Coordinating Board Academic Approval Number 5203015104)

ACCT 2401 Principles of Accounting I (4)
(This is a common course number. Former course prefix/number ACC 208.)

This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5203015104)

ACCT 2402 Principles of Accounting II (4)
(This is a common course number. Former course prefix/number ACC 209.)

Prerequisite: Accounting 2301 or Accounting 2401 This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5203015104)

ACNT 1303 Introduction to Accounting I (3)
(This is a WECM course number. Former course prefix/number ACCT 1371.)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 Lec.)

ACNT 1304 Introduction to Accounting II (3)
(This is a WECM course number. Former course prefix/number ACCT1372.)

Prerequisite: Accounting 1303. A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. (3 Lec.)

ACNT 1311 Introduction to Computerized Accounting (3)
(This is a WECM course number.)

Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 Lec., 2 Lab.)

ACNT 1313 Computerized Accounting Applications (3)
(This is a WECM course number. Former course prefix/number ACCT 2370.)

Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program. (2 Lec., 2 Lab.)

ACNT 1329 Payroll and Business Tax Accounting (3)
(This is a WECM course number.)
Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (3 Lec.)

ACNT 1331 Federal Income Tax: Individual (3)
(This is a WECM course number. Former course prefix/number ACCT 2372.)
Prerequisite: Accounting 2301 or Accounting 2401. Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. (3 Lec.)

ACNT 1366 Practicum - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7371.)
Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment and instructor approval. A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

ACNT 1380 Cooperative Education - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7372.)
Prerequisite: Accounting 2304 or 2401, Accounting 1303, or concurrent enrollment and instructor approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution.. (1 Lec., 20 Ext.)

ACNT 1391 Special Topics in Accounting (3)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

ACNT 2303 Intermediate Accounting I (3)
(This is a WECM course number. Former course prefix/number ACCT 2378.)
Prerequisite: Accounting 2301 or Accounting 2401. Critical analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. Emphasis on current theory and practice.

ACNT 2304 Intermediate Accounting II (3)
(This is a WECM course number. Former course prefix/number ACCT 2379.)
Prerequisite: Accounting 2303. Continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis and statement of cash flow. (3 Lec.)

ACNT 2309 Cost Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 2376.)
Prerequisite: Accounting 2302 or Accounting 2402. A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing, and process costing. (3 Lec.)

ACNT 2366 Practicum - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7471.)
Prerequisite: Accounting 1366 and instructor approval. A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

ACNT 2380 Cooperative Education - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7472.)
Prerequisite: Accounting 1380 and instructor approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. (1 Lec., 20 Ext.)

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 3012015112)

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. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025302)

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. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025302)

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. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4801025202)

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. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025102)

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. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025102)

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 5007035326)

ARTS 1301 Art Appreciation (3)
(This is a common course number. Former course prefix/number ART 104.)
Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035126)

ARTS 1303 Survey of Art History (3)
(This is a common course number. Former course prefix/number ART 105.)
This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035226)

ARTS 1304 Survey of Art History (3)
(This is a common course number. Former course prefix/number ART 106.)
This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035226)

ARTS 1311 2D Design (3)
(This is a common course number. Former course prefix/number ART 110.)
Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015326)

ARTS 1312 3D Design (3)
(This is a common course number. Former course prefix/number ART 111.)
Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 50040153326)

ARTS 1316 Drawing I (3)
(This is a common course number. Former course prefix/number ART 114.)
This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055226)

ARTS 1317 Drawing II (3)
(This is a common course number. Former course prefix/number ARTS 115.)
Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055226)

ARTS 2313 Computer Graphics Design I (3)
(This is a common course number. Former course prefix/number ART 223.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Introduction to the computer as an art tool with emphasis on design principles and visual communication or ideas. Course will include exposure to basic computer graphic technology including computer illustration and electronic imaging techniques. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015126)

ARTS 2314 Computer Graphics Design II (3)
(This is a common course number. Former course prefix/number ART 224.)
Prerequisite: Arts 2313. This course is a continuation of Computer Graphics Design I. Students will further explore advanced design problems through continued experimentation with computer graphics techniques. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015126)

ARTS 2316 Painting I (3)
(This is a common course number. Former course prefix/number ART 205.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085226)

ARTS 2317 Painting II (3)
(This is a common course number. Former course prefix/number ART 206.)
Prerequisite: Arts 2316. This course continues Arts 2316. Emphasis is on individual expression. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085230)

ARTS 2324 Drawing IV (3)
(This is a common course number. Former course prefix/number ART 202.)
Prerequisite: Arts 2323, sophomore standing, or demonstrated competence approved by the instructor. This course continues Arts 2323. Emphasis is on individual expression. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055326)

ARTS 2326 Sculpture I (3)
(This is a common course number. Former course prefix/number ART 208.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Various sculptural approaches are explored. Different media and techniques are used. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007095126)

ARTS 2333 Printmaking I (3)
(This is a common course number. Former course prefix/number ART 220.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007105126)

ARTS 2341 Art Metals/Jewelry I (3)
(This is a common course number. Former course prefix/number ART 116.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007135126)

ARTS 2342 Art Metals/Jewelry II (3)
(This is a common course number. Former course prefix/number ART 117.)
Prerequisite: Arts 2341. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007135126)

ARTS 2346 Ceramics I (3)
(This is a common course number. Former course prefix/number ART 215.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007115126)

ARTS 2366 Watercolor I (3)
(This is a common course number. Former course prefix/number ART 217.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085330)

ARTS 2389 Academic Cooperative in Art, Photography/Digital Imaging (3)
(This is a common course number. Former course prefix/number PHO 215/PHOT 2375.)
An instructional program designed to integrate on-campus study with practical hands-on work experience in the humanities and/or fine arts. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of languages, art, music, philosophy, or religion. This course should be given a discipline prefix and Texas Common Course Number 2389. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2401035212)

ARTV 1401 Animation 2-D (4)
(This is a WECM course number.)
Skill development in the use of software to develop storyboards and two-dimensional animation including creating, importing, and sequencing media elements to create multimedia presentation. Emphasis on conceptualization, creativity, and visual aesthetics. (2 Lec., 4 Lab.)

BCIS 1405 Business Computer Applications (4)
(This is a common course number.)
The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the Internet. Topics include computer terminology, hardware, software, operating systems, and information systems. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212025404)

BCIS 1431 Programming in Visual BASIC (4)
(This is a common course number.)
Introduction to business programming techniques using Visual BASIC with an emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, and input/output devices. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212025404)

BCIS 2390 Systems Analysis and Design (3)
(This is a common course number.)
Prerequisite: Any programming course or demonstrated competence approved by the instructor. Analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. Topics include information requirements analysis, specification development and writing, prototype evaluation, and network application interfaces. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212035104)

BCIS 2431 Advanced Programming in Visual BASIC (4)
(This is a common course number.)
Prerequisite: BCIS 1431 or demonstrated competence approved by the instructor. Advanced applications and business programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212025304)

BIOL 1406 General Biology (4)
(This is a common course number. Former course prefix/number BIO 101.)
This course is the first of a two-semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1407 General Biology (4)
(This is a common course number. Former course prefix/number BIO 102.)
Prerequisite: Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1408 Biological Science (4)
(This is a common course number. Former course prefix/number BIO 115.)
This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1409 Biological Science (4)
(This is a common course number. Former course prefix/number BIO 116.)
This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 2401 Anatomy and Physiology I (4)
(This is a common course number. Former course prefix/number BIO 221.)
Prerequisite: Biology 1406 and Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065103)

BIOL 2402 Anatomy and Physiology II (4)
(This is a common course number. Former course prefix/number BIO 222.)
Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two-course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065103)

BIOL 2416 Genetics (4)
(This is a common course number. Former course prefix/number BIO 226.)
Prerequisite: Biology 1406 or demonstrated competence approved by the instructor. This course focuses on genetics. Topics include Mendelian inheritance, recombinant genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2606135103)

BITC 1301 Biotechnology Laboratory Instrumentation (3)
(This is a WECM course number.)
Prerequisite: BITC 1311 and/or approval of instructor. The student will demonstrate proper handling of laboratory chemicals; operate common analytical instruments; describe the theory and applications of various analytical instruments including types of electrophoresis, spectrophotometry, chromatography, and centrifugation; and practice laboratory safety. (2 Lec., 4 Lab.)

BITC 1302 Biotechnology Laboratory Methods and Techniques (3)
(This is a WECM course number.)
Prerequisite: BITC 1311 and/or approval of the instructor. A study of laboratory operations, management, equipment, instrumentation, quality control techniques, and safety procedures. Laboratory practice in using pH meters, mixing buffers, performing measurements, preparing solutions, and performing separatory techniques to specifications; and practice laboratory safety. (2 Lec., 3 Lab.)

BITC 1311 Introduction to Biotechnology (3)
(This is a WECM course number.)
An introduction to biotechnology including career exploration, history and applications of DNA/RNA technology, molecular biology, bioethics, and laboratory safety practices. (2 Lec., 3 Lab.)

BITC 1391 Special Topics in Biological Technology/Technician (3)
(This is a WECM course number.)
Prerequisites: BITC 1311 and/or approval of instructor. Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

BITC 2286 Internship-Biological Technology/Technician (2)
(This is a WECM course number.)
Prerequisite: BITC 1311 and BITC 1302 and/or approval of instructor. An experience external to the college for an advanced student in a specialized field involving written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (6 Ext.)

BITC 2401 Molecular Biology Techniques (4)
(This is a WECM course number.)
Prerequisite: BITC 1311 and/or approval of instructor. An introduction to the theory and laboratory techniques in molecular biology with an emphasis on proteins, gene expression and regulation, recombinant DNA, and nucleic acids. (3 Lec., 4 Lab.)

BITC 2431 Cell Culture Techniques (4)
(This is a WECM course number.)
Prerequisite: BITC 1311 and/or approval of instructor. A study of cell culture techniques. Laboratory emphasis on the principles and practices of initiation, cultivation, maintenance, preservation of cell lines and applications. (3 Lec., 4 Lab.)

BITC 2486 Internship-Biological Technology/Technician (4)
(This is a WECM course number.)
Prerequisite: BITC 1311 and/or approval of instructor. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (12 Ext.)

BMGT 1191 Special Topics in Business Administration and Management, General (1)
(This is a WECM course number. Former course prefix/number MGMT 2170.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

BMGT 1301 Supervision (3)
(This is a WECM course number. Former course prefix/number MGMT 1374.)
A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. (3 Lec.)

BMGT 1303 Principles of Management (3)
(This is a WECM course number. Former course prefix/number MGMT 1370.)
Concepts, terminology, principles, theory, and issues that are the substance of the practice of management. (3 Lec.)

BMGT 1305 Communications in Management (3)
(This is a WECM course number.)
Basic theory and processes of communication skills necessary for the management of an organization's workforce. (3 Lec.)

BMGT 1313 Principles of Purchasing (3)
(This is a WECM course number. Former course prefix/number CMGT 2370 or MGMT 1373.)
The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues. (3 Lec.)

BMGT 1382 Cooperative Education - Business Administration and Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 7371.)
The student should have previous credit in or concurrent enrollment in BMGT 1301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 1383 Cooperative Education - Business Administration and Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 7372.)
The student should have previous credit in or concurrent enrollment in HRPO 2301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 1391 Special Topics in Business Administration and Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 2372.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

BMGT 2303 Problem Solving and Decision Making (3)
(This is a WECM course number. Former course prefix/number MGMT 2375.)
Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. (3 Lec.)

BMGT 2309 Leadership (3)
(This is a WECM course number.)
Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to inspire and influence. (3 Lec.)

BMGT 2311 Management of Change (3)
(This is a WECM course number.)
Knowledge, skills, and tools that enable a leader/organization to facilitate change in a pro-active participative style. (3 Lec.)

BMGT 2331 Total Quality Management (3)
(This is a WECM course number. Former course prefix/number MGMT 1371.)
Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment. (3 Lec.)

BMGT 2341 Strategic Management (3)
(This is a WECM course number.)
Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. (3 Lec.)

BMGT 2347 Critical Thinking and Problem Solving (3)
(This is a WECM course number.)
Instruction in interpreting data for effective problem solving and recommending corrective action with emphasis on a structured approach to critical thinking and problem solving in a term environment. (3 Lec.)

BMGT 2382 Cooperative Education - Business Administration and Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 8381.)
The student should have previous credit in or concurrent enrollment in HRPO 2307 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 2383 Cooperative Education - Business Administration and Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 8382.)
The student should have previous credit in or concurrent enrollment in BMGT 2303 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BUSG 1315 Small Business Operations (3)
(This is a WECM course number. Former course prefix/number MGMT 2371.)
A course in the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations. (3 Lec.)

BUSG 1341 Small Business Financing (3)
(This is a WECM course number. Former course prefix/number MGMT 2370.)
A study of the financial structure of a small business. Topics address business finance, including where the funds come from and what they are used for; budgeting including planning and preparing, record keeping, taxation, insurance, and banking. (3 Lec.)

BUSG 2309 Small Business Management (3)
(This is a WECM course number. Former course prefix/number MGMT 1372.)
A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 Lec.)

BUSI 1301 Introduction to Business (3)
(This is a common course number. Former course prefix/number BUS 105.)
This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)
(Coordinating Board Academic Approval Number 5201015104)

BUSI 1307 Personal Finance (3)
(This is a common course number. Former course prefix/number BUS 143.)
Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)
(Coordinating Board Academic Approval Number 1904015109)

BUSI 2301 Business Law (3)
(This is a common course number. Former course prefix/number BUS 234.)
This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)
(Coordinating Board Academic Approval Number 2201015124)

CDEC 1359 Children with Special Needs (3)
(This is a WECM course number. Former course prefix/number ECCD 2372.)
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. (3 Lec.)

CHEM 1104 Chemical Calculations (1)
(This is a common course number.)
Chemical calculations are studied. This course is intended for students needing additional practice or preparation. Variable credit (one or two hours) is available. (1 Lec.)
(Coordinating Board Academic Approval Number 4005025203)

CHEM 1405 Introductory Chemistry I (4)
(Former course prefix/number CHM 115.)
Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction and solutions. Descriptive chemistry is emphasized. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015103)

CHEM 1407 Introductory Chemistry II (4)
(Former course prefix/number CHM 116.)
Prerequisite: Chemistry 1405 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015103)

CHEM 1411 General Chemistry I (4)
(This is a common course number. Former course prefix/number CHM 101.)
Prerequisite: Developmental Mathematics 0093 or the equivalent and one of the following: high school chemistry, Chemistry 1405, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including measurement and the metric system, the history of chemistry, the mole concept, chemical reactions and stoichiometry, energy and chemical reactions, states and properties of matter, the periodic table, chemical bonding, atomic and molecular structure, gas laws, and concentrations of solutions. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015203)

CHEM 1412 General Chemistry II (4)
(This is a common course number. Former course prefix/number CHM 102.)
Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Topics include states of matter, phase diagrams and intermolecular interactions; reaction kinetics, chemical equilibrium, modern acid-base theory, buffers, chemical thermodynamics, colligative properties of solutions, electrochemistry and nuclear chemistry. Topics may further include transition-metal chemistry, an introduction to organic chemistry and qualitative inorganic analysis. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015203)

CHEM 2423 Organic Chemistry I (4)
(This is a common course number. Former course prefix/number CHM 201.)
Prerequisite: Chemistry 1412. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds, and begins the study of aliphatic and aromatic compounds, including nomenclature, structure and isomerism, stereochemistry, types of reactions, common mechanisms and syntheses. Lab includes synthesis, purification by distillation, extraction, recrystallization and chromatography, and identification by physical and chemical means and may include spectroscopic identification. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045203)

CHEM 2425 Organic Chemistry II (4)
(This is a common course number. Former course prefix/number CHM 202.)
Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, alcohols, amines and amides. Spectroscopy is included. Further topics may include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids, and carbohydrates. Laboratory includes spectroscopy and qualitative organic analysis, and further work in systhesis. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045203

CJSA 1382 Cooperative Education - Criminal Justice Studies (3)
(This is a WECM course number. Former course prefix/number CRIJ 7371.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

CJSA 1482 Cooperative Education - Criminal Justice Studies (4)
(This is a WECM course number. Former course prefix/number CRIJ 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec. 20 Ext.)

CJSA 2382 Cooperative Education - Criminal Justice Studies (3)
(This is a WECM course number. Former course prefix/number CRIJ 7372.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

CJSA 2482 Cooperative Education - Criminal Justice Studies (4)
(This is a WECM course number. Former course prefix/number CRIJ 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec.; 20 Ext.)

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 1001045206)

COMM 1337 Television Production II (3)
(This is a common course number. Former course prefix/number RTV 211.)
Prerequisite: Communications 1336. This course is a continuation of Communications 1336. Emphasis is on the concept and technique of production of television broadcasts in practical situations. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045206)

COSC 1300 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement.

COSC 1300 Computer Literacy (3)
(This is a common course number.)
The student will develop the ability to use computer-based technology in communicating, acquiring information and solving problems. Additionally, the student will evaluate the effects and implications of information technology on various aspects of society. COSC 1300 may not be applied towards a computer science major or minor. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 1101015107)

COSC 1401 Microcomputer Concepts and Applications (4)
(This is a common course number.)
This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware and software, applications and systems development, networking and the use of contemporary software. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1101015207)

CPMT 1249 Computer Networking Technology (2)
(This is a WECM course number.)
A beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. A study of local/wide area networking concepts and networking installations and operations. (1 Lec., 2 Lab.)

CPMT 2449 Advanced Computer Networking Technology (4)
(This is a WECM course number.)
An in-depth study of network technology with emphasis on network operating systems, network connectivity, hardware, and software. Mastery of implementation, troubleshooting, and maintenance of LAN and/or WAN network environments. (2 Lec., 4 Lab.)

CREX 1309 Career Exploration/Planning (3)
(This is a WECM course number. Former course prefix/number HD 104/HDEV 1370.)
An introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes and interviewing. (3 Lec.)

CRIJ 1301 Introduction to Criminal Justice (3)
(This is a common course number. Former course prefix/number CJ 140.)
This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045124)

CRIJ 1306 Court Systems and Practices (3)
(This is a common course number. Former course prefix/number CJ 132.)
The judiciary in the criminal justice system is explained. The structure of the American Court System is defined. Prosecutional right to counsel is explained. Other areas covered are pretrial release, grand juries, adjudication process, and types of rules of evidence and sentencing. (3 Lec.)
(Coordinating Board Academic Approval Number 2201015424)

CRIJ 1307 Crime in America (3)
(This is a common course number. Former course prefix/number CJ 139.)
American crime problems are studied in the historical perspective. Social and public policy factors affecting crime are discussed. The impact of crime and crime trends are shown along with the social characteristics of specific crimes. The prevention of crime is emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 4504015225)

CRIJ 1310 Fundamentals of Criminal Law (3)
(This is a common course number. Former course prefix/number CJ 130.)
A study of the nature of criminal law is presented. The philosophical and historical development of criminal law is covered. Major definitions and concepts are given. The classification of crime is covered. The elements of crimes and penalties are discussed using Texas statutes as illustrations. Criminal responsibility is defined. (3 Lec.)
(Coordinating Board Academic Approval Number 2201015324)

CRIJ 1313 Juvenile Justice System (3)
(This is a common course number. Former course prefix/number CRIJ 2322.)
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045224)

CRIJ 2301 Community Resources in Corrections (3)
(This is a common course number. Former course prefix/number CJ 251.)
An overview of diversionary practices and treatment programs available to offenders in a local context. Topics include selected recognized models and future trends in community treatment. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045324)

CRIJ 2313 Correctional Systems and Practices (3)
(This is a common course number. Former course prefix/number CJ 250.)
A study of the role of corrections in the criminal justice system. Topics include organization and theory of correctional systems, institutional operations, management, alternatives to institutionalization, treatments and rehabilitation, and current and future issues. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045424)

CRIJ 2314 Criminal Investigation (3)
(This is a common course number. Former course prefix/number CJ 240.)
Prerequisite: CRIJ 1301. Study of investigative theory, the collection an preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045524)

CRIJ 2323 Legal Aspects of Law Enforcement (3)
(This is a common course number. Former course prefix/number CJ 247.)
This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045624)

CRIJ 2328 Police System and Practices (3)
(This is a common course number. Former course prefix/number CJ 248.)
Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045724)

CULA 1301 Basic Food Preparation (3)
(This is a WECM course number. Former course prefix/number FHSV 1377.)
A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. The student will discuss and prepare various stocks, sauces, soups, fruit, vegetables, starches, sandwiches, salads and dressings. (2 Lec., 4 Lab.)

CULA 1305 Sanitation and Safety (3)
(This is a WECM course number. Former course prefix/number FHSV 1379.)
A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. (3 Lec., 1 Lab.)

CULA 1364 Practicum (or Field Experience) - Culinary Arts/Chef Training (3)
(This is a WECM course number.)
Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (21 Ext.)

CULA 1409 Garde Manger (4)
(This is a WECM course number. Former course prefix/number FHSV 2375.)
Prerequisite: CULA 2331. A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Students will learn preparations in the cold kitchen to include salads, appetizers; cold sauces, and cold buffet display principles. (2 Lec., 4 Lab.)

CULA 1441 American Regional Cuisine (4)
(This is a WECM course number. Former course prefix/number FHSV 2470.)
Prerequisite: CULA 2331. A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. Students will work in groups to plan, execute and evaluate a weekly meal served to the public. Focus will be on menu and production planning, as well as cost analysis. (2 Lec., 6 Lab.)

CULA 1445 International Cuisine (4)
(This is a WECM course number. Former course prefix/number FHSV 2471.)
Prerequisite: CULA 2331. The study of classical cooking skills associated with the preparation and service of international and ethnic cuisine's. Topics include similarities between food production systems used in the United States and other regions of the world. Students will work in groups to plan, execute and evaluate a weekly meal served to the public. Focus will be on menu and production planning, as well as cost analysis. (2 Lec., 6 Lab.)

CULA 2302 Saucier (3)
(This is a WECM course number. Former course prefix/number FHSV 2376.)
Prerequisite: CULA 2331. Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Students will learn classical preparations and butchering skills in addition to plate presentation and design. Emphasis will be on alternative varieties of meats, poultry, game and seafood. (2 Lec., 4 Lab.)

CULA 2331 Advanced Food Preparation (3)
(This is a WECM course number. Former course prefix/number FHSV 1378.)
Prerequisite: CULA 1301. Reinforces the course material of Intermediate Food Preparation. Topics include the concept of pre-cooked food items and the preparation of canapes, hors d'oeuvres, and breakfast items. Meat, seafood, and poultry preparation, baking and menu planning are also included. The student will discuss and review Basic Food Preparation. WECM intermediate food preparation topics are covered in Basic and Advanced Food Preparation at El Centro College. (2 Lec., 4 Lab.)

CULA 2341 Advanced Pastry/Culinary Competition (3)
(This is a WECM course number. Former course prefix/number FHSV 2371 and FHSV 2381.)
Prerequisite: CULA 1409 or PSTR 2331. Skill development for culinary competition by offering advanced experience in salon presentations as well as hot food competition. (2 Lec., 4 Lab.)

CULA 2364 Practicum (or Field Experience) - Culinary Arts/Chef Training (3)
(This is a WECM course number.)
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 to workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (21 Ext.)

CUST 2370 Cultural Studies (3)
(This is a unique need course.)
Prerequisite: ENGL 1302. This interdisciplinary and cross-cultural course studies human thought and relationships by considering a significant theme. Themes may vary each semester. The course promotes ethical and critical reasoning. (3 Lec.)
(Coordinating Board Academic Approval Number 2401037212)

CVTT 1110 Cardiac Catheterization I (1)
(This is a WECM course number.)
Prerequisite: A grade of "C" or better in all CVTT and support courses. A study of the anatomy, physiology, and structural relationships of the human heart and vascular system. Focus on cardiac anatomy, electrocardiology, cardiac hemodynamics, and the innervation of the heart. (1 Lec.)

CVTT 1153 Catheterization Lab Fundamentals II (1)
(This is a WECM course number.)
Prerequisite: A grade of "C" or better in all CVTT and support courses. A continuation of Catheterization Lab Fundamentals I with emphasis on X-ray technology and interventional procedures in the cardiac cath lab. Focus on the beginning cath lab clinical experience. (1 Lec.)

CVTT 1304 Cardiovascular Physiology (3)
(This is a WECM course number.)
Prerequisite: Admission to the Invasive Cardiovascular Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. A study of the anatomy, physiology, and structural relationships of the human heart and vascular system. Focus on cardiac anatomy, electrocardiology, cardiac hemodynamics, and the innervation of the heart. (3 Lec.)

CVTT 1313 Catheterization Lab Fundamentals I (3)
(This is a WECM course number. Former course prefix/number ICVT 1375.)
Prerequisite: Admission to the Invasive Cardiovascular Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. Introduction to the diagnostic procedures used in the cath lab. Prior didactic instruction in cardiac physiology and medical instrumentation applied to cath lab procedures including patient preparation and monitoring, angiographic equipment set-up, and the coronary angiography procedure itself. (2 Lec., 2 Lab.)

CVTT 1324 Cardiovascular Physiology II (3)
(This is a WECM course number.)
Prerequisite: A grade of "C" or better in all CVTT and support courses. A continuation of Cardiovascular Physiology with emphasis on cardiac disease states including methods of hemodynamic data collection and implications in relation to cardiac diseases. (3 Lec.)

CVTT 1350 Cardiac Catheterization II (3)
(This is a WECM course number. Former course prefix/number ICVT 2470.)
Prerequisite: A grade of "C" or better in all CVTT and support courses. A continuation of Cardiac Catheterization I. An intensive study of advanced cardiovascular diagnostic and therapeutic procedures including percutaneous transluminal coronary angioplasty and electrophysiology studies. (3 Lec.)

CVTT 1360 Clinical - Cardiovascular Technology (3)
(This is a WECM course number. Former course prefix/number ICVT 1272.)
Prerequisite: Admission to the Invasive Cardiovascular Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (15 Ext.)

CVTT 1491 Special Topics in Cardiovascular Technology/Technician (4)
(This is a WECM course number.)
Prerequisite: A grade of "C" or better in all CVTT and support courses. Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec., 3 Lab.)

CVTT 2350 Cardiac Catheterization III (3)
(This is a WECM course number. Former course prefix/number ICVT 2471.)
Prerequisite: A grade of "C" or better in all CVTT and support courses. A continuation of Cardiac Catheterization II with emphasis on areas of opportunity outside the cath lab including non-invasive cardiology, cardiac surgical procedures, and hospital administration as related to the cath lab. Assistance for the student in role transition from student to cath lab employee. This class contains the capstone experience for the Allied Health Imaging - Invasive Cardiovascular Technology program. (3 Lec.)

CVTT 2460 Clinical - Cardiovascular Technology (4)
(This is a WECM course number. Former course prefix/number ICVT 2670.)
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (24 Ext.)

CVTT 2463 Clinical - Cardiovascular Technology (4)
(This is a WECM course number. Former course prefix/number ICVT 2671.)
A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary (24 Ext.)

DCLS 0100 College Learning Skills (1)
(Former course prefix/number CLS 100.)
This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. Students may enroll in up to three different sections of CLS during one semester. This course does not count as TASP remediation. (1 Lec.)
(Coordinating Board Academic Approval Number 3201015212)

DCMS 1214 Introduction to the Echocardiology Lab (2)
(This is a WECM course number.)
Prerequisite: Admission to the Echocardiology Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. This course is an introductory lab for learning cardiac ultrasound. The student will obtain hands-on experience in a 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 also be introduced to Doppler, color flow mapping, and M-mode. (2 Lec.)

DCMS 1260 Clinical - Echocardiology Technology (2)
(This is a WECM course number.)
Prerequisite: Admission to the Echocardiology Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the college faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. 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 studies in the clinical setting. (9 Ext.)

DCMS 1291 Special Topics in Echocardiology Technology (2)
(This is a WECM course number.)
Prerequisite: Grade of "C" or better in all previous DCMS and support courses. Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Course may be repeated if topics and learning outcomes vary. (2 Lec.)

DCMS 1304 Cardiovascular Physiology (3)
(This is a WECM course number.)
Prerequisite: Admission to the Echocardiology Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. A study of the anatomy, physiology, and structural relationships of the human heart and vascular system. Focus on cardiac anatomy, electrocardiology, cardiac hemodynamics, and the innervation of the heart. (3 Lec.)

DCMS 1313 Echocardiology Lab Fundamentals I (3)
(This is a WECM course number. Former course prefix/number ECHO 1370.)
Prerequisite: Admission to the Echocardiology Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. The student will be introduced to the principles of ultrasound physics and instrumentation. Emphasis is placed on transducers, artifacts, safety, and quality assurance. The student becomes familiar with metric units, sound beams, types of resolution, display modes and scan converters, and an overview of the principles of echocardiology. The student learns proper technique, equipment controls, recognition of technical artifacts, best approach for Doppler studies and two-dimensional studies, and identification of M-mode pattern. (3 Lec., 3 Lab.)

DCMS 2240 Noninvasive Vascular Echocardiology (2)
(This is a WECM course number.)
Prerequisite: Grade of "C" or better in all previous DCMS and support courses. Introduction to noninvasive vascular studies, primarily using ultrasound to diagnose disease states. The student will learn the role of the echocardiographer in vascular studies. Emphasis will be on the anatomy and physiology of the vascular system, hemodynamics, and pathophysiology of the vascular system. The student will learn the different tests and techniques for noninvasive studies of the peripheral arteries, veins, and cerebrovascular system. (2 Lec.)

DCMS 2410 Echocardiology I (4)
(This is a WECM course number. Former course prefix/number ECHO 2470.)
Prerequisite: Grade of "C" or better in all previous DCMS and support courses. This course is a continuation of Echocardiology Lab Fundamentals. Special emphasis is placed on heart pathologies. This course includes a discussion of pericardial disease, cardiomyopathies, cardiac masses, and endocarditis. (3 Lec., 3 Lab.)

DCMS 2450 Echocardiology II (4)
(This is a WECM course number. Former course number/prefix ECHO 2471.)
Prerequisite: Grade of "C" or better in all previous DCMS and support courses. This course is a continuation of Echocardiology I. Emphasis in this course is placed on the two-dimensional images, Doppler waveforms, and color-flow mapping. Written reports, review of current professional literature, and attendance at conferences are required. This course contains the capstone experience for the Allied Health Imaging- Echocardiology Technology program. (3 Lec., 3 Lab.)

DCMS 2660 Clinical - Echocardiology Technology (6)
(This is a WECM course number. Former course number/prefix ECHO 2670.)
Prerequisite: Grade of "C" or better in all previous DCMS and support courses. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the college faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Emphasis will be placed on imaging and the identification of cardiac anatomy in the standard echocardiography views. The student will apply the principles of medical ethics, professionalism, and proper imaging protocol to the instructor, student, physician, and clinical staff. (32 Ext.)

DCMS 2661 Clinical - Echocardiology Technology (6)
(This is a WECM course number. Former course number/prefix ECHO 2671.)
Prerequisite: Grade of "C" or better in all previous DCMS and support courses. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the college faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Students will broaden and perfect their echocardiographic skills through active hands-on participation in a noninvasive 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 as required. (32 Ext.)

DCOM 0095 Communication Skills (3)
(Former course prefix/number DC 095.)
This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. This course should not be used for TASP remediation. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085178)

DCOM 0120 Communication Skills (3)
(Former course prefix/number DC 120.)
This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. This course should not be used for TASP remediation. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3201085178)

DFTG 1309 Basic Computer-Aided Drafting (3)
(This is a WECM course number. Former course prefix/number INTD 1371/INT 171 or CADD 2380 or ENGT 1270.)
An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup, creating and modifying geometry, storing and retrieving predefined shapes, placing, rotating and scaling objects, adding text and dimensions, using layers, coordinating systems, as well as input and output devices. Manual drafting will also be included in the course. (2 Lec., 4 Lab. / 2 Lec, 3 Lab.)

DFTG 1354 Architectural Drafting - Commercial (3)
(This is a WECM course number. Former course prefix/number CADD 2373.)
Architectural drafting procedures, practices and symbols, including preparation of detailed working drawings for commercial structure with emphasis on light frame construction methods. (2 Lec., 4 lab.)

DLEA 0094 Learning Skills Improvement (1)
(Former course prefix/number DL 094.)
Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. This course should not be used for TASP remediation. (2 Lab.)
(Coordinating Board Academic Approval Number 3201015212)

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1324, 1332, 1333, 1414 and 2342. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for TECM 1341.

DMAT 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 3201045119)

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 3201045119)

DMAT 0063 Pre Algebra (1)
(Former course prefix/number DM 063.)
This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

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 3201045119)

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 3201045119)

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 3201045119)

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 3201045219)

DMSO 1191 Special Topics in Diagnostic Medical Sonography (1)
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.)

DMSO 1192 Special Topics in Diagnostic Medical Sonography (1)
(This is a WECM course number. Former course prefix/number SONO 2174.)
Prerequisite: Minimum grade of "C" or better in all previous courses. Continuation of superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Detailed study of normal and pathological neonatal head structures. Review of previously covered material. (1 Lec.)

DMSO 1351 Sonographic Cross Sectional Anatomy (3)
(This is a WECM course number. Former course prefix/number SONO 2377.)
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. (3 Lec.)

DMSO 1355 Pathophysiology (3)
(This is a WECM course number. Former course prefix/number SONO 2275.)
Prerequisite: Minimum grade of "C" or better in all previous 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. (3 Lec.)

DMSO 1366 Practicum (or Field Experience)-Diagnostic Medical Sonography (3)
(This is a WECM course number. Former course prefix/number SONO 2375.)
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.)

DMSO 1405 Sonography I (4)
(This is a WECM course number. Former course prefix/number SONO 2475.)
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. (3 Lec., 2 Lab.)

DMSO 2101 Ultrasound Instrumentation (1)
(This is a WECM course number. Former course prefix/number SONO 2173.)
Prerequisite: A grade of "C " or better in all previous courses. This course focuses on the basic pulse-echo ultrasound system including 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.)

DMSO 2262 Clinical-Diagnostic Medical Sonography (2)
(This is a WECM course number. Former course prefix/number SONO 2276.)
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. (11 Ext.)

DMSO 2263 Clinical-Diagnostic Medical Sonography (2)
(This is a WECM course number. Former course prefix/number SONO 2277.)
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. (11 Ext.)

DMSO 2343 Advanced Acoustical Physics (4)
(This is a WECM course number. Former course prefix/number SONO 2378.)
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.)

DMSO 2345 Advanced Sonography Practices (3)
(This is a WECM course number. Former course prefix/number SONO 2379.)
Prerequisite: Minimum grade of "C" or better in all previous courses. Advanced sonographic procedures and special topics. Review of previously covered material is included. Vascular methodology, case studies, and film critique are discussed. This is the capstone experience for the DMSO program. (3 Lec.)

DMSO 2366 Practicum (or Field Experience)-Diagnostic Medical Sonography (3)
(This is a WECM course number. Former course prefix/number SONO 2376.)
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.)

DMSO 2367 Practicum (or Field Experience)-Diagnostic Medical Sonography (3)
(This is a WECM course number.)
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. (30 Ext.)

DMSO 2405 Sonography II (4)
(This is a WECM course number. Former course prefix/number SONO 2476.)
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. (3 Lec., 2 Lab.)

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 5005015226)

DRAM 1121 Demonstration Lab (1)
(Former course prefix/number THE 199/DRAM 1170.)
Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)
(Coordinating Board Academic Approval Number 5005015226)

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 5005015226)

DRAM 1310 Introduction to the Theatre (3)
(This is a common course number. Former course prefix/number THE 101.)
The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)
(Coordinating Board Academic Approval Number 5005015126)

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 5005025126)

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. (3 Lec.)
(Coordinating Board Academic Approval Number 5005025226)

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 5005035126)

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 5005035126)

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 5005035226)

DRAM 2351 Scene Study I (3)
(This is a common course number. Common Course Number THE 205.)
Prerequisite: 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 5005035126)

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 5005035126)

DRAM 2374 Lighting Design (3)
(This is a unique need course. 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 5005029126)

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

DREA 0090 Developmental Reading (3)
(Former course prefix/number DR 090.)
This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0091 Developmental Reading (3)
(Former course prefix DR 091.)
This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0093 Developmental Reading (3)
(Former course prefix DR 093.)
This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0100 College Learning Skills in Reading (1)
This course offers further development of reading comprehension, vocabulary, and study skills for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0200 Learning Skills Improvement in Reading (2)
This course offers further development of reading comprehension and vocabulary for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. Emphasis is on the development of learning skills according to individual needs. This course may be repeated for a maximum of three credits. (2 Lab.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0300 Communication Skills in Reading (3)
This course offers basic reading skill training through the use of whole language development. This course is designed for students whose assessment scores indicate special needs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0400 Communication Skills in Reading (4)
This course is for students with significant reading problems. It is organized around reading skill development. Emphasis is on individual needs and personalized programs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

DWRI 0090 Developmental Writing (3)
(Former course prefix/number DW 090.)
This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0091 Developmental Writing (3)
(Former course prefix/number DW 091.)
This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0093 Developmental Writing (3)
(Former course prefix/number DW 093.)
This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0200 Developmental Writing (2)
(Former course prefix/number: None.)
This course focuses upon writing skills improvement. Writing skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)
(Coordinating Board Academic Approval Number 3201085312)

ECON 1303 Economics of Contemporary Social Issues (3)
(This is a common course number. Former course prefix/number ECO 105.)
This course is an application of the basic economic concepts to the study of social issues and issues of public policy. Topics such as the environment, health care, welfare reform, poverty, job security and economic growth are discussed. This course may also serve as preparation for Economics 2301 and Economics 2302, but will not replace either of these courses where they are required in a specific degree plan. (3 Lec.)
(Coordinating Board Academic Approval Number 1904025209)

ECON 2301 Principles of Economics I (3)
(This is a common course number. Former course prefix/number ECO 201.)
Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015125)

ECON 2302 Principles of Economics II (3)
(This is a common course number. Former course prefix/number ECO 202.)
Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015125)

ECON 2311 Economics of Global Issues (3)
(This is a common course number. Former course prefix/number ECO 203.)
This course examines the history and theory of international trade and global economic development. Economic, social, cultural, and political issues which impact the global economy and basic human welfare are studied. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015225)

EDTC 1164 Practicum (or Field Experience)-Teacher Assistant/Aide (1)
(This is a WECM course number. Former course prefix/number EP 703/EP 702/EDUC 7271/EDUC 7371.)
Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Lab.)

EDTC 1165 Practicum (or Field Experience)-Teacher Assistant/Aide (1)
(This is a WECM course number. Former course prefix/number EP 712/EP 713/EDUC 7272/EDUC 7372.)
Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Lab.)

EDTC 1194 Special Topics in Teacher Assistant/Aide (1)
(This is a WECM course number. Former course prefix/number EP 245/EDUC 2170.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

EDTC 1294 Special Topics in Teacher Assistant/Aide (2)
(This is a WECM course number. Former course prefix/number EP 246/EDUC 2270.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec.)

EDTC 1301 Instructional Practices: Educational Processes (3)
(This is a WECM course number. Former course prefix/number EP 131/EDUC 1371.)
A study of the role and responsibility of the instructional teacher assistant with emphasis on development of professionalism and effective communication strategies with adults. Topics include the various code of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities, and challenges facing schools. (3 Lec.)

EDTC 1307 Teaching Reading in the Elementary School (3)
(This is a WECM course number. Former course prefix/number EP 129/EDUC 1370.)
Fundamental concepts and principles of reading instruction. Topics include readiness, beginning reading instruction, how literacy emerges, classroom learning environments, word-attach skills, study skills, comprehension, other aspects of the reading program, and examination of varied materials and techniques for teaching reading. (3 Lec.)

EDTC 1321 Bilingual Education (3)
(This is a WECM course number. Former course prefix/number EP 143/EDUC 1377.)
A course in the core techniques of bilingual education. Topics include awareness of cultural diversity, teaching techniques, material development, and historical and philosophical concepts of bilingual/bicultural education. (3 Lec.)

EDTC 1325 Principles and Practices of Multicultural Education (3)
(This is a WECM course number. Former course prefix/number EP 136/EDUC 1375.)
Examination of cultural variations found in our society and reflected in our pluralistic classrooms. Topics include culturally influenced behavior, major cultures, cultural diversity, and the process of intercultural communication and teaching, including differences in lifestyles, communication styles, learning styles, and various sources of stress for diverse cultural groups. (3 Lec.)

EDTC 1341 Computer Instruction for Educators (3)
(This is a WECM course number. Former course prefix/number EP 210/EDUC 2370.)
A course in specialized computer utilization for educators. Topics include the integration of educational computer terminology, systems operations, software, and multimedia in the contemporary classroom environment. (2 Lec., 2 Lab.)

EDTC 1364 Practicum (or Field Experience)-Teacher Assistant/Aide (3)
(This is a WECM course number. Former course prefix/number EP 704/EDUC 7471.)
Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Lab.)

EDTC 1365 Practicum (or Field Experience)-Teacher Assistant/Aide (3)
(This is a WECM course number. Former course prefix/number EP 714/EDUC 7472.)
Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Lab.)

EDTC 1391 Special Topics in English Teacher Education (3)
(This is a WECM course number. Former course prefix/number EP 241/EDUC 2371.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

EDTC 1394 Special Topics in Teacher Assistant/Aide (3)
(This is a WECM course number. Former course prefix/number EP 247/EDUC 2372.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

EMSP 1338 Introduction to Advanced Practice (3)
(This is a WECM course number. Former course prefix/number EMPT 1570.)
Prerequisite: (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. An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. (2 Lec., 2 Lab.)

EMSP 1355 Trauma Management (3)
(This is a WECM course number. Former course prefix/number EMPT 1570.)
Prerequisite: (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. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. (2 Lec., 2 Lab.)

EMSP 1501 Emergency Medical Technician-Basic (5)
(This is a WECM course number.)
Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. (2 Lec., 9 Lab.)

EMSP 2143 Assessment Based Management (1)
(This is a WECM course number. Former course prefix/number EMPT 2470.)
Prerequisite: Successful completion of EMSP 2544, 2188, 2534 and 2430. The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. (2 Lab.)

EMSP 2187 Internship-Emergency Medical Technology/Technician (1)
(This is a WECM course number. Former course prefix/number EMPT 1170.)
Prerequisite: (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 1338, 1355, and 2544.). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (3 Ext.)

EMSP 2188 Internship-Emergency Medical Technology/Technician (1)
(This is a WECM course number. Former course prefix/number EMPT 1171.)
Prerequisite: Successful completion of Paramedic 1338, 1355, and 2187. This course is taken concomitantly with Paramedic 2534 and 2430. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (3 Ext.)

EMSP 2289 Internship - Emergency Medical Technology/Technician (2)
(This is a WECM course number. Former course prefix/number EMPT 2470.)
Prerequisite: Successful completion of Paramedic 2534, 2430 and 2188. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (8 Ext.)

EMSP 2338 EMS Operations (3)
(This is a WECM course number. Former course prefix/number EMPT 2470.)
Prerequisite: Successful completion of Paramedic 1338, 1355, 2544 and 2187. A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. (2 Lec., 2 Lab.)

EMSP 2430 Special Populations (4)
(This is a WECM course number. Former course prefix/number EMPT1470.)
Prerequisite: Successful completion of Paramedic 1338, 1355, and 2187. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. (3 Lec., 2 Lab.)

EMSP 2534 Medical Emergencies (5)
(This is a WECM course number. Former course prefix/number EMPT 1670.)
Prerequisites: Successful completion of Paramedic 1338, 1355, and 2187. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. (4 Lec., 2 Lab.)

EMSP 2534 Medical Emergencies (5)
(This is a WECM course number. Former course prefix/number EMPT 1670.)
Prerequisite: Successful completion of Paramedic 1338, 1355, and 2187. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. (4 Lec., 2 Lab.)

EMSP 2544 Cardiology (5)
(This is a WECM course number. Former course prefix/number EMPT 1571.)
Prerequisite: (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. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. (5 Lec.)

EMSP 2586 Internship-Emergency Medical Technology/Technician (5)
(This is a WECM course number. Former course prefix/number EMPT 2571.)
Prerequisite: Successful completion of Paramedic 2338 and 2289 and certification by the Texas Department of Health as an Emergency Medical Technician. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (15 Ext.)

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

ENGL 1301 Composition I (3)
(This is a common course number. Former course prefix/number ENG 101.)
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met TASP or Alternative Assessment Reading and Writing Standards. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015112)

ENGL 1302 Composition II (3)
(This is a common course number. Former course prefix/number ENG 102.)
Prerequisite: English 1301 and TASP/Alternative Assessment Standard in Reading and Writing must be met. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015112)

English In The Sophomore Year
English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342, and 2343 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

ENGL 2322 British Literature (3)
(This is a common course number. Former course prefix/number ENG 201.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from their beginnings through the 18th century. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015112)

ENGL 2323 British Literature (3)
(This is a common course number. Former course prefix/number ENG 202.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from the 19th century to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015112)

ENGL 2327 American Literature (3)
(This is a common course number. Former course prefix/number ENG 205.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from their beginnings to the 19th century. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015112)

ENGL 2328 American Literature (3)
(This is a common course number. Former course prefix/number ENG 206.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from the 19th century to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015112)

ENGL 2332 World Literature (3)
(This Is a common course number. Former course prefix/number ENG 203.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the ancient world to approximately 1600 C.E. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015212)

ENGL 2333 World Literature (3)
(This Is a common course number. Former course prefix/number ENG 204.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from approximately 1600 C.E. to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015212)

ENGL 2342 Studies in Literature (3)
(Former course prefix/number ENG 215/ENGL 2370)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015112)

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.

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.

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 3201085578)

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 3201085578)

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 3201085578)

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 3201085578)

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 3201085678)

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 3201085678)

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 3201085678)

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 3201085678)

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 3201085478)

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 3201085778)

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 3201085778)

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 3201085778)

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 3201085778)

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 3201085478)

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 3201085778)

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 3201085778)

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 3201085778)

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 3201085778)

FDNS 1391 Special Topics in Foods and Nutrition Studies, General (3)
(This is a WECM course number. Former course prefix/number FHSV 2379 and FHSV 2380.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec., 1 Lab.)

FIRT 1303 Fire and Arson Investigation I (3)
(This is a WECM course number.)
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination. (3 Lec.)

FSHD 1217 Apparel Computer Systems (2)
(This is a WECM course number. Former course prefix/number PDDD 2370.)
Prerequisite: FSHN 1418 and concurrent enrollment in FSHN 1449 or consent of instructor. An introduction to apparel computer systems used in wholesale and retail fashion businesses. Applications demonstrated include computer-aided garment and textile design, fashion illustration, pattern making, pattern grading, marker making, newsletters, brochures, advertisements, and catalogs. (1 Lec., 2 Lab.)

FSHD 1218 Apparel Computer Systems (2)
(This is a WECM course number. Former course prefix/number PDDD 2372.)
Prerequisite: FSHD 1217 and concurrent enrollment in FSHN 2432 or consent of instructor. A continuation of FSHD 1217. An introduction to apparel computer systems used in wholesale and retail fashion businesses. Applications demonstrated include computer-aided garment and textile design, fashion illustration, pattern-making, pattern grading, marker making, newsletters, brochures, advertisements, and catalogs. (1 Lec., 2 Lab.)

FSHD 1318 Apparel Computer Systems (3)
(This is a WECM course number. Former course prefix/number MRKT 2372.)
An introduction to apparel computer systems used in wholesale and retail fashion businesses. Applications demonstrated include computer-aided garment and textile design, fashion illustration, pattern-making, pattern grading, marker making, newsletters, brochures, advertisements, and catalogs. (2 Lec., 2 Lab.)

FSHD 1322 Fashion Sketching (3)
(This is a WECM course number. Former course prefix/number DESI 1372.)
Fundamentals of quick sketching to communicate design ideas. Instruction in drawing the male and female fashion figure. Emphasis on simple methods for making quick sketches to illustrate style information. (2 Lec., 4 Lab.)

FSHD 1324 Ready-to-Wear Construction (3)
(This is a WECM course number. Former course prefix/number DESI 1170.)
Fundamentals of mass production of apparel focusing on the operation of industrial sewing and pressing equipment. Survey of materials selection and construction techniques used at all price levels of mass produced apparel. Introduction to industry seam allowances. Identification of differences between ready-to-wear and couture construction. (2 Lec., 4 Lab.)

FSHD 1391 Special Topics in Fashion Design and Illustration (3)
(This is a WECM course number. Former course prefix/number APPD 2370.)
Prerequisite: Sophomore standing or demonstrated competence approved by instructor, FSHN 1418, FSHD 1324. The principles of good design for mass produced apparel are studied, especially as they apply to structural and decorative design. Careful attention is given to fabric selection and design. (2 Lec., 4 Lab.)

FSHD 2205 Draping (2)
(This is a WECM course number. Former course prefix/number DESI 1171.)
Prerequisite: FSHN 1417. A study of three dimensional fashion design conceptualization by draping in muslin or fashion fabric directly on the dress form. Skill development in observing grain of fabric, identifying drapable fabrics, and creating design suitable for draping. Presentation of major fashion designers' draping techniques. (1 Lec., 2 Lab.)

FSHD 2241 Pattern Grading (2)
(This is a WECM course number. Former course prefix/number DESI 1172.)
Prerequisite: FSHN 1417. Instruction in sizing patterns larger and smaller for the mass production of the apparel. A study of 1", 1½", and 2" and S-M-L-XL grade rules and their applications. Skill development in grading basic and fashion patterns with the ruler, the grading machine, and the computer. (1 Lec., 2 Lab.)

FSHD 2343 Fashion Collection Design (3)
(This is a WECM course number. Former course prefix/number APPD 2271.)
Prerequisite: Sophomore standing or demonstrated competence approved by instructor. Advanced concepts in designing a collection of marketable apparel. Instruction in developing a design work board for specific target market and selecting the most marketable ideas for the collection. Emphasis on resource development, fabric selection, estimating wholesale costs, and initial pattern and garment production. (2 Lec., 2 Lab.)

FSHD 2344 Fashion Collection Production (3)
(This is a WECM course number. Former course prefix/number APPD 2372.)
Prerequisite: FSHD 2343 and FSHD 1391. A continuation of the Fashion Collection Design course (FSHD 2343). Emphasis on production, costing, and marketing a cohesive collection of fashion apparel. Instruction in completing production patterns for all collection garments. (2 Lec., 4 Lab.)

FSHN 1123 Introduction to Mass Production (1)
(This is a WECM course number. Former course prefix/number DESI 1173.)
An introduction to mass production, marketing, and merchandising in the fashion industry. (1 Lec.)

FSHN 1301 Textiles (3)
(This is a WECM course number. Former course prefix/number DESI 1370 or DESI 1371.)
A general study of textiles with emphasis on factors that affect the hand, appearance, and performance in clothing use. Examination of the properties of natural and man-made fibers, how yarn is formed, methods of production, and the properties of a wide variety of fabrics. Application of textiles used in the apparel industry. (2 Lec., 4 Lab. / 2 Lec., 2 Lab.)

FSHN 1309 History of Costume Through the 18th Century (3)
(This is a WECM course number. Former course prefix/number DESI 2371.)
Traces the development of garments from the earliest times through the 18th Century. Emphasis on customs which affect styles. (3 Lec.)

FSHN 1310 History of Costume: 18th Century to Present (3)
(This is a WECM course number. Former course prefix/number DESI 2372.)
Traces the development of garments from the 18th Century to the present day. Emphasis on customs which affect styles. (3 Lec.)

FSHN 1313 Basic Color Theory and Application (3)
(This is a WECM course number. Former course prefix/number DESI 1370.)
Principles of color theory including the effect of light on color and mixing color pigment in opaque media. (2 Lec., 4 Lab.)

FSHN 1325 Basic Women's Tailoring (3)
(This is a WECM course number. Former course prefix/number DESI 2370.)
Prerequisite: FSHD 1324. An introduction to tailoring women's apparel including instruction in pattern alterations; assembling women's jackets skirts, and pants; and fitting and alteration procedures. Fundamentals of sewing machine operations, fabric preparation and cutting, machine and hand sewing techniques, and pressing proficiencies. (2 Lec., 4 Lab.)

FSHN 1417 Pattern Drafting I (4)
(This is a WECM course number. Former course prefix/number PDDD 1370 and FSHN 1317.)
Principles of drafting and draping basic collars, skirts, bodices, and sleeves. Includes cutting out garments. (2 Lec., 8 Lab.)

FSHN 1418 Pattern Drafting II (4)
(This is a WECM course number. Former course prefix/number PDDD 1372 and FSHN 1318.)
Prerequisite: FSHN 1417, FSHD 1324. The student will draft and construct various collars, skirts, necklines, and sleeves and demonstrate pattern-making skills. (2 Lec., 8 Lab.)

FSHN 1449 Intermediate Pattern Drafting (4)
(This is a WECM course number. Former course prefix/number PDDD 2371.)
Prerequisite: FSHN 1417, FSHN 1418 and FSHD 1324. Intermediate techniques for drafting and draping patterns. Emphasis on computer drafting of patterns. (2 Lec., 8 Lab.)

FSHN 2380 Cooperative Education-Commercial Garment and Apparel Worker (3)
(This is a WECM course number. Former course prefix/number PDDD 7371.)
Prerequisite: FSHN 1417. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combined classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

FSHN 2432 Advanced Pattern Drafting (4)
(This is a WECM course number. Former course prefix/number PDDD 2374.)
Prerequisite: FSHD 1217, FSHN 1325, FSHN 1449, and concurrent enrollment in FSHD 1218. Advanced techniques for drafting and draping patterns. Emphasis on computer pattern design. (2 Lec., 8 Lab.)

GEOL 1403 Physical Geology (4)
(This is a common course number. Former course prefix/number GEO 101.)
This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4006015103)

GEOL 1404 Historical Geology (4)
(This is a common course number. Former course prefix/number GEO 102.)
This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4006015103)

GOVT 2301 American Government (3)
(This is a common course number. Former course prefix/number GVT 201.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)
(Coordinating Board Academic Approval Number 4510025125)

GOVT 2302 American Government (3)
(This is a common course number. Former course prefix/number GVT 202.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)
(Coordinating Board Academic Approval Number 4510025125)

GOVT 2371 Introduction to Comparative Politics (3)
(This is a unique need course. Former course prefix/number GVT 211.)
A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)
(Coordinating Board Academic Approval Number 4509017125)

GRPH 1325 Digital Imaging I (3)
(This is a WECM course number. Former course prefix/number GRAP 1379 or VCOM 2380.)
An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. (2 Lec., 4 Lab.)

GRPH 1391 Special Topics in Graphic and Printing Equipment Operator (3)
(This is a WECM course number. Former course prefix/number GRAP 2371.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

GRPH 1395 Special Topics in Computer Typographer and Composition Equipment Operator (3)
(This is a WECM course number. Former course prefix/number GRAP 1375.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

HAMG 1340 Hospitality Legal Issues (3)
(This is a WECM course number. Former course prefix/number HMMT 2371 or FHSV 2373.)
A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. (3 Lec. / 3 Lec., 1 Lab.)

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 3201995178)

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 3201995178).

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.)
(Coordinating Board Academic Approval Number 3201995178)

HDEV 1372 Cognitive Processes: The Master Student Course (3)
(This is a unique need course. Former course prefix/number HD 108.)
This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. Adaptation to the higher education atmosphere is also emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 4203019125.)

HDEV 2315 Principles and Processes of Personal and Social Adjustment (3)
(Former course prefix/number HD 112. Common course number is PSYC 2315.)
Designed as an Applied Psychology and Human Relations course, this course is an intensive theoretical and practical study of interpersonal communication processes. The course content surveys the major psychological principles of communication and utilizes an experiential model for the practical application of skill based competencies. Students develop an awareness and understanding of their own feelings, values, attitudes, and behaviors and also explore the processes by which these factors effect the quality of their interactions with others. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015625)

HIST 1301 History of the United States (3)
(This is a common course number. Former course prefix/number HST 101.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025125)

HIST 1302 History of the United States (3)
(This is a common course number. Former course prefix/number HST 102.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025125)

HIST 2301 History of Texas from 1500 to the Present (3)
(This is a common course number.)
A survey of Texas development from early Spanish colonization (1500) to the establishment of the modern urban state. The course emphasizes the variety of influences from Indian, Spanish and American cultures. The social, political and economic evolution of the state, including the multi-ethnic character of its population, is studied. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025225)

HIST 2311 Western Civilization (3)
(This is a common course number. Former course prefix/number HST 105.)
The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015425)

HIST 2312 Western Civilization (3)
(This is a common course number. Former course prefix/number HST 106.)
This course is a continuation of History 2311. It follows the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015425)

HIST 2321 World Civilizations (3)
(This is a common course number. Former course prefix/number HST 103.)
This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015325)

HIST 2322 World Civilizations (3)
(This is a common course number. Former course prefix/number HST 104.)
This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015325)

HIST 2372 Advanced Historical Studies (3)
(This is a unique need course. Former course prefix/number HST 205.)
Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. This course may be repeated for credit when topics vary. (3 Lec.)
(Coordinating Board Academic Approval Number 4508019625)

HIST 2380 The Heritage of Mexico (3)
(This is a common course number. Former course prefix/number HST 110.)
This course is cross-listed as Anthropology 2380. This course includes an introduction to the history of Mexico. The course focuses on the social, political, economic and cultural contributions of Mexican-Americans to the United States. The student may register for either History 2380 or Anthropology 2380, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015325)

HIST 2381 African-American History (3)
(This is a common course number. Former course prefix/number HST 120.)
The role of African Americans in the history of the United States is studied. The slave trade and slavery in the United States are reviewed. Contributions of African Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of African American life in the 20th century. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015325)

HITT 2331 Medical Terminology- Advanced (3)
(This is a WECM course number. Former course prefix/number MEDT 2270.)
Prerequisite: MDCA 1313. The student will identify, spell, and pronounce advanced medical terms; use advanced medical terms in context; construct and analyze advanced medical terms; and use medical references as resource tools. (3 Lec.)

HPRS 1202 Wellness and Health Promotion (2)
(This is a WECM course number. Former course prefix/number HOCC 1274.)
An overview of wellness theory and its application throughout the life span. Focus on attitude development, impact of cultural beliefs, and communication of wellness. (2 Lec.)

HPRS 1204 Basic Health Professions Skills (2)
(This is a WECM course number. Former course prefix/number HOCC 1270)
A study of the concepts that serve as the foundation for health profession courses. Topics include client handling and safety issues, basic client monitoring, and health documentation methods. (1 Lec., 4 Lab)

HPRS 1291 Special Topics in Health Professions and Related Sciences, Other (2)
(This is a WECM course number. Former course prefix/number HOCC 1271.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course 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. The student for successful completion must demonstrate an effective level of practice and knowledge. (1 Lec, 4 Lab.)

HPRS 2201 Pathophysiology (2)
(This is a WECM course number. Former course prefix/number HOCC 1273.)
Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. (2 Lec.)

HPRS 2231 General Health Professions Management (2)
(This is a WECM course number. Former course prefix/number HOCC 1272.)
Exploration of the management concepts necessary for effective health profession operations. (1 Lec., 2 Lab.)

HPRS 2300 Pharmacology for Health Professions (3)
(This is a WECM course number. Former course prefix/number HOCC 1370.)
A study of drug classifications, actions, therapeutic uses, adverse effects, methods of administration, client education, and calculation of dosages. (3 Lec.)

HRPO 1391 Special Topics in Human Resource Management (3)
(This is a WECM course number.)
This course provides students with a global perspective of the history, development, methodology, ethical and societal issues and trends in Alternative Dispute Resolution. (3 Lec.)

HRPO 2301 Human Resources Management (3)
(This is a WECM course number. Former course prefix/number MGMT 2374.)
Behavioral and-legal approaches to the management of human resources in organizations. (3 Lec.)

HRPO 2307 Organizational Behavior (3)
(This is a WECM course number. Former course prefix/number MGMT 2373.)
The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. (3 Lec.)

HUMA 1301 Introduction to the Humanities (3)
(This is a common course number. Former course prefix/number HUM 101.)
Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)
(Coordinating Board Academic Approval Number 2401035112)

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 2401035112)

IBUS 1191 Special Topics in International Business (1)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Business, industrial, or service requirements in the international arena will determine specific topics or skill development offered, such as, new software packages, regulation updates, or market research information. (1 Lec.)

IBUS 1291 Special Topics in International Business (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Business, industrial, or service requirements in the international arena will determine specific topics or skill development offered, such as, new software packages, regulation updates, or market research information. (2 Lec.)

IBUS 1301 Principles of Imports Exports I (3)
(This is a WECM course number. Former course prefix/number IBTR 2372.)
Prerequisite: IBUS 1305. A study of export management processes and procedures. Topics include governmental controls, licensing of products, documentation, commercial invoices, and traffic procedures. Application to human and public relations, management of personnel, finance, and accounting procedures. Other topics include international carriers, logistics, insurance, payments including letters of credit, requests for quotation, and other trade terminology. This course may be repeated for credit. (3 Lec.)

IBUS 1302 Principles of Imports Exports II (3)
(This is a WECM course number.)
Prerequisite: IBUS 1301 and IBUS 1305. The practices and processes of import management operations, including government controls. Skill development in the preparation and understanding of import documents such as customs invoices, packing lists, and commercial invoices. The student will process appropriate import documentation and utilize selected regulations of daily operations. This course may be repeated for credit. (3 Lec.)

IBUS 1305 Introduction to International Business and Trade (3)
(This is a WECM course number. Former course prefix/number IBTR 2370.)
The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. This course may be repeated for credit. (3 Lec.)

IBUS 1341 International Purchasing (3)
(This is a WECM course number. Former course prefix/number IBTR 2374.)
Suggested Prerequisite: IBUS 1305. The skills needed by a buyer in international purchasing or sourcing. Topics include the advantages and the barriers of purchasing internationally, global sourcing, and purchasing processes, including issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics. This course may be repeated for credit. (3 Lec.)

IBUS 1349 International Information Systems (3)
(This is a WECM course number. Former course prefix/number IBTR 2373.)
Prerequisite: IBUS 1305, Introduction to International Business and Trade, COSC 1401, Microcomputer Concepts and Applications, or higher, ITSC 1401, Introduction to Computers, or higher, or POFI 1345, Integrated Software Applications. A course in managing information systems and technology for multinational corporations. Skill development in the use of appropriate software and the National Trade Data Base. Topics include the role of global strategic information systems as applied to problem solving and current transportation and customs software, such as the Automated Broker Interface. This course may be repeated for credit. (3 Lec.)

IBUS 1351 Coordination in Multinational Industries (3)
(This is a WECM course number.)
Prerequisite: IBUS 1305. Introduction to the essential relationship between domestic and foreign industries engaged in shared production. Topics include economic development through international co-production agreements with governments, technology transfer, labor, legal and financial management factors, and practical applications for such agreements, such as those for Mexican maquiladora operations. This course may be repeated for credit. (3 Lec.)

IBUS 1354 International Marketing Management (3)
(This is a WECM course number. Former course prefix/number IBTR 2371.)
Prerequisite: IBUS 1305 and MRKG 1311. Analysis of international marketing strategies using trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan based on the student's research of a firm's direct and indirect global environment. Opportunities for international trade are identified. This course may be repeated for credit. (3 Lec.)

IBUS 1391 Special Topics in International Business (3)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Business, industrial, or service requirements in the international arena will determine specific topics or skill development offered, such as new software packages, regulation updates, or market research information. (3 Lec.)

IBUS 2331 International Human Resource Management (3)
(This is a WECM course number. Former course prefix/number IBTR 2381.)
Prerequisite: IBUS 1305, IBUS 2341, and HRPO 2301. A study of the effects of the process of internationalization on human resource management including the requirements of local or host-country nationals, expatriates, or parent-country nations, and third-country nationals. Emphasis on Asia-Pacific, Europe, Latin America, and emerging economies. A staffing plan for an international environment including processes from recruitment to evaluation and labor regulations is prepared. This course may be repeated for credit. (3 Lec.)

IBUS 2335 International Business Law (3)
(This is a WECM course number. Former course prefix/number IBTR 2379.)
Prerequisite: IBUS 1305 and BUSI 2301. A course in law as it applies to international business transactions in the global political-legal environment. Study of interrelationships among laws of different countries and the legal effects on individuals and business organizations. Topics include agency agreements, international contracts and administration, regulation of exports and imports, technology transfers, regional transactions, intellectual property, product liability, and legal organization. This course may be repeated for credit. (3 Lec.)

IBUS 2339 International Banking and Finance (3)
(This is a WECM course number. Former course prefix/number IBTR 2378.)
Suggested Prerequisites: IBUS 1305 and ECON 2301. A course in international monetary systems, financial markets, flow of capital, foreign exchange, and financial institutions. Topics include export-import payments and financing, the preparation of letters of credit, related shipping documentation, and electronic transfers. An introduction to multinational financial decisions, such as financing foreign investment or working capital is provided. This course may be repeated for credit. (3 Lec.)

IBUS 2341 International Comparative Management (3)
(This is a WECM course number. Former course prefix/number IBTR 2377.)
Prerequisite: IBUS 1305, Introduction to International Business and Trade, BMGT 1303, Principles of Management, or HRPO 2307, Organizational Behavior. A study of cross-cultural comparisons of management and communications processes. Emphasis on cultural and geographic distinctions and antecedents that affect individual, group and organizational behavior. Topics include sociocultural, demographic, economic, technological, and political-legal environments of cluster countries and their relationship to organizational communication and decision making in the international or multicultural environment. This course may be repeated for credit. (3 Lec.)

IBUS 2345 Import Customs Regulations (3)
(This is a WECM course number. Former course prefix/number IBTR 2375.)
Prerequisite: IBUS 1301, IBUS 1302 and IBUS 1305. A study of the duties and responsibilities of the licensed customs broker or customhouse broker. Topics include processes for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding penalties, quotas, immediate delivery, consumption, liquidation, computerized systems, laws, and regulations. The student will take sample examinations in preparation for the United States Customs Brokers examination and solve complex problems involving customs regulations and processes. This course may be repeated for credit. (3 Lec.)

IBUS 2366 Practicum-International Business (3)
(This is a WECM course number. Former course prefix/number IBTR 7471.)
Prerequisite: Nine credit hours in International Business and Trade. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (20 Ext.)

IFWA 1371 Organization and Management (3)
(This is a local need course number. Former course prefix/number FHSV 1372.)
The organizational structure of various types of group care institutions is studied. Administration, tools of management, budget, and cost analysis are emphasized. (3 Lec., 1 Lab.)

IMED 1343 Digital Sound (3)
(This is a WECM course number.)
Instruction in digitizing sound and incorporating it into multimedia titles for various delivery systems. Emphasis on compression issues, sampling, synchronizing, and resource management. (3 Lec., 1 Lab.)

IMED 1445 Interactive Multimedia I (4)
(This is a WECM course number.)
Exploration of the use of graphics and sound to create time-based interactive multimedia animations using industry standard authoring software. (2 Lec., 4 Lab.)

IMED 1451 Digital Video (4)
(This is a WECM course number. Former course prefix/number RFTV 1472.)
Prerequisite: ITSC 1401. Skill development in producing and editing video and sound for multimedia productions. Emphasis on the capture, editing, and outputting of video using a desktop digital video workstation. (3 Lec., 3 Lab.)

IMED 2311 Portfolio Development (3)
(This is a WECM course number. Former course prefix/number MULT 1380 or RFTV 2378 or VCOM 2377.)
Prerequisite: IMED 2313 or IMED 1305. Emphasis on preparation and enhancement of portfolio to meet professional standards. Topics also include professional organizations, presentation skills, and job-seeking techniques. Departmental approval required for enrollment. (2 Lec., 4 Lab.)

IMED 2345 Interactive Multimedia II (3)
(This is a WECM course number. Former course prefix/number MULT 2370 or VCOM 2383.)
Prerequisite: IMED 1345. Instruction in the use of scripting language to create time-based interactive multimedia projects. Topics include building a user interface, writing script, using commands and functions, testing, and debugging. (2 Lec., 4 Lab.)

IMED 2409 Internet Commerce (4)
(This is a WECM course number.)
An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing online transactions, and generating dynamic content. (3 Lec., 3 Lab.)

IMED 2415 Web Page Design II (4)
(This is a WECM course number.)
A study of hypertext mark-up language (HTML) and interesting layout techniques for creating engaging well designed web pages. Emphasis on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues. (3 Lec., 3 Lab.)

INDS 1301 Basic Elements of Design (3)
(This is a WECM course number. Former course prefix/number INTD 1374 or INT 168.)
Prerequisite: Interior Design Program major. A study of basic design concepts with projects in shape, line, value, texture, pattern, spatial illusion, and form. (2 Lec., 4 Lab.)

INDS 1315 Materials, Methods, and Estimating (3)
(This is a WECM course number.)
Prerequisite: Interior Design Major. A study of materials and textiles, methods of construction and installation, and estimating for interior design applications. Includes a thorough overview of textiles. The student will identify appropriate materials and textiles for specific interior design applications: calculate quantities and costs of materials; and identify quality construction, installation, and craftsmanship. (2 Lec., 4 Lab.)

INDS 1319 Technical Drawing for Interior Designers (3)
(This is a WECM course number. Former course prefix/number INTD 1372 or INT 173.)
Prerequisite: Interior Design Major. An introduction to reading and preparing technical construction drawings for interior design; including plans, elevations, details, schedules, dimensions and lettering. Both manual and Autocad plans will be generated. (2 Lec., 4 Lab.)

INDS 1341 Color Theory and Application (3)
(This is a WECM course number. Former course prefix/number INTD 1370 or INT 164.)
Prerequisite: Interior Design major. A study of color theory and its applications to interior design. (2 Lec., 4 Lab.)

INDS 1345 Commercial Design I (3)
(This is a WECM course number. Former course prefix/number INTD 2372 or INT 262.)
Prerequisite: INDS 1319, 1301, 2335, 2313, 2321, and 2317. Concurrent enrollment in INDS 2315. A study of design principles applied to furniture layout and space planning for commercial interiors. (2 Lec., 4 Lab.)

INDS 1351 History of Interiors I (3)
(This is a WECM course number. Former course prefix/number INTD 2377 or INT 293.)
Prerequisite: ARTS 1303. Historical survey of antiques and European styles and periods of architecture, interior, and furnishings. With consideration of Egypt, Greece, Italy, Spain, and France. An illustrated research notebook is required. (3 Lec., 1 Lab.)

INDS 1352 History of Interiors II (3)
(This is a WECM course number. Former course prefix/number INTD 2378 or INT 294.)
Prerequisite: INDS 1351. Historical survey of English, American, Asian, and twentieth century styles and periods of Architecture, interiors, and furnishings. (3 Lec., 1 Lab.)

INDS 1391 Special Topics in Interior Design (3)
(This is a WECM course number. Former course prefix/number
INTD 3373 or INT 395.)
Prerequisite: INDS 1352, and concurrent enrollment in
INDS 2331 and INDS 2325. 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 structures are studied, along with theoretical
problems. Specialized resources are included. (2 Lec., 3
Lab.)

INDS 1491 Special Topics in Interior Design (4)
(This is a WECM course number. Former course prefix/number
INTD 3470 and 3375)
Prerequisites: INDS 2331. The principles studied in
INDS 2331 are expanded to include project
management. Advanced construction documents are
prepared. The design research document prepared in
INDS 2331 will be developed into a capstone design
experience demonstrating mastery of the interior design
process from concept to completion. (3 Lec., 4 Lab.)

**INDS 2280 Cooperative Education - Interior
Design (2)**
(This is a WECM course number. Former course prefix/number
INTD 7271 or INT 702.)
Prerequisite: 2nd. or 3rd. year Interior Design student.
Career related activities encountered in the student's
area of specialization are offered through a cooperative
agreement between the college, employer, and student.
Under supervision of the college and the employer, the
student combines classroom learning with work
experience. Directly related to a technical discipline,
specific learning objectives guide the student through the
paid work experience. This course may be repeated if
topic and learning outcomes vary. (1 Lec., 10 Ext.)

INDS 2307 Textiles for Interior Design (3)
(This is a WECM course number. Former course prefix/number
INTD 2374 or INT 281.)
The study of interior design textiles including,
characteristics, care, codes, and applications. A project
notebook is required. (3 Lec.)

INDS 2313 Residential Design I (3)
(This is a WECM course number. Former course prefix/number
INTD 1375 or INT 167.)
Prerequisite: INDS 1301, DFTG 1309. The study of
residential spaces, including identification of client
needs, programming, standards, space planning,
drawings, and presentations. (2 Lec., 4 Lab.)

INDS 2315 Lighting for Interior Designers (3)
(This is a WECM course number. Former course prefix/number
INTD 2376 or INT 284.)
Prerequisite: INDS 1341, 1319. Fundamentals of lighting
design, including lamps, luminaries, lighting techniques,
and applications for residential and commercial projects.
(2 Lec., 4 Lab.)

INDS 2317 Rendering Techniques (3)
(This is a WECM course number. Former course prefix/number
INTD 2373 or INT 277.)
Prerequisite: INDS 2321. A study of rendering
techniques for formal interior design presentation, using
a variety of media. (2 Lec., 4 Lab.)

INDS 2321 Presentation Drawing (3)
(This is a WECM course number. Former course prefix/number
INTD 1376 or INT 177.)
Prerequisite: Interior Design Major, DFTG 1309, INDS
1301. An introduction to two- and three-dimensional
presentations, including drawings with one- and two-
point perspectives, plans, and elevations. (2 Lec., 4
Lab.)

**INDS 2325 Professional Practices for Interior
Designers (3)**
(This is a WECM course number. Former course prefix/number
INTD 3372 or INT 385.)
Prerequisite: Interior Design Major, INDS 1301, INDS
2313. A study of business practices and procedures for
interior designers, including professional ethics, project
management, marketing, and legal issues. (3 Lec., 1
Lab.)

INDS 2331 Commercial Design II (3)
(This is a WECM course number. Former course prefix/number
INTD 3370 and 3374 or INT 363 and 367.)
Prerequisite: Completion of all first and second year
INDS and DFTG courses. Advanced concepts of
specialized commercial interior design projects, including
hospitality, corporate, retail, health care, institutional, or
other specialized commercial design projects. In
addition the student will select a project and complete a
research paper; which will be completely developed into
the capstone interior design project in INDS 1491. (2
.Lec., 4 Lab.)

INDS 2335 Residential Design II (3)
(This is a WECM course number. Former course prefix/number
INTD 2371 or INT 261.)
Prerequisite: INDS 1341, 2313, 1319, 2321. A
comprehensive study of complex residential interior
design problems, including advanced space planning,
specifications, budgets, and presentation renderings.
(2 Lec., 4 Lab.)

**ITCC 1402 Local Area Networks Design and
Protocols: Cisco 1 (4)**
(This is a WECM course number. Former course prefix/number
CISC 2373, CISC 2484, and ITNW 1313.)
Prerequisite: Advanced level of understanding of
personal computers and operating systems approved by
designated Information Technology personnel. Skill
development in the design and installation of local area
networks to ensure optimal throughput. Topics include
cabling, cable closets, management devices, selection,
and installation of network devices, protocols, and
subnetting. (3 Lec., 4 Lab.)

ITCC 1406 Basic Router Configuration: Cisco 2 (4)
(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1317.)
Prerequisite: ITCC 1402 or ITNW 1313. An introduction to Cisco basic router configuration for local area networks.Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features. (3 Lec., 4 Lab.)

ITCC 1442 Local Area Management (LAN): Cisco 3 (4)
(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1340.)
Prerequisite: ITCC 1406 or ITNW 1317. Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. Topics include configuring routers for the IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems. (3 Lec., 4 Lab.)

ITCC 1446 Wide Area Management (WAN): Cisco 4 (4)
(This is a WECM course number. Former course prefix/number CISC 2484 and ITNW 1344.)
Prerequisite: ITCC 1442 or ITNW 1340. An introduction to wide area networking (WAN) services and management. Topics include configuring and monitoring WAN services, encapsulating WAN data, and WAN protocols. (3 Lec., 4 Lab.)

ITCC 2407 Fundamentals of UNIX (4)
(This is a WECM course number.)
This course provides the student with the fundamental command-line features of the UNIX environment including file system navigation, file permissions, the vi text editor, command shells, and basic network use. Licensing/Certification Agency: Cisco Corporation. (3 Lec., 4 Lab.)

ITCC 2432 Advanced Routing Configuration: Cisco 5 (4)
(This is a WECM course number. Former course prefix/number ITNW 1492.)
Prerequisite: CCNA certification and successful completion of skills-based exam or successful completion of Wide Area Management (WAN): Cisco 4 (ITCC 1446 or ITNW 1344). A study of advanced network deployment issues and methods used to configure Cisco routers for effective LAN and WAN traffic management. Topics include designing scalable internetworks, managing traffic and access for IP and IPX/SPX, configuring OSPF in single and multiple areas, and configuring and using interior and border gateway routing protocols. (3 Lec., 4 Lab.)

ITCC 2436 Building Remote Access Networks: Cisco 6 (4)
(This is a WECM course number.)
Prerequisite: ITCC 2432. Designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols. (3 Lec., 4 Lab.)

ITCC 2440 Configuring LAN Switches: Cisco 7 (4)
(This is a WECM course number.)
Prerequisite: ITCC 2436. An introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANs, switch architecture (hardware and software), switch configuration, management and troubleshooting. (3 Lec., 4 Lab.)

ITCC 2444 Internetwork Troubleshooting: Cisco 8 (4)
(This is a WECM course number.)
Prerequisite: ITCC 2440. A study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting Tools, diagnosing and correcting problems with TCP/IP, Novell, and AppleTalk networks, and with Frame Relay and ISDN network connections. (3 Lec., 4 Lab.)

ITMC 1401 Microsoft Windows 2000 Network and Operating System Essentials (MS 2151) (4)
(This is a WECM course number.)
An introduction to Microsoft Windows 2000 and to the networking technologies that it supports. (3 Lec., 4 Lab.)

ITMC 1403 Querying Microsoft SQL Server 2000 with Transact - SQL (4)
(This is a WECM course number.)
A course to provide students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2000. Licensing/Certification Agency: Microsoft Corporation. (3 Lec., 4 Lab.)

ITMC 1441 Implementing Microsoft Windows 2000 Professional and Server (MS 2152) (4)
(This is a WECM course number.)
Provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on standalone computers and on client computers that are part of a workgroup or domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and servers. (3 Lec., 4 Lab.)

ITMC 1442 Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) (4)
(This is a WECM course number.)
Installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 server family of products. (3 Lec., 4 Lab.)

ITMC 1443 Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154) (4)
(This is a WECM course number.)
Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. (3 Lec., 4 Lab.)

ITMC 2403 Administering a Microsoft SQL Server 2000 Database (4)
(This is a WECM course number.)
A course to provide students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server databases. Licensing/Certification Agency: Microsoft Corporation. (3 Lec., 4 Lab.)

ITMC 2431 Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561) (4)
(This is a WECM course number.)
Provides Microsoft senior support professionals and network architects with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of the organization, and then designing the Active Directory structure that meets those needs. (3 Lec., 4 Lab.)

ITMC 2432 Designing a Microsoft Windows 2000 Networking Services Infrastructure (MS 1562) (4)
(This is a WECM course number.)
Provides senior support professionals with the information and skills to create a networking services infrastructure design that supports the required network applications. (3 Lec., 4 Lab.)

ITMC 2433 Designing a Secure Microsoft Windows 2000 Network (MS 2150) (4)
(This is a WECM course number.)
Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies. (3 Lec., 4 Lab.)

ITMC 2434 Designing a Microsoft Windows 2000 Upgrade Strategy (MS 2010) (4)
(This is a WECM course number.)
Provides students with the knowledge and skills necessary to select and design a strategy to migrate from Microsoft Windows NT Server 4.0 directory services infrastructure to a Microsoft Windows 2000 Active Directory service by describing the planning processes and implications involved. (3 Lec., 4 Lab.)

ITMC 2437 Programming a Microsoft SQL Server 2000 Database (4)
(This is a WECM course number.)
A course to provide students with the knowledge and skills necessary to program and implement a database solution by using SQL Server 2000. Licensing/Certification Agency: Microsoft Corporation. (3 Lec., 4 Lab.)

ITNW 1192 Special Topics in Business Systems Networking and Telecommunications (1)
(This is a WECM course number. Former course prefix/number CISC 2170.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITNW 1274 Managing Web Site Development Projects (2)
(This is a local need course number. Former course prefix/number WEBT 1281.)
Prerequisite: Basic computer literacy, or demonstrated competence approved by program director. This course provides an introduction to the complexities of managing 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. (2 Lec.)

ITNW 1280 Cooperative Education - Business Systems Networking and Telecommunications (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITNW 1292 Special Topics in Business Systems Networking and Telecommunications (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITNW 1321 Introduction to Networking (3)
(This is a WECM course number. Former course prefix/number CISC 1372.)
Introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the Internet and networking hardware and software, including current developments in networking. (2 Lec., 2 Lab.)

ITNW 1375 Content Management for Interactive Publishing (3)
(This is a local need course number. Former course prefix/number WEBT 1274.)
Prerequisite: Basic computer literacy or demonstrated competence approved by program director. This course explores specialized writing and content management requirements of electronic publishing for corporate Web sites. Emphasis is placed on creating original content in various styles, modifying acquired content from external sources, and designing interactive, nonlinear content appropriate for the intended target audience. Managing customer complaints, negative publicity and using suggestion and feedback from customers to enhance site content will also be covered. (3 Lec.)

ITNW 1380 Cooperative Education - Business Systems Networking and Telecommunications (3)
(This is a WECM course number. Former course prefix/number CISC 7471)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITNW 1381 Cooperative Education-Internet Publishing and E-Commerce Technologies (3)
(This is a WECM course number. Former course prefix/number WEBT 7371.)
Prerequisite: Successful completion of all Semester I, II and III program curricula, and concurrent enrollment in fourth semester 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 college credit for practical work experience related to career goals. (1 Lec., 14 Ext.)

ITNW 1392 Special Topics in Business Systems Networking and Telecommunications (3)
(This is a WECM course number. Former course prefix/number CISC 2372.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITNW 1425 Fundamentals of Networking (4)
(This is a WECM course number. Former course prefix/number CISC 2370.)
Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (3 Lec., 4 Lab.)

ITNW 1437 Introduction to the Internet (4)
(This is a WECM course number. Former course prefix/number CISC 1376.)
Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. (3 Lec., 4 Lab.)

ITNW 1492 Special Topics in Business Systems Networking and Telecommunications (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to thetechnology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITNW 2313 Networking Hardware (3)
(This is a WECM course number.)
Preparation to work with and maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices. (3 Lec.)

ITNW 2317 Network Security (3)
(This is a WECM course number.)
Instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses. (2 Lec., 2 Lab.)

ITNW 2321 Networking with TCP/IP (3)
(This is a WECM course number.)
Preparation to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. (3 Lec.)

ITNW 2352 Administering Microsoft SQL Server 7.0 (3)
(This is a WECM course number.)
Administering Microsoft SQL Server 7.0 is a skills development course in the installation, configuration, administration, and troubleshooting of Microsoft® SQL ServerTM client/server database management system version 7.0. (2 Lec., 2 Lab.)

ITNW 2413 Networking Hardware (4)
(This is a WECM course number. Former course prefix/number CISC 2488.)
Preparation to work with and maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices. (3 Lec., 4 Lab.)

ITNW 2417 Network Security (4)
(This is a WECM course number.)
Instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses. (3 Lec., 4 Lab.)

ITNW 2435 Network Troubleshooting and Support (4)
(This is a WECM course number. Former course prefix/number CISC 2485.)
Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hardware/software. (3 Lec., 4 Lab.)

ITNW 2449 Securing Intranets with Border Manager (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Prerequisite: ITNW 1420 or instructor approval. Instruction in the implementation of BorderManager including installation, administration, maintenance, and implementation of access control and troubleshooting components. (3 Lec., 4 Lab.)

ITNW 2454 Internet/Intranet Server (4)
(This is a WECM course number.)
Hands-on experience in designing, installing, configuring, maintaining, and managing an Internet server. (3 Lec., 4 Lab.)

ITSC 1191 Special Topics in Computer and Information Sciences, General (1)
(This is a WECM course number. Former course prefix/number CISC 2170 and ITSW 1192.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITSC 1280 Cooperative Education - Computer and Information Sciences, General (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSC 1281 Cooperative Education - Computer and Information Sciences, General (2)
(This is a WECM course number. Former course prefix/number CISC 7272.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSC 1291 Special Topics in Computer and Information Sciences, General (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSC 1380 Cooperative Education - Computer and Information Sciences, General (3)
(This is a WECM course number. Former course prefix/number CISC 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSC 1381 Cooperative Education - Computer and Information Sciences, General (3)
(This is a WECM course number. Former course prefix/number CISC 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSC 1391 Special Topics in Computer and Information Sciences, General (3)
(This is a WECM course number. Former course prefix/number CISC 2372 and ITSW 1392.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSC 1401 will not meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. COSC 1300 will meet this requirement.

ITSC 1401 Introduction to Computers (4)
(This is a WECM course number. Former course prefix/number CISC 1470.)
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. (3 Lec., 4 Lab.)

ITSC 1402 Computer Control Language (4)
(This is a WECM course number. Former course prefix/number CISC 2470 and ITSW 1402.)
Prerequisite: ITSC 1411, AS/400 Operating System I for AS/400 platform or ITSC 1407, UNIX Operating System I for UNIX platform or instructor consent. Skill development in the use of system control language on mini/mid-range/mainframe computers. Topics include command formats, file management, job scheduling, resource management, and utilities. (3 Lec., 3 Lab.)

ITSC 1405 Introduction to PC Operating Systems (4)
(This is a WECM course number. Former course prefix/number CISC 2478.)
A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (3 Lec., 3 Lab.)

ITSC 1407 UNIX Operating System I (4)
(This is a WECM course number. Former course prefix/number CISC 1480 and ITSW 1406.)
A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. (3 Lec., 3 Lab.)

ITSC 1409 Integrated Software Applications I (4)
(This is a WECM course number.)
Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word process, spreadsheets, databases, and/or presentation media software. (3 Lec., 4 Lab.)

ITSC 1411 AS/400 Operating System I (4)
(This is a WECM course number. Former course prefix/number CISC 1473, CISC 2484, and ITSW 1411.)
A study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics include introductory system management concepts and file management. (3 Lec., 3 Lab.)

ITSC 1413 Internet/Web Page Development (4)
(This is a WECM course number.)
Instruction in the use of Internet services and the fundamentals of web page design and web site development. The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize, and publish web pages and sites. This course may be repeated when topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSC 1425 Personal Computer Hardware (4)
(This is a WECM course number. Former course prefix/number CISC 2480.)
A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. (3 Lec., 3 Lab.)

ITSC 1491 Special Topics in Computer and Information Sciences, General (4)
(This is a WECM course number. Former course prefix/number CISC 2484 and ITSW 1492.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSC 2431 Integrated Software Applications III (4)
(This is a WECM course number.)
Prerequisite: ITSC 1409 or instructor consent. Designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality. (3 Lec., 3 Lab.)

ITSC 2435 Application Problem Solving (4)
(This is a WECM course number. Former course prefix/number CISC 1471.)
Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Utilization of current application software to solve advanced problems and generate customized solutions, involving projects and software specific to a specific curricular area. Topics include problem solving skills, logic structures, and programming. (3 Lec., 4 Lab.)

ITSC 2437 UNIX Operating System II (4)
(This is a WECM course number. Former course prefix/number CISC 2490 and ITSW 2436.)
Prerequisite: ITSC 1407 or instructor consent. Advanced study of the UNIX operating system. Includes advanced concepts of system management and communication, the installation and maintenance of software, network security, and data integrity issues. (3 Lec., 3 Lab.)

ITSC 2439 Personal Computer Help Desk (4)
(This is a WECM course number.)
Prerequisite: ITSC 1405 and (ITSW 1401 or ITSW 2431) and (ITSW 1404 or ITSW 1434) and (ITSW 1407 or ITSW 2437) or instructor consent. Diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business. (2 Lec., 4 Lab.)

ITSC 2442 AS/400 Operating System II (4)
(This is a WECM course number. Former course prefix/number CISC 1475, CISC 2484, and ITSW 2441.)
Prerequisite: ITSC 1411 or instructor consent. Advanced study of the AS/400 operating system. Topics include advanced concepts of systems management and communications, installation and maintenance of software, network security, and data integrity. (3 Lec., 3 Lab.)

ITSE 1191 Special Topics in Computer Programming (1)
(This is a WECM course number. Former course prefix/number CISC 2170.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITSE 1280 Cooperative Education - Computer Programming (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1281 Cooperative Education - Computer Programming (2)
(This is a WECM course number. Former course prefix/number CISC 7272.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1291 Special Topics in Computer Programming (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSE 1302 Introduction to Computer Programming (3)
(This is a WECM course number. Former course prefix/number ITNW 2373.)
This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation and documentation. Includes language syntax, data and file structures, input/output devices and files. (3 Lec.)

ITSE 1329 Programming Logic and Design (3)
(This is a WECM course number.)
A disciplined approach to problem-solving with structured techniques and representation of algorithms using appropriate design tools. Discussion of methods for testing, evaluation, and documentation. (3 Lec.)

ITSE 1331 Introduction to Visual BASIC Programming (3)
(This is a WECM course number.)
Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec.)

ITSE 1350 System Analysis and Design (3)
(This is a WECM course number.)
Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. (3 Lec.)

ITSE 1380 Cooperative Education - Computer Programming (3)
(This is a WECM course number. Former course prefix/number CISC 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1381 Cooperative Education - Computer Programming (3)
(This is a WECM course number. Former course prefix/number CISC 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1391 Special Topics in Computer Programming (3)
(This is a WECM course number. Former course prefix/number CISC 2372.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSE 1402 Introduction to Computer Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1476.)
Introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1407 Introduction to C++ Programming (4)
(This is a WECM course number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1414 Introduction to RPG Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1478.)
Prerequisite: ITSC 1411 AS/400 Operating System I or instructor consent. Introduction to computer programming using RPG IV. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1418 Introduction to COBOL Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1476.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1422 Introduction to C Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2474.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1431 Introduction to Visual BASIC Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1373.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Basic 6.0 (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
An introduction to the creation of enterprise-level applications and the use of appropriate design tools and technology with Microsoft Visual Studio 6.0. (3 Lec., 4 Lab.)

ITSE 1444 Mastering Microsoft Visual Basic 6.0 Development (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Skill development in the creation of database applications using component object model (COM). (3 Lec., 4 Lab.)

ITSE 1445 Introduction to Oracle SQL and PL/SQL (4)
(This is a WECM course number.)
An introduction to the design and creation of relational databases. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL) and Procedure Language (PL). (3 Lec., 4 Lab.)

ITSE 1450 System Analysis and Design (4)
(This is a WECM course number. Former course prefix/number CISC 2479.)
Prerequisite: Any ITSE programming course or instructor consent. Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. (3 Lec., 4 Lab.)

ITSE 1491 Special Topics in Computer Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSE 2349 Advanced Visual BASIC Programming (3)
(This is a WECM course number.)
Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (3 Lec.)

ITSE 2359 Advanced Computer Programming (3)
(This is a WECM course number. Former course prefix/number ITNW 2378.)
Further applications of programming techniques. Topics include file access methods, data structures and modular programming, program testing and documentation. (3 Lec.)

ITSE 2409 Introduction to Database Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1472.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 Lec., 4 Lab.)

ITSE 2413 Web Authoring (4)
(This is a WECM course number.)
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 Lec., 4 Lab.)

ITSE 2417 JAVA Programming (4)
(This is a WECM course number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. (3 Lec., 4 Lab.)

ITSE 2421 Introduction to Object-Oriented Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2487.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to object-oriented programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects. (3 Lec., 4 Lab.)

ITSE 2431 Advanced C++ Programming (4)
(This is a WECM course number.)
Prerequisite: ITSE 1407 or instructor consent. The student will develop correct, well documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques. (3 Lec., 4 Lab.)

ITSE 2433 Implementing a Database on Microsoft SQL Server 7.0 (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system version 7.0. (3 Lec., 4 Lab.)

ITSE 2435 Advanced RPG Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2492.)
Prerequisite: ITSE 1414 or instructor consent. Further application of RPG IV programming techniques with ILE features, including file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2445 Data Structures (4)
(This is a WECM course number.)
Prerequisite: Any ITSE Introductory programming course or instructor consent. Further applications of programming techniques. Includes an in-depth look at various data structures and the operations performed on them. (3 Lec., 4 Lab.)

ITSE 2449 Advanced Visual BASIC Programming (4)
(This is a WECM course number.)
Prerequisite: ITSE 1431 or instructor consent. Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2450 Mastering Enterprise Development Using Microsoft Visual Basic 6.0 (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
In-depth development of client/server solutions using component object modeling (COM). (3 Lec., 4 Lab.)

ITSE 2451 Advanced COBOL Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1477.)
Prerequisite: ITSE 1418 or instructor consent. Further applications of programming techniques using COBOL, including file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2454 Advanced Oracle SQL and PL/SQL (4)
(This is a WECM course number.)
Prerequisite: ITSE 1445 or instructor consent. A continuation of Oracle SQL and PL/SQL. Topics include hierarchical queries, set based queries, correlated subqueries, scripting, and scripting generation. (3 Lec., 4 Lab.)

ITSE 2455 Advanced C Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2486.)
Prerequisite: ITSE 1422 or instructor consent. Further applications of programming techniques using C. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2456 Oracle Database Administration I (4)
(This is a WECM course number.)
Fundamentals of the tasks and functions required of a database administrator. Topics include managing database files; managing table spaces, segments, extents, and blocks; start up and shut down of an Oracle instance and database; managing users, privileges and resources; using National Language and Support (NLS) features; and creation of an operational database. (3 Lec., 4 Lab.)

ITSE 2457 Advanced Object-Oriented Programming (4)
(This is a WECM course number.)
Prerequisite: ITSE 2421 or instructor consent. Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, virtual functions, and exception handling. (3 Lec., 4 Lab.)

ITSE 2458 Oracle Database Administration II (4)
(This is a WECM course number.)
Prerequisite: ITSE 2456 or instructor consent. A continuation of Oracle Database Administration I. Topics include recovery procedures, logical backups, standby database capabilities, and performance tuning of the Oracle Server. Common performance problems and the use of diagnostic tools to troubleshoot and optimize throughput will be discussed. (3 Lec., 4 Lab.)

ITSE 2459 Advanced Computer Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1477.)
Prerequisite: ITSE 1402 or instructor consent. Further applications of programming techniques. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSW 1280 Cooperative Education - Data Processing Technology/Technician (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1281 Cooperative Education - Data Processing Technology/Technician (2)
(This is a WECM course number. Former course prefix/number CISC 7272.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1282 Cooperative Education - Management Information Systems and Business Data Processing, General (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1283 Cooperative Education - Management Information Systems and Business Data Processing, General (2)
(This is a WECM course number. Former course prefix/number CISC 7272.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1380 Cooperative Education - Data Processing Technology/Technician (3)
(This is a WECM course number. Former course prefix/number CISC 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1381 Cooperative Education - Data Processing Technology/Technician (3)
(This is a WECM course number. Former course prefix/number CISC 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1382 Cooperative Education - Management Information Systems and Business Data Processing, General (3)
(This is a WECM course number. Former course prefix/number CISC 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1383 Cooperative Education - Management Information Systems and Business Data Processing, General (3)
(This is a WECM course number. Former course prefix/number CISC 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1401 Introduction to Word Processing (4)
(This is a WECM course number. Former course prefix/number CISC 1474)
An overview of the production of documents, tables, and graphics. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, and spelling checkers. (3 Lec., 4 Lab.)

ITSW 1404 Introduction to Spreadsheets (4)
(This is a WECM course number. Former course prefix/number CISC 2476.)
Instruction in the concepts, procedures, and importance of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and introduction to macro programming. (3 Lec., 4 Lab.)

ITSW 1407 Introduction to Database (4)
(This is a WECM course number. Former course prefix/number CISC 2481.)
Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. (3 Lec., 4 Lab.)

ITSW 1410 Presentation Media Software (4)
(This is a WECM course number. Former course prefix/number CISC 2375.)
Prerequisite: ITSC 1401 Introduction to Computers or instructor consent. Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Topics include product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials. (3 Lec., 4 Lab.)

ITSW 1413 Introduction to Data Entry (4)
(This is a WECM course number. Former course prefix/number CISC 1371.)
Prerequisite: Keyboarding by touch (15 to 20 wpm). Training in data input. Includes source documents, conversion of source data into computer input media, input record layout design, and input coding. (3 Lec., 4 Lab.)

ITSW 2431 Advanced Word Processing (4)
(This is a WECM course number. Former course prefix/number OFCT 2372.)
Prerequisite: ITSW 1401 or instructor consent. Continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents. (3 Lec., 4 Lab.)

ITSW 2434 Advanced Spreadsheets (4)
(This is a WECM course number.)
Prerequisite: ITSW 1404 or instructor consent. Designed to provide an understanding of advanced functionality of electronic spreadsheets. Topics include mathematical and financial functions, advanced formatting, graphics and macros. (3 Lec., 4 Lab.)

ITSW 2437 Advanced Database (4)
(This is a WECM course number.)
Prerequisite: ITSW 1407 or instructor consent. Designed to provide an understanding of advanced functionality of databases. Topics include advanced data manipulation features, importing and exporting data, and advanced macros and programming. (3 Lec., 4 Lab.)

LGLA 1266 Practicum Paralegal/Legal Assistant (2)
(This is a WECM course number. Former course prefix/number LEGL 7471.)
Prerequisite: LGLA 1313, LGLA 1311, ENGL 1301. Practical general training and experiences in the workplace are offered. 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 (paralegal/legal assistant). The guided external experiences may be paid or unpaid. This course may be repeated (LGLA 2266 or LGLA 2380) if topics and learning outcomes vary. The student must attend a one-hour per week seminar in addition to the workplace hours required. (1 Lec., 14 Ext.)

LGLA 1301 Legal Research and Writing (3)
(This is a WECM course number. Former course prefix/number LEGL 1374.)
Corequisites: LGLA 1313 or LGLA 1311. This course provides a working knowledge of the fundamentals of effective legal research and writing. Topics include law library techniques and operations, computer assisted legal research, writing briefs and legal memoranda, proper citation form for legal resources, ethical obligations of the paralegal in legal research, and legal research terminology. (3 Lec.)

LGLA 1311 Introduction to Law (3)
(This is a WECM course number. Former course prefix/number LEGL 1373.)
Corequisites: LGLA 1313 or LGLA 1301. This course provides an overview of the law and the legal system. Topics include elementary legal concepts of various areas of the law, procedures, terminology, ethical obligations of the paralegal, current issues in law, and the function, jurisdiction, practices, and principles of trial and appellate courts at state and federal levels. (3 Lec.)

LGLA 1313 Introduction to Paralegal Studies (3)
(This is a WECM course number. Former course prefix/number LEGL 1370.)
Corequisites: LGLA 1311 or LGLA 1301. This course provides an overview of the paralegal profession including ethical obligations, regulation, professional trends and issues, and the paralegal's role in assisting the delivery of legal services. Professional organizations, job search strategies, legal vocabulary, legal analysis, writing skills, and critical thinking are introduced. (3 Lec.)

LGLA 1343 Bankruptcy (3)
(This is a WECM course number. Former course prefix/number LEGL 2381.)
Prerequisite: LGLA 1313, LGLA 1311, ENGL 1301. This course presents fundamental common law and statutory concepts of bankruptcy law and procedure. Topics include individual and business liquidation and reorganization, debtors' and creditors' rights, adversarial matters and litigation in bankruptcy court, legal terminology relating to bankruptcy law, ethical considerations for paralegals working in this area, and emerging computer applications in bankruptcy practice. (3 Lec.)

LGLA 1345 Civil Litigation (3)
(This is a WECM course number. Former course prefix/number LEGL 2372.)
Prerequisite: LGLA 1313, LGLA 1311, ENGL 1301. This course presents fundamental common law and statutory concepts, rules, and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post-trial phases of civil litigation, the role of alternative dispute resolution processes in civil litigation proceedings, practical techniques required to cope with protracted or complex litigation, ethical considerations, drafting problems a paralegal may encounter in this area, and computer applications utilized in civil litigation activities. (3 Lec.)

LGLA 1351 Contracts (3)
(This is a WECM course number. Former course prefix/number LEGL 2376.)
Prerequisite: LGLA 1313, LGLA 1311, ENGL 1301. This course presents fundamental common law and statutory concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code, ethical considerations of the paralegal working in this area, emerging computer applications, contract law terminology, and special problems encountered when drafting various instruments and documents related to the law of contracts. (3 Lec.)

LGLA 1353 Wills, Trusts, and Probate Administration (3)

(This is a WECM course number. Former course prefix/number LEGL 2374.)

Prerequisite: LGLA 1313, LGLA 1311, ENGL 1301. This course presents fundamental common law and statutory concepts of the law of will, trusts, and probate administration with emphasis on the paralegal's role. Topics include common law and statutory components of wills, trusts, and other instruments relating to estate planning, estate tax considerations, alternatives to traditional estate planning mechanisms, common law and statutory requirements regarding testate and intestate distribution of property, ethical obligations and professional responsibilities of the paralegal working in this area, drafting guidelines and concerns, probate court structure and procedures, emerging computer applications, and legal terminology related to wills, trusts, and probate administration. (3 Lec.)

LGLA 1355 Family Law (3)

(This is a WECM course number. Former course prefix/number LEGL 1372.)

Prerequisite: LGLA 1313, LGLA 1311, ENGL 1301. This course presents fundamental common law and statutory concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, separation, divorce, annulment, marital property, the parent-child relationship, child custody and support, adoption, guardianship, domestic relations court procedures, public records research, and the paralegal's role in alternative dispute resolution/mediation processes. Ethical obligations, family law terminology, and emerging computer applications in domestic relations practice are also presented. (3 Lec.)

LGLA 1380 Cooperative Education-Paralegal/Legal Assistant (3)

(This is a WECM course number. Former course prefix/number LEGL 7371.)

Prerequisite: LGLA 1313, LGLA 1311, ENGL 1301. Career related activities encountered in the student's area of specialization (paralegal/legal assistant) are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline (paralegal/legal assistant), specific learning objectives guide the student through the paid work experience. This course may be repeated (LGLA 2380) if topics and learning outcomes vary. The student must attend a one-hour per week seminar in addition to the workplace hours required. (1 Lec., 15 Ext.)

LGLA 2266 Practicum-Paralegal/Legal Assistant (2)

(This is a WECM course number. Former course prefix/number LEGL 7472.)

Prerequisite: LGLA 1313, LGLA 1311, LGLA 1266 or LGLA 1380, ENGL 1301. Practical general training and experiences in the workplace are offered. 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 (paralegal/legal assistant). The guided external experiences may be paid or unpaid. This course may be repeated (LGLA 2267) if topics and learning outcomes vary. This course is available for the student who has successfully completed LGLA 1266 or LGLA 1380 and who selected learning objectives different from those achieved in a previous practicum or cooperative work experience course. Seminar topics different from those covered in LGLA 1266 or LGLA 1380 are presented. The student must attend a one-hour per week seminar in addition to the workplace hours required. (1 Lec., 14 Ext.)

LGLA 2267 Practicum-Paralegal/Legal Assistant (2)

(This is a WECM course number.)

Prerequisite: LGLA 1313, LGLA 1311, LGLA 1266 and 2266, ENGL 1301. Practical general training and experiences in the workplace are offered. 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 (paralegal/legal assistant). The guided external experiences may be paid or unpaid. This course is available for the student who has successfully completed LGLA 1266 and LGLA 2266 and who selects learning objectives different from those achieved in those previous practicum courses. Seminar topics different from those covered in LGLA 1266 and LGLA 2266 are presented. The student must attend a one-hour per week seminar in addition to the workplace hours required. (1 Lec., 14 Ext.)

LGLA 2303 Torts and Personal Injury Law (3)

(This is a WECM course number. Former course prefix/number LEGL 2375.)

Prerequisite: LGLA 1313, LGLA 1311, ENGL 1301. This course presents fundamental common law and statutory concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, product liability, strict liability, special tort actions, immunities and commonly employed defenses, techniques of investigating claims, a paralegal's ethical obligations in this field, tort law terminology, and computer applications in tort law. (3 Lec.)

LGLA 2307 Law Office Management (3)
(This is a WECM course number. Former course prefix/number LEGL 2377.)
Prerequisite: LGLA 1313, LGLA 1311, ENGL 1301. This course present the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in large and small law offices and law practice technology. Topics include accounting systems, budgets, cash flow planning, marketing, time and billing systems, current developments in computer applications, benefits, effective utilization of attorney and staff resources, ethical obligations of the paralegal handling law office management responsibilities, and career opportunities for paralegals in this field. (3 Lec.)

LGLA 2309 Real Property (3)
(This is a WECM course number. Former course prefix/number LEGL 1371.)
Prerequisite: LGLA 1313, LGLA 1311, ENGL 1301. This course presents fundamental common law and statutory concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use and limitations, voluntary and involuntary conveyances (deeds, contracts, liens, mortgages, deeds of trust, leases, etc.), property descriptions, the recording and searching for real estate documents, landlord and tenant issues, problems involved in drafting real estate documents, ethical considerations for a paralegal working in the real estate area, real property terminology, and emerging computer resources and. applications in real estate practice. (3 Lec.)

LGLA 2311 Business Organizations (3)
(This is a WECM course number. Former course prefix/number LEGL 2371.)
Prerequisite: LGLA 1313 , LGLA 1311, ENGL 1301. This course presents basic common law and statutory concepts of business organizations with emphasis on the paralegal's role. Topics include the law of agency, sole proprietorships, forms of · partnerships, forms of corporations, and emerging business entities such as limited liability companies and partnerships. Additional topics include ethical considerations, legal terminology related to business organizations, and computer applications being utilized in this area. Practical organizational and writing skills are emphasized through assigned drafting and formation projects. (3 Lec.)

LGLA 2313 Criminal Law and Procedure (3)
(This is a WECM course number. Former course prefix/number LEGL 2379.)
Prerequisite: LGLA 1313, LGLA 1311, ENGL 1301. This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law and the preparation of pleadings and motions. The paralegal's role in assisting the attorney practicing criminal law is emphasized. Topics include review of the criminal court system, stages in a criminal prosecution, constitutional rights and limitations of the accused, investigation procedures, the juvenile justice system, dealing with clients, drafting specialized documents, ethical obligations of the paralegal working in this area, criminal law terminology, and the impact of computer applications on criminal courts and criminal law attorneys. (3 Lec.)

LGLA 2331 Advanced Legal Research and Writing (3)
(This is a WECM course number. Former course prefix/number LEGL 2378.)
Prerequisite: LGLA 1313, LGLA 1311, LGLA 1301, at least 7 other LGLA courses, and ENGL 1301. This capstone course must be taken during the final semester you are enrolled in the program. This course builds upon skills acquired in prior legal research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms. This course requires the student to synthesize the specialized information and resources learned in all. previously completed paralegal courses and apply this knowledge to a capstone activity. (3 Lec.)

LGLA 2335 Advanced Civil Litigation (3)
(This is a WECM course number. Former course prefix/number LEGL 2380.)
Prerequisite: LGLA 1313, LGLA 1311, LGLA 1345, ENGL 1301. This course provides opportunities to implement advanced civil litigation techniques and builds upon skills acquired in prior civil litigation courses with emphasis on the paralegal's role. Common law and statutory civil litigation concepts, ethical obligations of the paralegal assisting in civil litigation work, alternative dispute resolution processes, are reviewed. (3 Lec.)

LGLA 2380 Cooperative Education-Paralegal/Legal Assistant (3)
(This is a WECM course number. Former course prefix/number LEGL 7372.)

Prerequisite: LGLA 1313, LGLA 1311, LGLA 1380 or LGLA 1266, ENGL 1301. Career related activities encountered in the student's area of specialization (paralegal/legal assistant) are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline (paralegal/legal assistant), specific learning objectives guide the student through the paid work experience. This course is available for the student who has successfully completed LGLA 1380 or LGLA 1266 and who selects learning objectives different from those achieved in a previous cooperative work experience or practicum course. Seminar topics different from those covered in LGLA 1380 or LGLA 1266 are presented. The student must attend a one-hour per week seminar in addition to the workplace hours required. (1 Lec.,15 Ext.)

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.)

The following MATH courses meet the requirements for Core Curriculum EXCEPT: TECM 1303, TECM 1317, TECM 1341 and TECM 1349.

MATH 1314 is a 3 credit hour lecture course. MATH 1414 is a 4 credit hour lecture course. Either course will meet degree requirements.

MATH 1314 College Algebra (3)
(This is a common course number. Former course prefix/number MTH 101.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015419)

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 2701015319)

MATH 1324 Mathematics for Business and Economics (3)
(This is a common course number. Former course prefix/number MTH 111.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial,rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015219)

MATH 1325 Business Calculus and Applications (3)
(This is a common course number. Former course prefix/number MTH 112.)

Prerequisite: Mathematics 1324, MATH 1314 or MATH 1414. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015219)

MATH 1332 College Mathematics I (3)
(This is a common course number. Former course prefix/number MTH 115.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015119)

MATH 1333 College Mathematics II (3)
(This is a common course number. Former course prefix/number MTH 116.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015119)

MATH 1348 Analytic Geometry (3)
(This is a common course number. Former course prefix/number MTH 121.)
Prerequisite: 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 2701015519)

MATH 1350 Fundamentals of Mathematics I (3)
(This is a common course number.)
Prerequisite: Math 1314 or Math 1414 or the equivalent. Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015619)

MATH 1351 Fundamentals of Mathematics II (3)
(This is a common course number.)
Prerequisite: MATH 1350, College Algebra or the equivalent. Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) certification. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015619)

MATH 1370 Business Calculus and Applications II (3)
(This is a unique need course.)
Prerequisite: Mathematics 1325. This course includes applications of differential equations, functions of several variables, least squares modeling, multiple integrals, and infinite series. (3 Lec.)
(Coordinating Board Academic Approval Number is to be assigned.)

> MATH 1414 is a 4 credit hour lecture course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.

MATH 1414 College Algebra (4)
(Former course prefix/number MTH 103.)
Prerequisite: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)
(Coordinating Board Academic Approval Number is 2701015419)

MATH 1425 Business Calculus and Applications (4)
(This is a common course number.)
Prerequisite: Mathematics 1324, MATH 1314 or MATH 1414. This course includes limits, differential calculus, integral calculus, and appropriate applications. (4 Lec.)
(Coordinating Board Academic Approval Number 2703015219)

MATH 2315 Calculus III (3)
(This is a common course number. Former course prefix/number MTH 226.)
Prerequisite: Mathematics 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015919)

MATH 2342 Introductory Statistics (3)
(This is a common course number. Former course prefix/number MTH 202.)
Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)
(Coordinating Board Academic Approval Number 2705015119)

MATH 2414 Calculus II (4)
(This is a common course number. Former course prefix/number MTH 225.)
Prerequisite: Mathematics 2513 or equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)
(Coordinating Board Academic Approval Number 2701015919)

MATH 2442 Introductory Statistics (4)
(This is a common course number.)
Prerequisite: Two years of high school algebra and an appropriate test scores or Developmental Mathematics 0093 or Developmental Mathematics 0099. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (4 Lec.)
(Coordinating Board Academic Approval Number 2705015119)

MATH 2513 Calculus I (5)
(This is a common course number. Former course prefix/number MTH 124.)
Prerequisite: Mathematics 2412 or Mathematics 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)
(Coordinating Board Academic Approval Number 2701015919)

MDCA 1201 Human Disease/Pathophysiology (2)
(This is a WECM course number. Former course prefix/number MEDA 1271 or MEDT 1270 and MEDA 1272.)
Prerequisite: MDCA 1313. A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. (2 Lec.)

MDCA 1202 Human Disease/Pathophysiology (2)
(This is a WECM course number. Former course prefix/number MEDT 1274.)
Prerequisite: MDCA 1201. A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. (2 Lec.)

MDCA 1205 Medical Law and Ethics (2)
(This is a WECM course number.)
Prerequisite: GED or High School Diploma and admission to program. Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. Includes current ethical issues as they relate to the practice of medicine and fiduciary responsibilities. This course may be repeated for credit. (2 Lec.)

MDCA 1216 Procedures in a Clinical Setting (2)
(This is a WECM course number. Former course prefix/number MEDA 1275.)
Prerequisite: MDCA 1313, MDCA 1205 and MDCA 1201. Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office. (1 Lec., 2 Lab.)

MDCA 1217 Procedures in a Clinical Setting (2)
(This is a WECM course number. Former course prefix/number MEDA 1276.)
Prerequisite: MDCA 1216, MDCA 1313 and MDCA 1201. Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office. (1 Lec., 2 Lab.)

MDCA 1247 Pharmacology and Administration of Medications (2)
(This is a WECM course number. Former course prefix/number MEDA 1280.)
Prerequisite: MDCA 1313 and MDCA 1201. Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. (1 Lec., 2 Lab.)

MDCA 1251 Medical Assistant Laboratory Procedures (2)
(This is a WECM course number. Former course prefix/number MEDA 1277.)
Prerequisite: MDCA 1313 and MDCA 1201. Emphasis on common laboratory procedures performed in the physician's office or clinical setting. Includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, and electrocardiography. (1 Lec., 2 Lab.)

MDCA 1302 Human Disease/Pathophysiology (3)
(This is a WECM course number. Former course prefix/number HIMT 1376.)
Prerequisite: SCIT 1407 Human Anatomy and Physiology I, SCIT 1408 Human Anatomy and Physiology II, HITT 1205 Medical Terminology and HITT 2231 Medical Terminology - Advanced. A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment , signs, and symptoms of common diseases of all body systems. (2 Lec., 2 Lab.)

MDCA 1313 Medical Terminology (3)
(This is a WECM course number. Former course prefix/number MEDA 1370.)
Prerequisite: GED or High School Diploma and admission to program. A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. (3 Lec.)

MDCA 1421 Administrative Procedures (4)
(This is a WECM course number. Former course prefix/number MEDA 1270 and MEDA 1273.)
Prerequisite: MDCA 1313, MDCA 1201. A course in medical office procedures, including appointment scheduling, medical records creation and maintenance, phone communications, transcriptions, coding, billing, collecting, third party reimbursement, credit arrangements, and use of computer in the medical office. (4 Lec.)

MDCA 1443 Medical Insurance (4)
(This is a WECM course number. Former course prefix/number MEDA 1279.)
Prerequisite: MDCA 1313 and MDCA 1201. Emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party. Additional topics may include managed care or medical economics. (4 Lec.)

MDCA 2388 Internship - Medical Assistant (3)
(This is a WECM course number. Former course prefix/number MEDA 1274 and MEDA 1278.)
Prerequisite: Successful completion of all courses in the Medical Assisting Curriculum. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This is an unpaid experience. (3 Ext.)

(Offered in cooperation with the University of Texas at Arlington. Registration for these courses is through Mountain View College.)

MILS 1180 Leadership Laboratory (1)
(Former course prefix/number MIL 102.)
A practical laboratory of applied leadership and skills. Student-planned, -organized and -conducted training, oriented toward leadership development. Laboratory topics include marksmanship, small unit tactics, multi-tiered programs focused on individual skill levels. Uniform and equipment provided, no fee. May be repeated for credit. (3 Lab.)

MILS 1241 Introduction to ROTC and the Army (2)
(Former course prefix/number MIL 100.)
The military organization with emphasis on tradition, doctrine, and contribution to national objectives. Consideration of techniques to improve study habits and time management. Concurrent enrollment in MILS 1180 leadership lab and mandatory participation in weekly physical fitness training, plus optional participation in a weekend field training exercise. (2 Lec.)

MILS 1242 Introduction to Leadership (2)
(Former course prefix/number MIL 101.)
Prerequisite: None. Introduction to the concept of officership as a profession. Questions of war, morality, ethics, values, and leadership. Consideration of study and time management techniques useful in becoming a master student. Concurrent enrollment in MILS 1180 leadership lab and mandatory participation in weekly physical fitness training, plus optional participation in a weekend field training exercise. (2 Lec.)

MILS 2248 Evolution of Contemporary Military Strategy (2)
(Former course prefix/number MIL 202.)
A review of contemporary military conflicts. Selected battles from World War II, Korea, Vietnam, and the Yom Kippur War are examined for impact upon current U.S. military doctrine, strategy, and weapons systems. All military science students must enroll or participate in MILS 1180 concurrently with this course unless exception is given by the PMS. (2 Lec.)

MILS 2291 Conference Course (2)
(Former course prefix/number MIL 203.)
Prerequisite: Permission of the PMS. Independent study. Designed to supplement the military science curricula by a student's concentrated study in a narrower field of military skill or subject matter. May be repeated for credit. Does not count for PE credit. (2 Lec.)

MILS 2351 Self/Team Development (3)
(Former course prefix/number MIL 204.)
Application of ethics-based leadership skills and fundamentals of ROTC's Leadership Development Program. Introduction to planning, organizing, and leading small unit offensive and defensive operations. Consideration of the principles of leadership, the principles of war, the decision-making process, and military correspondence. Concurrent enrollment in MILS 1180 leadership lab and mandatory participation in weekly physical fitness training, plus optional participation in a weekend field training exercise. (3 Lec.)

MILS 2352 Individual/Team Military Tactics (3)
(Former course prefix/number MIL 205.)
Introduction to individual and team aspects of military tactics in small unit operations. Includes use of radio communications, making safety assessments, movement techniques, planning for team safety/security, and pre-execution checks. Concurrent enrollment in Military Science 1180 mandatory, plus optional participation in physical fitness and a weekend exercise. (3 Lec.)

MLAB 1167 Practicum (or Field Experience)-Medical Laboratory Technician/Technology (1)
(This is a WECM course number. Former course prefix/ number MDLT 1171.)
Prerequisite: MLAB 1415 with a minimum grade of a "C". Practical General training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (8 Ext.)

MLAB 1335 Immunology/Serology (3)
(This is a WECM course number. Former course prefix/number MDLT 2371.)
Prerequisite: Acceptance in the Medical Laboratory Technology program or Biotechnology 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. (2 Lec., 2 Lab.)

MLAB 1415 Hematology (4)
(This is a WECM course number. Former course prefix/number MDLT 1470.)
Prerequisite: Acceptance into the Medical Laboratory Technology Program with completion of Biology 2401 or Biology 1470 and English 1301. Introduction to theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases. (3 Lec., 4 Lab.)

MLAB 2266 Practicum (or Field Experience)-Medical Laboratory Technician/Technology (2)
(This is a WECM course number. Former course prefix/number MDLT 2272.)
Prerequisite: Completion of MLAB 2501 with a minimum grade of "C". Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (14 Ext.)

MLAB 2267 Practicum (or Field Experience)-Medical Laboratory Technician/Technology (2)
(This is a WECM course number. Former course prefix/number MDLT 2273.)
Prerequisite: Completion of MLAB 2331 and MLAB 2434 with a minimum grade of "C". Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (20 Ext.)

MLAB 2331 Immunohematology (3)
(This is a WECM course number. Former course prefix/number MDLT 2372.)
Prerequisite: Acceptance into the Medical Laboratory Technology Program. A study of blood 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. This course contains the capstone experience for the program. (2 Lec., 4 Lab.)

MLAB 2434 (Clinical) Microbiology (4)
(This is a WECM course number. Former course prefix/number MDLT 2473.)
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. (3 Lec., 4 Lab.)

MLAB 2501 (Clinical) Chemistry (5)
(This is a WECM course number. Former course prefix/number MDLT 2570.)
Prerequisite: CHEM 1411 and CHEM 1412 with a minimal grade of a "C" and acceptance into the Medical Laboratory Technology Program. An introduction to the principles and procedures of various tests performed on Clinical Chemistry. 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, carbohydrate, lipids, enzymes, metabolites, endocrine function, and toxicology. The study of urines and body fluids is extensively studied with this course as well. (4 Lec., 4 Lab.)

MRKG 1291 Special Topics in Business Marketing and Marketing Management (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec.)

MRKG 1311 Principles of Marketing (3)
(This is a WECM course number. Former course prefix/number MRKT 2370.)
Introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. (3 Lec.)

**MRKG 1366 Practicum (or Field Experience) -
Business Marketing and Marketing Management (3)**
(This is a WECM course number.)
Prerequisite: Completion of two courses in Business
Marketing or demonstrated competence approved by the
instructor. A basic or intermediate type of non-health
professions work-based instruction that provides basic
career exploration or helps students gain practical
experience in the discipline, enhance skills, and
integrate knowledge. The emphasis is on practical work
experience. Indirect supervision is provided by the work
supervisor. A practicum may be a paid or unpaid
learning experience. (1 Lec., 20 Ext.)

**MRKG 1380 Cooperative Education - Business
Marketing and Marketing Management (3)**
(This is a WECM course number. Former course prefix/number
ITNW 1370.)
An intermediate or advanced course with lecture and
work-based instruction that helps students gain practical
experience in the discipline, enhance skills, and
integrate knowledge. Indirect supervision is provided by
the work supervisor while the lecture is provided by the
college faculty or by other individuals under the
supervision of the educational institution. Cooperative
education may be a paid or unpaid learning experience.
(1 Lec., 14 Ext.)

**MRKG 1381 Cooperative Education - Business
Marketing and Marketing Management (3)**
(This is a WECM course number. Former course prefix/number
MRKT 7371.)
Prerequisite: Completion of two courses in Business
Marketing or demonstrated competence approved by the
instructor. An intermediate or advanced course with
lecture and work-based instruction that helps students
gain practical experience in the discipline, enhance
skills, and integrate knowledge. Indirect supervision is
provided by the work supervisor while the lecture is
provided by the college faculty or by other individuals
under the supervision of the educational institution.
Cooperative education may be a paid or unpaid learning
experience. (1 Lec., 15 Ext.)

**MRKG 2366 Practicum (or Field Experience) -
Business Marketing and Marketing Management (3)**
(This is a WECM course number.)
Prerequisite: Completion of two courses in Business
Marketing or demonstrated competence approved by the
instructor. A basic or intermediate type of non-health
professions work-based instruction that provides basic
career exploration or helps students gain practical
experience in the discipline, enhance skills, and
integrate knowledge. The emphasis is on practical work
experience. Indirect supervision is provided by the work
supervisor. A practicum may be a paid or unpaid
learning experience. (1 Lec., 20 Ext.)

**MRKG 2381 Cooperative Education - Business
Marketing and Marketing Management (3)**
(This is a WECM course number. Former course prefix/number
MRKT 7372.)
Prerequisite: Previous credit in MRKG 1381, or
completion of two courses in Business Marketing or
demonstrated competence approved by the instructor.
An intermediate or advanced course with lecture and
work-based instruction that helps students gain practical
experience in the discipline, enhance skills, and
integrate knowledge. Indirect supervision is provided by
the work supervisor while the lecture is provided by the
college faculty or by other individuals under the
supervision of the educational institution. Cooperative
education may be a paid or unpaid learning experience.
(1 Lec., 15 Ext.)

**MRMT 1192 Special Topics in Medical
Transcription (1)**
(This is a WECM course number. Former course prefix/number
MEDA 1272.)
Prerequisite: MDCA 1313, MDCA 1201, and program
admission or instructor approval. Fundamental use of
dictation equipment, medical office reports, and creating
medical records. Students will learn to spell and use
medical terminology appropriately. (2 Lab.)

MRMT 1211 Computers in Health Care (2)
(This is a WECM course number. Former course prefix/number
MEDA 1172.)
Prerequisite: Typing speed of 30 wpm. Introduction to
the concepts of computer technology related to health
care and the tools and techniques for collecting, storing
and retrieving health care data. (1 Lec., 2 Lab.)

**MRMT 1292 Special Topics in Medical
Transcription (2)**
(This is a WECM course number. Former course prefix/number
MEDT 1273.)
Prerequisite: MRMT 1307, Intermediate Medical
Transcription. Application of learned transcription
fundamentals and utilization of references in the
production of intermediate level reports of physician
dictation with development of speed and accuracy. (1
Lec., 3 Lab.)

MRMT 1307 Medical Transcription Fundamentals (3)
(This is a WECM course number. Former course prefix/number
MEDT 1371.)
Prerequisite: Admission to Medical Transcription or
Medical Assistant program or instructor approval.
Fundamentals of medical transcription with hands-on
experience in transcribing physician dictation including
basic reports such as history and physicals, discharge
summaries, consultations, operative reports, and other
medical reports. Utilizes transcribing and information
processing equipment compatible with industry
standards. Designed to develop speed and accuracy. (2
Lec., 2 Lab.)

MRMT 1382 Cooperative Education - Medical Transcription (3)
(This is a WECM course number. Former course prefix/number MEDT 1373.)
Prerequisite: MRMT 2433 or concurrent enrollment. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 16 Ext.)

MRMT 2433 Advanced Medical Transcription (4)
(This is a WECM course number. Former course prefix/number MEDT 2370.)
Prerequisite: MRMT 1292. Production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. (2 Lec., 4 Lab.)

MSST 1270 Legal and Ethical Aspects of Health Care (2)
(This is a local need course number. Former course prefix/number MEDS 1270/HPRS 1270.)
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.)

MSST 1370 Medical Staff Services I (3)
(This is a local need course number. Former course prefix/number MEDS 1370/HPRS 1370.)
This introductory course covers the fundamental concepts, principles and organization of the Medical Staff Office in a healthcare 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.)

MSST 2270 Performance Improvement (2)
(This is a local need course number. Former course prefix/number MEDS 2270/HPRS 2270.)
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.)

MSST 2370 Medical Staff Services II (3)
(This is a local need course number. Former course prefix/number MEDS 1371/HPRS 1371.)
Prerequisite: MSST 1370 Medical Staff Services I. 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.)

MSST 2371 Medical Staff Services Directed Study (3)
(This is a local need course number. Former course prefix/number MEDS 2370/HPRS 2370.)
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. (1 Lec., 20 Ext.)

MUAP 1101-1181 Applied Music-Minor (1)
These courses are open to students enrolled in music theory, ensembles, and other music major and minor courses. They provide private instruction in the student's secondary area and consist of a one-half hour lesson a week. Private music may be repeated for credit. (1 Lec.)

MUAP 1101 Applied Music-Violin (1)
(This is a common course number. Former course prefix/number MUS 124.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1105 Applied Music-Viola (1)
(This is a common course number. Former course prefix/number MUS 125.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1109 Applied Music-Cello (1)
(This is a common course number. Former course prefix/number MUS 126.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1113 Applied Music-Double Bass (1)
(This is a common course number. Former course prefix/number MUS 127.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1115 Applied Music-Electric Bass (1)
(This is a common course number. Former course prefix/number MUS 141.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1117 Applied Music-Flute (1)
(This is a common course number. Former course prefix/number MUS 128.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1121 Applied Music-Oboe (1)
(This is a common course number. Former course prefix/number MUS 129.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1125 Applied Music-Bassoon (1)
(This is a common course number. Former course prefix/number MUS 131.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1129 Applied Music-Clarinet (1)
(This is a common course number. Former course prefix/number MUS 130.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1133 Applied Music-Saxophone (1)
(This is a common course number. Former course prefix/number MUS 132.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1137 Applied Music-Trumpet (1)
(This is a common course number. Former course prefix/number MUS 133.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1141 Applied Music-French Horn (1)
(This is a common course number. Former course prefix/number MUS 134.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1145 Applied Music-Trombone (1)
(This is a common course number. Former course prefix/number MUS 135.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1149 Applied Music-Baritone (1)
(This is a common course number. Former course prefix/number MUS 136.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1153 Applied Music-Tuba (1)
(This is a common course number. Former course prefix/number MUS 137.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1157 Applied Music-Percussion (1)
(This is a common course number. Former course prefix/number MUS 138.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1158 Applied Music-Drum Set (1)
(This is a common course number. Former course prefix/number MUS 143.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1161 Applied Music-Guitar (1)
(This is a common course number. Former course prefix/number MUS 140.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1165 Applied Music-Organ (1)
(This is a common course number. Former course prefix/number MUS 122.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1169 Applied Music-Piano (1)
(This is a common course number. Former course prefix/number MUS 121.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1177 Applied Music-Harp (1)
(This is a common course number. Former course prefix/number MUS 139.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1181 Applied Music-Voice (1)
(This is a common course number. Former course prefix/number MUS 123.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2201 Applied Music-Violin (2)
(This is a common course number. Former course prefix/number MUS 224.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2201- 2281 Applied Music-Concentration (2)
These courses are open to students enrolled in music theory, ensembles, or other music major and minor courses. They provide private instruction in the area of the student's concentration and consist of one hour of instruction per week. Private music may be repeated for credit. (1 Lec.)

MUAP 2205 Applied Music-Viola (2)
(This is a common course number. Former course prefix/number MUS 225.)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2209 Applied Music-Cello (2)
(This is a common course number. Former course prefix/number MUS 226.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2213 Applied Music-Double Bass (2)
(This is a common course number. Former course prefix/number MUS 227.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2215 Applied Music-Electric Bass (2)
(This is a common course number. Former course prefix/number MUS 241.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2217 Applied Music-Flute (2)
(This is a common course number. Former course prefix/number MUS 228.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2221 Applied Music-Oboe (2)
(This is a common course number. Former course prefix/number MUS 229.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2225 Applied Music-Bassoon (2)
(This is a common course number. Former course prefix/number MUS 231.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2229 Applied Music-Clarinet (2)
(This is a common course number. Former course prefix/number MUS 230.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2233 Applied Music-Saxophone (2)
(This is a common course number. Former course prefix/number MUS 232.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2237 Applied Music-Trumpet (2)
(This is a common course number. Former course prefix/number MUS 233.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2241 Applied Music-French Horn (2)
(This is a common course number. Former course prefix/number MUS 234.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2245 Applied Music-Trombone (2)
(This is a common course number. Former course prefix/number MUS 235.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2249 Applied Music-Baritone (2)
(This is a common course number. Former course prefix/number MUS 236.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2253 Applied Music-Tuba (2)
(This is a common course number. Former course prefix/number MUS 237.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2257 Applied Music-Percussion (2)
(This is a common course number. Former course prefix/number MUS 238.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2258 Applied Music-Drum Set (2)
(This is a common course number. Former course prefix/number MUS 243.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2261 Applied Music-Guitar (2)
(This is a common course number. Former course prefix/number MUS 240.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2265 Applied Music-Organ (2)
(This is a common course number. Former course prefix/number MUS 222.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2269 Applied Music-Piano (2)
(This is a common course number. Former course prefix/number MUS 221.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2277 Applied Music-Harp (2)
(This is a common course number. Former course prefix/number MUS 239.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2281 Applied Music-Voice (2)
(This is a common course number. Former course prefix/number MUS 223.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2301 Applied Music-Violin (3)
(This is a common course number. Former course prefix/number MUS 254.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2301 - 2381 Applied Music-Major (3)
These courses are primarily for music performance majors and are open to students enrolled in music theory, ensembles, or other music major and minor courses. They provide private instruction in the area of the student's major instrument and consist of one hour of instruction per week. These courses may be repeated for credit. (1 Lec.)

MUAP 2305 Applied Music-Viola (3)
(This is a common course number. Former course prefix/number MUS 255.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2309 Applied Music-Cello (3)
(This is a common course number. Former course prefix/number MUS 256.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2313 Applied Music-Double Bass (3)
(This is a common course number. Former course prefix/number MUS 257.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2317 Applied Music-Flute (3)
(This is a common course number. Former course prefix/number MUS 258.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2321 Applied Music-Oboe (3)
(This is a common course number. Former course prefix/number MUS 259.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2325 Applied Music-Bassoon (3)
(This is a common course number. Former course prefix/number MUS 261.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2329 Applied Music-Clarinet (3)
(This is a common course number. Former course prefix/number MUS 260.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2333 Applied Music-Saxophone (3)
(This is a common course number. Former course prefix/number MUS 262.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2337 Applied Music-Trumpet (3)
(This is a common course number. Former course prefix/number MUS 263.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2341 Applied Music-French Horn (3)
(This is a common course number. Former course prefix/number MUS 264.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2345 Applied Music-Trombone (3)
(This is a common course number. Former course prefix/number MUS 265.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2349 Applied Music-Baritone (3)
(This is a common course number. Former course prefix/number MUS 266.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2353 Applied Music-Tuba (3)
(This is a common course number. Former course prefix/number MUS 267.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2357 Applied Music-Percussion (3)
(This is a common course number. Former course prefix/number MUS 268.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2361 Applied Music-Guitar (3)
(This is a common course number. Former course prefix/number MUS 270.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2365 Applied Music-Organ (3)
(This is a common course number. Former course prefix/number MUS 252.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2369 Applied Music-Piano (3)
(This is a common course number. Former course prefix/number MUS 251.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2377 Applied Music-Harp (3)
(This is a common course number. Former course prefix/number MUS 269.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2381 Applied Music-Voice (3)
(This is a common course number. Former course prefix/number MUS 253.)
(Coordinating Board Academic Approval Number 5009035426)

MUEN 1123 Band (1)
(This is a common course number. Former course prefix/number MUS 160/MUSI 1237/MUSI 1126.)
Prerequisite: Demonstrated competence approved by the instructor. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035526)

MUEN 1131 Keyboard Ensemble (1)
(This is a common course number. Former course prefix/number MUS 174/MUSI 1132.)
Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035626)

MUEN 1134 Guitar Ensemble (1)
(This is a common course number. Former course prefix/number MUS 103/MUSI 1137.)
Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035626)

MUEN 1151 Vocal Ensemble (1)
(This is a common course number. Former course prefix/number MUS 155/MUSI 1143.)
Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035826)

MUEN 1152 Chamber Ensemble (1)
(This is a common course number. Former course prefix/number MUS 177/MUSI 1151.)
Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035830)

MUEN 2141 Chorus (1)
(This is a common course number. Former course prefix/number MUS 150/MUSI 2143.)
Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035526)

MUSI 1116 Musicianship I (1)
(This is a common course number. Former course prefix/number MUS 161.)
Prerequisite: Music 1300, Music 1304 or consent of the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045626)

MUSI 1117 Musicianship II (1)
(This is a common course number. Former course prefix/number MUS 162.)
Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045626)

MUSI 1160 Italian Diction (1)
(This is a common course number. Former course prefix/number MUS 105.)
The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085326)

MUSI 1161 English Diction (1)
(This is a common course number. Former course prefix/number MUS 108.)
The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085326)

MUSI 1170 Synthesizer Class I (1)
(This is a unique need course. Former course prefix/number MUS 147.)
Prerequisite: Music 1181 or prior keyboard experience. This course is an entry-level performance course designed to teach students the basic theoretical concepts and performance skills necessary to perform on synthesizers. (3 Lab.)
(Coordinating Board Academic Approval Number 5009037126)

MUSI 1172 Synthesizer Class II (1)
(This is a unique need course. Former course prefix/number MUS 148.)
Prerequisite: Music 1170 or prior music synthesizer experience. This course is a continuation of Music 1170. This course emphasizes the rehearsal and performance of commercial music styles. FM synthesis is introduced and a variety of programmable equipment is surveyed including drum machines, sequencers, digital samplers and computer software. (3 Lab.)
(Coordinating Board Academic Approval Number 5009037126)

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 5009075126)

MUSI 1183 Voice Class I (1)
(This is a common course number. Former course prefix/number MUS 151.)
This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085126)

MUSI 1184 Voice Class II (1)
(This is a common course number. Former course prefix/number MUS 152.)
This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085126)

MUSI 1192 Guitar Class I (1)
(This is a common course number. Former course prefix/number MUS 119.)
An introductory course in acoustic guitar playing based on acoustic and classical guitar technique. Music reading of melodic, harmonic, and rhythmic exercises are learned to gain initial mastery of the fundamental techniques of guitar playing. Introductory elements about the history and culture of the guitar are included in this course. May be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009035126)

MUSI 1193 Guitar Class II (1)
(This is a common course number. Former course prefix/number MUS 120.)
Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009035126)

MUSI 1263 Jazz Improvisation (2)
(This is a common course number. Former course prefix/number MUS 115.)
The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5009036526)

MUSI 1300 Foundations of Music I (3)
(This is a common course number. Former course prefix/number MUS 113.)
This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045426)

MUSI 1304 Foundations of Music II (3)
(This is a common course number. Former course prefix/number MUS 114.)
Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045426)

MUSI 1306 Music Appreciation (3)
(This is a common course number. Former course prefix/number MUS 104.)
The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025126)

MUSI 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 5009025226)

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 5009025226)

MUSI 1310 History of Jazz/Rock Music (3)
(This is a common course number. Former course prefix/number MUS 166.)
The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025326)

MUSI 1311 Music Theory I (3)
(This is a common course number. Former course prefix/number MUS 145.)
Prerequisite: Music 1300 and 1304 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045126)

MUSI 1312 Music Theory II (3)
(This is a common course number. Former course prefix/number MUS 146.)
Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045126)

MUSI 1370 Guitar Literature and Materials (3)
(This is a unique need course. Former course prefix/number MUS 112.)
The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)
(Coordinating Board Academic Approval Number 5009029226)

MUSI 1386 Composition (3)
(This is a common course number. Former course prefix/number MUS 203.)
Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045326)

MUSI 1390 Digital Music Production (3)
(This is a common course number. Former course prefix/number MUS 153/MUSI 1372.)
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 5009045826.)

MUSI 1391 Digital Music Production (3)
(This is a common course number. Former course prefix/number MUS 154/MUSI 1373.)
Prerequisite: Successful completion of Music 1390 or demonstrated competence approved by the instructor. This course is a continuation of Music 1390 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 5009045826.)

MUSI 2116 Musicianship III (1)
(This is a common course number. Former course prefix/number MUS 271.)
Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045726)

MUSI 2117 Musicianship IV (1)
(This is a common course number. Former course prefix/number MUS 272.)
Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045726)

MUSI 2160 German Diction (1)
(This is a common course number. Former course prefix/number MUS 107.)
The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085326)

MUSI 2161 French Diction (1)
(This is a common course number. Former course prefix/number MUS 106.)
The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085326)

MUSI 2181 Piano Class III (1)
(This is a common course number. Former course prefix/number MUS 217.)
Prerequisite: Music 1181 and 1182 or demonstrated competence approved by the instructor. This course is a continuation of functional keyboard skills, including harmonization, sight-reading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075126)

MUSI 2182 Piano Class IV (1)
(This is a common course number. Former course prefix/number MUS 218.)
Prerequisite: Music 2181 or demonstrated competence of the instructor. This course is a continuation of functional keyboard skills in Music 2181 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075126)

MUSI 2192 Guitar Pedagogy (1)
(This is a common course number. Former course prefix/number MUS 205.)
Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)
(Coordinating Board Academic Approval Number 5009035126)

MUSI 2311 Music Theory III (3)
(This is a common course number. Former course prefix/number MUS 245.)
Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045226)

MUSI 2312 Music Theory IV (3)
(This is a common course number. Former course prefix/number MUS 246.)
Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2117 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045226)

MUSI 9176 Recital (1)
(Former course prefix/number MUS 199.)
This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009030026)

NUTR 1322 Principles of Nutrition (3)
(Former course prefix/number NTR 101. Common Course Number is HECO 1322.)
This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)
(Coordinating Board Academic Approval Number 1905025109)

PHED 1124 Beginning Aerobics (1)
(This is a common course number. Former course prefix/number PEH 137.)
This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1164 Beginning Physical Fitness (1)
(This is a common course number. Former course prefix/number PEH 115.)
Students are introduced to wellness related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to:aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085223)

PHIL 1301 Introduction to Philosophy (3)
(This is a common course number. Former course prefix/number PHI 101.)
An introduction to the ideas about such things as the good life, reality, God, the acquisition and characteristics of knowledge, and the nature of humans. Students will evaluate both ancient and modern theories about these issues in terms of their logic, historical significance, and meaning in everyday life, as they practice the methods for doing philosophy. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015112)

PHIL 1313 Critical Thinking (3)
(Former course prefix/number PHI 103/PHIL 1370.)
This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015712)

PHIL 2303 Logic (3)
(This is a common course number. Former course prefix/number PHI 105.)
The critical and correct construction and analysis of arguments using induction, deduction and scientific reasoning. Students will practice analyzing fallacies, definitions, analogies, and uses of language. They will learn to use some of the elementary tools of formal logic, such as Venn diagrams, truth tables, and formal proofs using the rules of inference. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015212)

PHIL 2306 Ethics (3)
(This is a common course number. Former course prefix/number PHI 203.)
Consideration of what constitutes a good and a moral life. Using classical and contemporary theories, students will weigh such ingredients as pleasure, duty, power, and love as they apply to current issues of daily living. Students may consider ethical problems in business, law, and medicine. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015312)

PHYS 1401 Introductory General Physics (4)
(This is a common course number. Former course prefix/number PHY 111.)
Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015303)

PHYS 1402 Introductory General Physics (4)
(This is a common course number. Former course prefix/number PHY 112.)
Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015303)

PHYS 1405 Concepts in Physics (4)
(This is a common course number. Former course prefix/number PHY 117.)
This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015103)

PHYS 1407 Concepts in Physics (4)
(This is a common course number. Former course prefix/number PHY 118.)
This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015103)

POFI 1301 Computer Applications I (3)
(This is a WECM course number. Former course prefix/number OFCT 1377.)
Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications, procedures, and Internet usage. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1341 Computer Applications II (3)
(This is a WECM course number. Former course prefix/number OFCT 2373.)
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1345 Integrated Software Applications II (3)
(This is a WECM course number. Former course prefix/number OFCT 1380.)
Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1349 Spreadsheets (3)
(This is a WECM course number. Former course prefix/number OFCT 1380.)
Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics. This course may be repeated for credit. (2 Lec., 3 Lab.)

POFI 2301 Word Processing (3)
(This is a WECM course number. Former course prefix/number OFCT 1379.)
Prerequisite: Keyboarding proficiency. Instructions on the various aspects of a word processing software package. Emphasis on the use of text editing features to produce business documents. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 2331 Desktop Publishing for the Office (3)
(This is a WECM course number. Former course prefix/number OFCT 2372.)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1127 Introduction to Keyboarding (1)
(This is a WECM course number. Former course prefix/number OFCT 1171.)
Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. (2 Lab.)

POFT 1192 Special Topics in Administrative Assistant/Secretarial Science, General (1)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (1 Lec.)

POFT 1193 Special Topics in General Office/Clerical and Typing Services (1)
(This is a WECM course number. Former course prefix/number OFCT 1170.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (2 Lab.)

POFT 1207 Proofreading and Editing (2)
(This is a WECM course number.)
Instruction in proofreading and editing skills necessary to assure accuracy in written documents and business correspondence. (1 Lec., 2 Lab.)

POFT 1292 Special Topics in Administrative Assistant/Secretarial Science, General (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec.)

POFT 1293 Special Topics in General Office/Clerical and Typing Services (2)
(This is a WECM course number. Former course prefix/number OFCT 1170.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (1 Lec., 2 Lab.)

POFT 1302 Business Communications I (3)
(This is a WECM course number.)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (2 Lec., 2 Lab.)

POFT 1309 Administrative Office Procedures I (3)
(This is a WECM course number. Former course prefix/number OFCT 1373.)
Prerequisite: Basic keyboarding skills. Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. (2 Lec., 2 Lab.)

POFT 1313 Professional Development for Office Personnel (3)
(This is a WECM course number.)
Preparation for the work force including business ethics, teamwork, professional attire, promotability, and interpersonal skills development. (2 Lec., 2 Lab.)

POFT 1319 Records and Information Management I (3)
(This is a WECM course number. Former course prefix/number OFCT 1371.)
Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. (2 Lec., 2 Lab.)

POFT 1321 Business Math (3)
(This is a WECM course number. Former course prefix/number MTH 130/MATH 1371.)
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. (3 Lec.)

POFT 1325 Business Math and Machine Applications (3)
(This is a WECM course number. Former course prefix/number OFCT 1372.)
Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software. (2 Lec., 2 Lab.)

POFT 1329 Keyboarding and Document Formatting (3)
(This is a WECM course number. Former course prefix/number OFCT 1375.)
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (2 Lec., 2 Lab.)

POFT 1349 Administrative Office Procedures II (3)
(This is a WECM course number.)
Advanced office application with special emphasis on decision making, goal setting, management theories, and critical thinking. (2 Lec., 2 Lab.)

POFT 1380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1382 Cooperative Education-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7371.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec. 15 Ext.)

POFT 1383 Cooperative Education-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1392 Special Topics in Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1393 Special Topics in General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 1270.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1493 Special Topics in General Office/Clerical and Typing Services (4)
(This is a WECM course number. Former course prefix/number OFCT 1370.)
Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 4 Lab.)

POFT 2203 Speed and Accuracy Building (2)
(This is a WECM course number. Former course prefix/number OFCT 1173.)
Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. (1 Lec., 2 Lab.)

POFT 2301 Document Formatting and Skillbuilding (3)
(This is a WECM course number. Former course prefix/number OFCT 1376.)
Prerequisite: Keyboarding and Document Formatting. A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis is on proofreading, editing, following instruction, and keying documents from various copy. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 2312 Business Communications II (3)
(This is a WECM course number. Former course prefix/number OFCT 2370.)
Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. (2 Lec., 2 Lab.)

POFT 2331 Administrative Systems (3)
(This is a WECM course number.)
Experience in project management and office procedures utilizing integration of previously learned skills. (2 Lec., 2 Lab.)

POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2382 Cooperative Education-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7372.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 15 Ext.)

POFT 2383 Cooperative Education-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7472.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2388 Internship-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7372.)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

PSTR 1191 Special Topics in Baker/Pastry Chef (1)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec., 1 Lab.)

PSTR 1206 Cake Decorating I (2)
(This is a WECM course number. Former course prefix/number FHSV 2271.)
Introduction to skills, concepts and techniques of cake decorating. Character cakes and groom's cakes are examples of cakes decorated in class. The student will be taught figure piping, flower making, borders and basket weave. (1 Lec., 3 Lab.)

PSTR 1207 Cake Decorating II (2)
(This is a WECM course number. Former course prefix/number FHSV 2272.)
Prerequisite: PSTR 1206. A course in decoration of specialized and seasonal products, including petit fours, gum paste flowers, fondant icing, and wedding cakes. (1 Lec., 3 Lab.)

PSTR 1291 Special Topics in Baker/Pastry Chef (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 1 Lab.)

PSTR 1301 Fundamentals of Baking (3)
(This is a WECM course number. Former course prefix/number FHSV 1383.)
Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours. (2 Lec., 4 Lab.)

PSTR 1305 Breads and Rolls (3)
(This is a WECM course number. Former course prefix/number FHSV 1384.)
Prerequisite: PSTR 1301. Concentration on fundamentals of chemically and yeast raised breads and rolls. Instruction on commercial preparation of a wide variety of products. The student will identify and explain baking terms, ingredients, equipment, and tools; scale and measure ingredients; convert and cost recipes; safely operate baking equipment and tools; and prepare yeast and quick breads and rolls to a commercially acceptable standard. (2 Lec., 4 Lab.)

PSTR 1310 Pies, Tarts, Teacakes and Cookies (3)
(This is a WECM course number. Former course prefix/number FHSV 1383.)
Prerequisite: PSTR 1301 and CULA 1305. Focus on preparation of American and European style pie and tart fillings and dough, cookies, teacakes, custard and batters, including savory and sweet items. Instruction in finishing and presentation techniques. Emphasis is placed on advanced techiques, presentation and variety in the preparation of these baked goods. (2 Lec., 4 Lab.)

PSTR 1312 Laminated Dough, Pate a Choux, and Donuts (3)
(This is a WECM course number. Former course prefix/number FHSV 1387.)
Prerequisite: PSTR 1301 and CULA 1305. Focus on preparation of laminated doughs to include puff pastry, croissant, and Danish and a variety of pate a choux (eclair paste) products and donuts. Fillings and finishing techniques included. Both savory and sweet products are prepared. Emphasis is placed on advanced techiques, and presentation in preparation of these baked goods. (2 Lec., 4 Lab.)

PSTR 1371 Bakery Operations and Management (3)
(This is a local need course number. Former course prefix/number FHSV 1385.)
Introduction to management, marketing, supervision and sanitation principles required in retail and wholesale bakery operations. Costing, pricing, computer usage and personnel issues are included. Field trips and guest speakers supplement classroom lecture, discussions and projects. (3 Lec., 1 Lab.)

PSTR 1391 Special Topics in Baker/Pastry Chef (3)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

PSTR 2331 Advanced Pastry Shop (3)
(This is a WECM course number. Former course prefix/number FHSV 2377.)
Prerequisite: PSTR 1301 and CULA 1305. A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques. A study of the production of European style cakes, including baking and finishing techniques. (2 Lec., 4 Lab.)

PSYC 1300 Learning Framework (3)
(This is a common course number.)
This course is a study of theoretical models regarding how people learn, think and motivate themselves. Students will use assessment instruments to help them identify their own academic strengths and weaknesses. Students are ultimately expected to integrate and apply these skills to become effective efficient learners. (3 Lec.)
(Coordinating Board Academic Approval Number 4203015125)

PSYC 2301 Introduction to Psychology (3)
(This is a common course number. Former course prefix/number PSY 101.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015125)

PSYC 2302 Applied Psychology (3)
(This is a common course number. Former course prefix/number PSY 202.)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Psychological facts and principles are applied to problems and activities of life and will be used to examine basic aspects of human relationships in society. This course will involve the direct application of psychological principles to human relations problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015225)

PSYC 2314 Developmental Psychology (3)
(This is a common course number. Former course prefix/number PSY 201.)
Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec)
(Coordinating Board Academic Approval Number 4207015125)

PSYC 2316 Psychology of Personality (3)
(This is a common course number. Former course prefix/number PSY 205.)
Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec)
(Coordinating Board Academic Approval Number 4201015725)

PSYC 2371 Current Issues in Psychology (3)
(This is a unique need course. Former course prefix/number PSY 211/PSYC 2370/PSYC 2340)
This course provides an in-depth study of current issues in psychology. Topics include: abnormal psychology, psychology of the offender, death and dying, and gender roles. Topics may vary from semester to semester and may be repeated for credit when topics vary. (3 Lec)
(Coordinating Board Academic Approval Number is to be assigned.)

RADR 1166 Practicum (or Field Experience)- Medical Radiologic Technology/Technician (1)
(This is a WECM course number. Former course prefix/number RADS 1274.)
Prerequisite: HPRS 2231, HPRS 1204, HPRS 1291, RADR 2213, RADR 1411, RADR 1313, RADR 2301. An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. (8 Ext.)

RADR 1267 Practicum (or Field Experience)- Medical Radiologic Technology/Technician (2)
(This is a WECM course number. Former course prefix/number RADS 1275.)
Prerequisite: RADR 1166. An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. (20 Ext.)

RADR 1270 Radiographic Image Evaluation I (2)
(This is a local need course number.)
This course will introduce the student to the process of radiographic image evaluation. The student will begin to apply knowledge of human anatomy and radiologic positioning to the finished radiographic image. (2 Lec.)

RADR 1291 Special Topics in Medical Radiologic Technology/Technician (2)
(This is a WECM course number.)
The student will continue to develop their image quality assessment skills. Principles for developing departmental image quality standards will be discussed. Applying the scientific process in developing exposure charts will be learned. (2 Lec.)

RADR 1313 Principles of Radiographic Imaging I (3)
(This is a WECM course number. Former course prefix/number RADS 1374.)
Prerequisite: RADR 1411. This course will analyze radiographic image quality and the effect of exposure variables upon radiographic quality. (2 Lec., 3 Lab.)

RADR 1411 Basic Radiographic Procedures (4)
(This is a WECM course number. Former course prefix/number RADS 1372 and RADS 1375.)
Prerequisite: RADR 2213, HPRS 1204, SCIT 1408 or BIOL 2402 or concurrent enrollment. This course includes an introduction to radiologic positioning terminology, the proper manipulation of equipment, positioning and alignment and evaluating images for proper demonstration of basic anatomy and related pathology. (3 Lec., 4 Lab.)

RADR 2133 Advanced Medical Imaging (1)
(This is a WECM course number .)
Prerequisite: RADR 1313, RADR 2305 and ITSC 1401. An introduction to the use of computers in medical imaging and a survey of specialized imaging modalities. (1 Lec.)

RADR 2209 Radiographic Imaging Equipment (2)
(This is a WECM course number. Former course prefix/number RADS 2272.)
Prerequisite: RADR 1313 and RADR 2305. A study of the equipment and physics of x-ray production and basic x-ray circuits and the relationship of equipment to the imaging process. (2 Lec.)

RADR 2213 Radiation Biology and Protection (2)
(This is a WECM course number. Former course prefix/number RADS 1170.)
Prerequisite: SCIT 1407 or BIOL 2401 and admission to the program. A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation and methods for protecting personnel and patients from excessive exposure. (2 Lec.)

RADR 2217 Radiographic Pathology (2)
(This is a WECM course number. Former course prefix/number RADS 2270.)
Prerequisite: HPRS 2201, SCIT 1408 or BIOL 2402, RADR 1411, RADR 2301, RADR 2331. An overview of the disease process and common diseases and their appearances on medical images. (2 Lec.)

RADR 2235 Radiologic Technology Seminar (2)
(This is a WECM course number. Former course prefix/number RADS 2373 and RADS 2473.)
Prerequisite: All previously required RADR courses in sequence or concurrent enrollment. This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and life long learning. (1 Lec., 3 Lab.)

RADR 2266 Practicum (or Field Experience)- Medical Radiologic Technology/Technician (2)
(This is a WECM course number. Former course prefix/number RADS 2372.)
Prerequisite: RADR 1166 and RADR 1267. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experience is unpaid. This course may be repeated if topics and learning outcomes vary. (20 Ext.)

RADR 2267 Practicum (or Field Experience)- Medical Radiologic Technology/Technician (2)
(This is a WECM course number. Former course prefix/number RADS 2472.)
Prerequisite: RADR 1166 and RADR 1267. An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. (15 Ext.)

RADR 2301 Intermediate Radiographic Procedures (3)
(This is a WECM course number. Former course prefix/number RADS 1376.)
Prerequisite: RADR 1411, HPRS 1204. A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment and evaluation of images for proper demonstration of intermediate anatomy and related pathology. (2 Lec., 4 Lab.)

RADR 2305 Principles of Radiographic Imaging II (3)
(This is a WECM course number. Former course prefix/number RADS 1276 and RADS 2373.)
Prerequisite: RADR 1313. A continuation in the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production. (2 Lec., 2 Lab.)

RADR 2331 Advanced Radiographic Procedures (3)
(This is a WECM course number. Former course prefix/number RADS 2374.)
Prerequisite: RADR 1411 and RADR 2301. An advanced course including the proper manipulation of equipment, positioning and alignment of anatomical structure and equipment and evaluation of images for proper demonstrated of advanced anatomy and related pathology. (2 Lec., 2 Lab.)

RNSG 1105 Nursing Skills I (1)
(This is a WECM course number. Former course prefix/number NURS 1971.)
Prerequisite: Minimum grade of C in RNSG 1523, RNSG 1460, SCIT 1408 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311. Concurrent enrollment in corequisite courses RNSG 2504 and RNSG 1461. Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgement skills, and professional values within a legal/ethical framework. Focus is on assessment, parenteral medication administration; IV therapy; documentation; surgical asepsis; basic skills competency validation. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (2 Lab.)

RNSG 1160 Clinical-Nursing (R.N. Training) (1)
(This is a WECM course number. Former course prefix/number NURS 1570.)
Prerequisite: Current Texas LVN license, admission to the Associate Degree Nursing program, and C grade or better in SCIT 1407 or Biology 2401, Psychology 2301, English 1301, and Mathematics 1314 equaling a grade point average of 2.5 or better. Additional prerequisites include SCIT 1408 or Biology 2402, Biology 2420, Psychology 2314 and Speech Communication 1311 with a minimum grade of C. Licensed Vocational Nurses will take this course in place of RNSG 1523, RNSG 1460, RNSG 2504, RNSG 1105, RNSG 1461. Concurrent enrollment in corequisite courses RNSG 1327 and RNSG 1170. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes Nursing process in the care of individuals with problems in areas of fluid/electrolytes, inflammation/immune response, and reproductive/sexual health. Focus is on health promotion, expanded assessment, multi-disciplinary teamwork, communication, and the role of the nurse within a legal/ethical framework. Content includes applicable competencies in basic workplace skills. (3 Ext.)

RNSG 1170 ADN Bridge Nursing Skills (1)
(This is a local need course number. Former course prefix/number NURS 1570.)

Prerequisite: Current Texas LVN license, admission to the Associate Degree Nursing program, and C grade or better in SCIT 1407 or Biology 2401, Psychology 2301, English 1301, and Mathematics 1314 equaling a grade point average of 2.5 or better. Additional prerequisites include SCIT 1408 or Biology 2402, Biology 2420, Psychology 2314 and Speech Communication 1311 with a minimum grade of C. Licensed Vocational Nurses will take this course in place of RNSG 1523, RNSG 1460, RNSG 2504, RNSG 1105, RNSG 1461. Concurrent enrollment in corequisite courses RNSG 1327, RNSG 1160. Knowledge and principles applicable in the performance of nursing skills and procedures. Focus is on assessment of adults, clients in childbearing/child rearing; critical thinking; documentation; communication skills; nursing process with an ethical legal framework; transition from LVN to RN role. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (2 Lab.)

RNSG 1301 Pharmacology (3)
(This is a WECM course number. Former course prefix/number NURS 1370.)

Prerequisite: Minimum grade of C in SCIT 1407 or Biology 2401 and concurrent enrollment in SCIT 1408 or Biology 2402. Registered Nurses or Licensed Vocational Nurses may enroll for refresher purposes. Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. (3 Lec.)

RNSG 1311 Nursing Pathophysiology (3)
(This is a WECM course number. Former course prefix/number NURS 1371.)

Prerequisite: SCIT 1407 or Biology 2401 and concurrent enrollment in SCIT 1408 or Biology 2402. Registered nurses or Licensed Vocational Nurses may enroll for refresher purposes. Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems. (3 Lec.)

RNSG 1327 Transition from Vocational to Professional Nursing (3)
(This is a WECM course number. Former course prefix/number NURS 1570.)

Prerequisite: Current Texas LVN license, admission to the Associate Degree Nursing program, and C grade or better in SCIT 1407 or Biology 2401, Psychology 2301, English 1301, and Mathematics 1314 equaling a grade point average of 2.5 or better. Additional prerequisites include SCIT 1408 or Biology 2402, Biology 2420, Psychology 2314 and Speech Communication 1311 with a minimum grade of C. Licensed Vocational Nurses will take this course in place of RNSG 1523, RNSG 1460, RNSG 2504, RNSG 1105, RNSG 1461. Concurrent enrollment in corequisite courses RNSG 1170, RNSG 1160. Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework throughout the lifespan. Specific areas of emphasis include the role of the nurse in the management of clients with problems of fluid and electrolytes, inflammation/immune response, nutrition and clients during childbearing and child rearing ages. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (3 Lec.)

RNSG 1460 Clinical-Nursing (R.N. Training) (4)
(This is a WECM course number. Former course prefix/number NURS 1870.)

Prerequisite: Admission to the program and C grade or better in SCIT 1407 or Biology 2401, Psychology 2301, English 1301 and Mathematics 1314 equaling a grade point average of 2.5. Concurrent enrollment in SCIT 1408 or Biology 2402 and Psychology 2314. Concurrent enrollment in corequisite course RNSG 1523. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Nursing process is utilized in the care of adults in acute and transitional care settings. Focus is on health promotion/disease prevention, basic pharmacological concepts, caring, ethical/legal aspects, and decision-making. Emphasis is on beginning assessment, psychomotor; and communication skills. Content includes applicable competencies in basic workplace skills. (12 Ext.)

RNSG 1461 Clinical-Nursing (R.N. Training) (4)
(This is a WECM course number. Former course prefix/number NURS 1971.)
Prerequisite: Minimum grade of C in RNSG 1523, RNSG 1460, SCIT 1408 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311. Concurrent enrollment in corequisite courses RNSG 2504 and RNSG 1105. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes the nursing process to deliver care to individuals and families in varied structured health care settings. Focus in on health promotion/health maintenance, nutrition, pharmacologic management, communication, ethical/legal aspects, and course-related psychomotor skills. Emphasis is on physical and psychosocial assessment of newborns, children, and adults in the collaborative management of individuals and families during childbearing and child rearing ages and in caring for individuals undergoing selected surgical interventions. Content includes applicable competencies in basic workplace skills. (12 Ext.)

RNSG 1523 Introduction to Professional Nursing (5)
(This is a WECM course number. Former course prefix/number NURS 1870.)
Prerequisite: Admission to the program and C grade or better in SCIT 1407 or Biology 2401, Psychology 2301, English 1301 and Mathematics 1314 equaling a grade point average of 2.5. Concurrent enrollment in SCIT 1408 or Biology 2402 and Psychology 2314. Concurrent enrollment in corequisite course RNSG 1460. Introduction to the profession of nursing including the roles of the registered nurse with emphasis on the application of a systematic, problem-solving process to provide care to diverse clients across the life span; and including applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Focus is on caring, competent nursing care of adults in acute and transitional care settings. Emphasis in the lab component is on medical and surgical asepsis; assessment; documentation; safety; selected skills for basic care needs; oral/topical medications. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (4 Lec., 2 Lab.)

RNSG 2161 Clinical-Nursing (R.N. Training) (1)
(This is a WECM course number. Former course/prefix NURS 2375.)
Prerequisite: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461, Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2414, RNSG 2460 and in a Humanities course. Concurrent enrollment in corequisite course RNSG 2213. LVN Option: Minimum of C in RNSG 1327, RNSG 1170 and RNSG 1160. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes nursing process to deliver care to individuals/families who are experiencing alterations in mental health in a variety of health settings. Focus is on psychopathology of mental disorders as well as promotion of mental health. Emphasis is on assessment, communication techniques, caring, ethical/legal aspects, and collaborative roles in the delivery of nursing care. Content includes applicable competencies in basic workplace skills. (3 Ext.)

RNSG 2213 Mental Health Nursing (2)
(This is a WECM course number. Former courses/prefix NURS 2375.)
Prerequisite: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461, Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2414 and RNSG 2460 and in a Humanities course. LVN Option: Minimum grade of C in RNSG 1327, RNSG 1170, and RNSG 1160. Concurrent enrollment in corequisite course RNSG 2161. Principles and concepts of mental health, psychopathology, and treatment modalities relating to the nursing care of clients and their families. Emphasis is on assessment, communication techniques, promotion of mental health, caring, ethical/legal aspects, collaborative roles of nurse in a variety of settings. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (2 Lec.)

RNSG 2221 Management of Client Care (2)

(This is a WECM course number. Former course prefix/number NURS 2270.)

Prerequisite: Minimum grade of C in RNSG 2414, RNSG 2460, RNSG 2213, RNSG 2161. Concurrent enrollment in corequisite courses RNSG 2535 and RNSG 2562. Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgement, skills, and professional values within a legal/ethical framework. Emphasis is on economics, communication skills, trends and issues in health care delivery systems, legal and ethical parameters of professional nursing according to the Nursing Practice Act.   Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (2 Lec.)

RNSG 2414 Care of the Client with Complex Health Care Needs (4)

(This is a WECM course number. Former course/prefix NURS 2870.)

Prerequisite: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461, Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2213, RNSG 2161 and in a Humanities course. LVN Option: Minimum of C in RNSG 1327, RNSG 1170, RNSG 1160.   Concurrent enrollment in corequisite course RNSG 2460. Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with complex health care needs in health maintenance and health restoration.   Opportunities to collaborate with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Focus is on performance of an adult assessment, pharmacotherapeutic interventions, and the collaborative role of the nurse in the delivery of safe, caring nursing care. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (4 Lec.)

RNSG 2460 Clinical-Nursing (R.N. Training) (4)

(This is a WECM course number. Former course prefix/number NURS 2870.)

Prerequisite: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461 Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2213 and RNSG 2161 and in a Humanities course. LVN Option: Minimum of C in RNSG 1327, RNSG 1170, RNSG 1160.   Concurrent enrollment in corequisite course RNSG 2414. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes systematic problem-solving process and critical thinking skills to provide nursing care to adults with complex care needs in diverse health care settings. Focus is on health promotion, work organization, time management, communication techniques, ethical/legal aspects, and critical thinking skills. Emphasis is on performance of an adult assessment, pharmacotherapeutic interventions, and the collaborative role of the nurse in the delivery of nursing care. Content includes applicable competencies in course related and basic workplace skills. (12 Ext.)

RNSG 2504 Care of the Client with Common Health Care Needs (5)

(This is a WECM course number. Former course prefix/number NURS 1971.)

Prerequisite: Minimum grade of C in RNSG 1523, RNSG 1460, SCIT 1408 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311.   Concurrent enrollment in corequisite courses RNSG 1105 and RNSG 1461. Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs.   Opportunities for collaboration with members of the multi-disciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Focus is on caring, competent nursing care of individuals and families during childbearing and child rearing ages. Emphasis is on aspects of health promotion, health maintenance, nutrition, pharmacologic management. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE).(5 Lec.)

RNSG 2535 Integrated Client Care Management (5)
(This is a WECM course number. Former course prefix/number NURS 2972.)
Prerequisite: Minimum grade of C in RNSG 2414, RNSG 2460 and RNSG 2213, RNSG 2161. Concurrent enrollment in corequisite RNSG 2562 and RNSG 2221. Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge judgment, skills, and professional values within a legal/ethical framework. Focus is on caring, competent nursing care of individuals who are experiencing acute episodes of illness and/or multi-system failure. Emphasis on pathophysiology, treatment modalities, and nursing interventions. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (5 Lec.)

RNSG 2562 Clinical-Nursing (R.N. Training) (5)
(This is a WECM course number. Former course prefix/number NURS 2972.)
Prerequisite: Minimum grade of C in RNSG 2414, RNSG 2460, RNSG 2213, RNSG 2161. Concurrent enrollment in RNSG 2221 and corequisite RNSG 2535. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes assessment skills, critical thinking, and independent nursing intervention to care for individuals experiencing acute episodes of illness and/or multi-system failure. Focus is on caring, health promotion, health restoration and professional values within a legal/ethical framework. Emphasis is on collaborative clinical decision-making, nursing leadership, skills, and client management in the delivery of nursing care. Content includes applicable competencies in basic workplace skills. (15 Ext.)

RSPT 1141 Respiratory Home Care/Rehabilitation (1)
(This is a WECM course number. Former course prefix/number RESP 2670.)
Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201, and RSPT 2310. Designed to develop an understanding of respiratory home care/rehabilitation equipment, procedures, and patient care, with emphasis on the use of special technology and equipment in the treatment of patients in a subacute and/or long term patient care setting. (2 Lab.)

RSPT 1213 Basic Respiratory Care Pharmacology (2)
(This is a WECM course number. Former course prefix/number RESP 1270.)
Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1431. A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and interaction of the autonomic nervous system. (2 Lec.)

RSPT 1227 Applied Physics for Respiratory Care (2)
(This is a WECM course number. Former course prefix/number RESP 1470.)
Prerequisite: Admission to Respiratory Care Program; a grade of "C" in all courses in Semester I and Semester II; Elective course co-requisite if not completed previously. Exploration of the theoretical and practical applications of mathematics and physics with a focus on the applicability and clinical utility of the modalities, techniques, procedures, equipment, and diagnostic tests utilized in respiratory care. (2 Lec.)

RSPT 1260 Clinical-Respiratory Therapy Technician (2)
(This is a WECM course number. Former course prefix/number RESP 1670.)
Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1431. A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (12 Ext.)

RSPT 1307 Cardiopulmonary Anatomy and Physiology (3)
(This is a WECM course number. Former course prefix/number RESP 1370.)
Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1431. An introduction to the anatomy and physiology of the cardiovascular, renal, and pulmonary systems. Includes the terminology used in respiratory physiology. (3 Lec.)

RSPT 1311 Respiratory Care Procedures II (3)
(This is a WECM course number. Former course prefix/number RESP 1670.)
Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1431. Provides student with the essential knowledge of airway care and mechanical ventilation. Airway care includes indications, techniques, equipment, and hazards and complications. Mechanical ventilation includes indications, initiation, modes, clinical application, management, complications, and weaning. (2 Lec., 3 Lab.)

RSPT 1431 Respiratory Care Fundamentals II (4)
(This is a WECM course number. Former course prefix/number RESP 1670.)
Prerequisite: A grade of "C" in all courses in Semester I and Semester II, RSPT 1227, and Elective course. Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation. (2 Lec., 6 Lab.)

RSPT 2131 (Clinical) Simulations in Respiratory Care (1)
(This is a WECM course number. Former course prefix/number RESP 2670.)
Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201 and RSPT 2310. The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking both written and computerized simulations, and basic concepts of computer usage. (2 Lab.)

RSPT 2163 Clinical-Respiratory Therapy Technician (1)
(This is a WECM course number. Former course prefix/number RESP 2670.)
Prerequisite: A grade of "C" in RSPT 1141, RSPT 2113, RSPT 2258, RSPT 2262, RSPT 2314, and RSPT 2453. A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated in topics and learning outcomes vary. (6 Ext.)

RSPT 2166 Practicum (or Field Experience)-Respiratory Therapy Technician (1)
(This is a WECM course number. Former course prefix/number RESP 2670.)
Prerequisite: A grade of "C" in RSPT 1141, RSPT 2113, RSPT 2258, RSPT 2262, RSPT 2314, and RSPT 2453. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experience may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Ext.)

RSPT 2201 Cardiopulmonary Assessment (2)
(This is a WECM course number. Former course prefix/number RESP 2670.)
Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1413. Advanced concepts of the physical, radiological, hemodynamic, laboratory, and fluid/eletrolyte assessment of patients with cardiopulmonary disease. (2 Lec.)

RSPT 2258 Advanced Respiratory Care Patient Assessment (2)
(This is a WECM course number. Former course prefix/number RESP 2370.)
Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201, and RSPT 2310. Instruction in the integration of patient examination techniques, clinical lab studies, x-ray, pulmonary function, arterial blood gases, and invasive and non-invasive hemodynamics results in patient assessment. (1 Lec., 2 Lab.)

RSPT 2262 Clinical-Respiratory Therapy Technician (2)
(This is a WECM course number. Former course prefix/number RESP 2470 and RESP 1671)
Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201, and RSPT 2310. A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (12 Ext.)

RSPT 2310 Cardiopulmonary Disease (3)
(This is a WECM course number. Former course prefix/number RESP 1471.)
Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1431. A discussion of pathogenesis, pathology, history, prognosis, manifestations, and management of cardiopulmonary diseases. (3 Lec.)

RSPT 2314 Mechanical Ventilation (3)
(This is a WECM course number. Former course prefix/number RESP 1671 and RESP 2470.)
Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201, and RSPT 2310. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experience may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (2 Lec., 3 Lab.)

RSPT 2453 Neonatal/Pediatric Cardiopulmonary Care (4)
(This is a WECM course number. Former course prefix/number RESP 2170 and RESP 2371.)
Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201, and RSPT 2310. A study of acute care, monitoring, and management as applied to the neonatal and pediatric patient. (3 Lec., 3 Lab.)

RSTO 1191 Special Topics in Food and Beverage/Restaurant Operations Manager (1)
(This is a WECM course number. Former course prefix/number FHSV 2170.)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec., 1 Lab.)

RSTO 1291 Special Topics in Food and Beverage/Restaurant Operations Manager (2)
(This is a WECM course number. Former course prefix/number FHSV 2270.)
Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 1 Lab.)

RSTO 1301 Beverage Management (3)
(This is a WECM course number. Former course prefix/number FHSV 2378.)
A study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods. (3 Lec., 1 Lab.)

RSTO 1304 Dining Room Service (3)
(This is a WECM course number. Former course prefix/number FHSV 1371.)
Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel. (2 Lec., 4 Lab.)

RSTO 1306 Facilities Layout and Design (3)
(This is a WECM course number. Former course prefix/number FHSV 1376.)
Overview of the planning, development, and feasibility aspects of building or renovating a food service facility. Application of principles of work and flow analysis, spatial relationships, and equipment selection as they relate to the overall layout and design. (3 Lec., 1 Lab.)

RSTO 1311 Marketing of Hospitality Services (3)
(This is a WECM course number. Former course prefix/number FHSV 2374.)
An overview of marketing strategies for the hospitality industry including unique features of the hospitality business for marketing orientation. Topics include service marketing, strategic planning, competition, analyzing the environment, and marketing to the season/event. (3 Lec., 1 Lab.)

RSTO 1313 Hospitality Supervision (3)
(This is a WECM course number. Former course prefix/number FHSV 1375.)
Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development. (3 Lec., 1 Lab.)

RSTO 1317 Nutrition for the Food Service Professional (3)

(This is a WECM course number. Former course prefix/number FHSV 1381.)

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. (3 Lec., 1 Lab.)

RSTO 1319 Viticulture and Enology (3)

(This is a WECM course number.)

A study of the growing regions, production, processing, and distribution of domestic and international wines. Topics include types of wine grapes, varieties of wine, proper storage procedures, and the techniques of proper wine service. Student must be 21 on first class day. (3 Lec., 1 Lab.)

RSTO 1325 Purchasing for Hospitality Operations (3)

(This is a WECM course number. Former course prefix/number FHSV 1380.)

Study of purchasing and inventory management of foods and other supplies include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle. (3 Lec., 1 Lab.)

RSTO 1380 Cooperative Education - Food and Beverage/Restaurant Operations Manager (3)

(This is a WECM course number. Former course prefix/number FHSV 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

RSTO 1391 Special Topics in Food and Beverage/Restaurant Operations Manager (3)

(This is a WECM course number. Former course prefix/number FHSV 2371.)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

RSTO 1491 Special Topics in Food and Beverage/Restaurant Operations Manager (4)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

RSTO 2301 Principles of Food and Beverage Controls (3)

(This is a WECM course number. Former course prefix/number FHSV 1382.)

Prerequisite: Math 1371 or concurrent enrollment. A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory procedures. (3 Lec., 1 Lab.)

RSTO 2307 Catering (3)

(This is a WECM course number.)

Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques. (3 Lec., 1 Lab.)

RSTO 2380 Cooperative Education - Food and Beverage/Restaurant Operations Manager (3)

(This is WECM course number. Former course prefix/number FHSV 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

SCIT 1307 Human Anatomy and Physiology I (3)

(This is a WECM course number.)

In-depth coverage of the structure and function of the human body. Topics include cell structure and function; tissues; body organization; and the integumentary, skeletal, muscular, nervous, and endocrine systems. Emphasis on homeostasis. (2 Lec., 4 Lab.)

SCIT 1407 Human Anatomy and Physiology I (4)

(This is a WECM course number. Former course prefix/number BIOL 1470.)

In-depth coverage of the structure and function of the human body. Topics include cell structure and function; tissues; body organization; and the integumentary, skeletal, muscular, nervous and endocrine systems. Emphasis is on homeostasis. (3 Lec., 3 Lab.)

SCIT 1408 Human Anatomy and Physiology II (4)
(This is a WECM course number. Former course prefix/number BIOL 1472.)
Prerequisite: SCIT 1407, Human Anatomy and Physiology I. A continuation of Human Anatomy and Physiology I with in-depth coverage of the structure and function of the human body. Topics include the digestive, respiratory, cardiovascular, lymphatic, immune, excretory, and reproductive systems. Emphasis is on homeostasis. (3 Lec., 3 Lab.)

SOCI 1301 Introduction to Sociology (3)
(This is a common course number. Former course prefix/number SOC 101.)
This course is a sociological study of social behavior, processes and structures, emphasizing diversity and commonality among human beings. Topics are examined through several sociological perspectives, encouraging critical thinking and personal responsibility about social issues. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015125)

SOCI 1306 Social Problems (3)
(This is a common course number. Former course prefix/number SOC 102.)
This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015225)

SOCI 2301 Marriage, Family, and Close Relationships (3)
(This is a common course number. Former course prefix/number SOC 203.)
Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015425.)

SOCI 2306 Human Sexuality (3)
(This is a common course number. Former course prefix/number SOC 103.)
Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015325)

SOCI 2319 Race, Ethnicity and Community (3)
(This is a common course number. Former course prefix/number SOC 204.)
This course focuses on cultural, social, and institutional factors affecting relationships within and among ethnic, cultural, and racial groups. Emphasis is on current problems of intergroup relations, social movements, and related social changes, as well as community building and conflict resolution. The historic contributions of the groups may be presented. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015325)

SOCI 2372 Communication and Negotiation Skills for Conflict Resolution (3)
(This is a unique need course.)
This course teaches how to recognize negative communication styles and the technique necessary to break impasses, and create options or agreement; skills include how to build an atmosphere that fosters negotiation and how to mediate "win-win" solutions. (3 Lec.)
(Coordinating Board Academic Approval Number 4511019225)

SOCI 2373 Introduction to Mediation (3)
(This is a unique need course.)
This course defines the process of mediation, its history and development, and examines theories of conflict resolution and negotiation. Explores the use of mediation in domestic, commercial, educational, and other settings. Within each of these contexts, laws, ethics, gender considerations, psychology, sociology, and cultural diversity will be explored. (3 Lec.)
(Coordinating Board Academic Approval Number 4511019125)

SOCI 2389 Applied Sociology Practicum (3)
(This is a common course number. Former course prefix/number SOC 232.)
An instructional program designed to integrate on-campus study with practical field experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior, and/or social institutions, and in the practice of community service. This course may be repeated for credit when field experience vary. (1 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4501015125)

SPAN 1100 Spanish Conversation (1)
(Former course prefix/number SPA 107.)
Prerequisite: Spanish 1411 or Spanish 1412. This course is a further exploration of the Spanish language through creative problem-solving while utilizing the basic elements of the Spanish language. The course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 1609055413)

SPAN 1311 Beginning Spanish (3)
(This is a common course number.)
This course is an introduction to Spanish speaking, oral comprehension, reading, writing, grammar, and culture. It is strongly recommended that students who plan to study Spanish for more than one semester enroll in Spanish 1411, which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Spanish 1311 and wish to continue their studies of Spanish may register for Spanish 1412. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1609055113)

SPAN 1411 Beginning Spanish (4)
(This is a common course number. Former course prefix/number SPA 101.)
This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055113)

SPAN 1412 Beginning Spanish (4)
(This is a common course number. Former course prefix/number SPA 102.)
Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor This course continues the oral practice, reading, writing, grammar and cultural studies begun in Spanish 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055113)

SPAN 2306 Spanish Conversation (3)
(This is a common course number. Former course prefix/number SPA 207.)
Prerequisite: Spanish 1411 and Spanish 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2311. This course may be repeated for credit. Topics vary from semester to semester. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055413)

SPAN 2311 Intermediate Spanish (3)
(This is a common course number. Former course prefix/number SPA 201.)
Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor This course is designed to further develop students' overall language proficiency and cultural knowledge though advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055213)

SPAN 2312 Intermediate Spanish (3)
(This is a common course number. Former course prefix/number SPA 202.)
Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor This course is a continuation of Spanish 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture through contemporary literature. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055213)

SPAN 2316 Spanish for Business I (3)
(This is a common course number. Former course prefix/number SPA 211/SPAN 2371.)
Prerequisite: Spanish 2311 or the equivalent. This course exposes students to the Spanish language used in business, including the terminology and idioms of Spanish business language in special oral and written communication. Emphasis is placed on the structure and content of Spanish business correspondence. Authentic materials are used to give students a contemporary view of business as it is conducted in Hispanic society. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055213)

SPAN 2317 Spanish for Business II (3)
(This is a common course number. Former course prefix/number SPA 212/SPAN 2372.)
Prerequisite: Spanish 2316 or the equivalent. This course is devoted to the continued development of business language skills with a focus on the accurate use of business vocabulary and business style. Emphasis is on preparing students to function using Spanish in a business setting via practice of receptive and productive linguistic skills. The course also provides training in cross-cultural communication skills and is designed to help students achieve levels of proficiency to meet foreign language needs for business and international trade. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055213.)

SPAN 2321 Introduction to Spanish Literature (3)
(This is a common course number. Former course prefix/number SPA 203.)
Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055331)

SPAN 2322 Introduction to Spanish Literature (3)
(This is a common course number. Former course prefix/number SPA 204.)
Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2321. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055313)

SPCH 1145 Speech Communication Workshop (1)
(This is a common course number. Former course prefix/number SC 110.)
This laboratory course offers students a wide variety of applied speech communication experiences. This course may be repeated four times for credit (2 Lab.)
(Coordinating Board Academic Approval Number 2310016012)

SPCH 1311 Introduction to Speech Communication (3)
(This is a common course number. Former course prefix/number SC 101.)
Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches. This course requires college-level reading and writing skills. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015112)

SPCH 1315 Fundamentals of Public Speaking (3)
(This is a common course number. Former course prefix/number SC 105.)
Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015312)

SPCH 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 2310015212)

SPCH 1342 Voice and Articulation (3)
(This is a common course number. Former course prefix/number SC 109.)
Students may register for either Speech Communication 1342 or Drama 2336 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015812)

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 2310015712)

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. (1 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2401035212)

SRGT 1166 Practicum (or Field Experience)-Surgical/Operating Room Technician (1)
(This is a WECM course number. Former course prefix/number SGTC 1870.)
Prerequisite: Acceptance to the Surgical Technologist program and a minimum "C" grade or better in ENGL 1301, SPCH 1311, SCIT 1407, HPRS 1204 and HPRS 2231. Concurrent enrollment in, or a minimum "C" grade or better in SCIT 1408 and HPRS 2300. Concurrent enrollment in SRGT 1405 and 1409. An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. (10 Ext.)

SRGT 1167 Practicum (or Field Experience)-Surgical/Operating Room Technician (1)

Prerequisite: Current R. N. licensure by the Board of Nurse Examiners for the State of Texas, or graduate nurse pending NCLEX-RN examination. Current CPR certification. Acceptance into the Perioperative Nurse Internship program. Concurrent enrollment in Perioperative Nurse Internship I (SRGT 1471). An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. (10 Ext.)

SRGT 1201 Medical Terminology (2)

Study of basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is on building a professional vocabulary required for employment within the allied health care field. May be taken as a continuing education course. (2 Lec.)

SRGT 1367 Practicum (or Field Experience)-Surgical/Operating Room Technician (3)

Prerequisite: A minimum "C" grade or better in all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in, or a minimum "C" grade or better in HPRS 1202. Concurrent enrollment in SRGT 1441 and 1442. An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. (21 Ext.)

SRGT 1405 Introduction to Surgical Technology (4)

Prerequisite: Acceptance to the Surgical Technologist program and a minimum "C" grade or better in ENGL 1301, SPCH 1311, SCIT 1407, HPRS 1204 and HPRS 2231. Concurrent enrollment in, or a minimum "C" grade or better in SCIT 1408 and HPRS 2300. Concurrent enrollment in SRGT 1409 and 1166. Orientation to surgical technology theory, surgical pharmacology and anesthesia, and patient care concepts. (3 Lec., 4 Lab.)

SRGT 1409 Fundamentals of Aseptic Technique (4)

Prerequisite: Acceptance to the Surgical Technologist program and a minimum "C" grade or better in ENGL 1301, SPCH 1311, SCIT 1407, HPRS 1204 and HPRS 2231. Concurrent enrollment in, or a minimum "C" grade or better in SCIT 1408 and HPRS 2300. Concurrent enrollment in SRGT 1405 and 1166. In-depth coverage of aseptic technique principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. (3 Lec., 4 Lab.)

SRGT 1441 Surgical Procedures I (4)

Prerequisite: A minimum "C" grade or better in all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in, or a minimum "C" grade or better in HPRS 1202. Concurrent enrollment in SRGT 1442 and 1367. Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialities incorporating instruments, equipment, and supplies required for safe patient care. (4 Lec.)

SRGT 1442 Surgical Procedures II (4)

Prerequisite: A minimum "C" grade or better in all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in, or a minimum "C" grade or better in HPRS 1202. Concurrent enrollment in SRGT 1441 and 1367. Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialities incorporating instruments, equipment, and supplies required for safe patient care. (4 Lec.)

SRGT 1471 Perioperative Nurse Internship I (4)
(This is a local need course number. Former course prefix/number SGTC 1671.)
Prerequisite: Current R. N. licensure by the Board of Nurse Examiners for the State of Texas, or graduate nurse pending NCLEX-RN examination. Current CPR certification. Acceptance into the Perioperative Nurse Internship program. Concurrent enrollment in Practicum (SRGT 1167). Introduction of the registered nurse or new graduate nurse to the operating room environment. The intraoperative aspect of perioperative nursing is emphasized. The following are presented: basic principles of sterile technique sterilization, preparation and care of surgical instruments, supplies and equipment; ethical/legal implications; surgical pharmacology; basic care and safety of the patient in the operating room. The scrub role is emphasized. (4 Lec.)

SRGT 2171 Surgical Technologist - Seminar (1)
(This is a WECM course number. Former course prefix/number SGTC 1171.)
Prerequisite: A minimum "C" grade or better in all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in SRGT 2266. This course focuses on issues and special situations a student may face as a surgical technologist. Role transition from student to employee is incorporated. A capstone exam is included. (1 Lec.)

SRGT 2266 Practicum (or Field Experience)- Surgical/Operating Room Technician (2)
(This is a WECM course number. Former course prefix/number SGTC 1670.)
Prerequisite: A minimum "C" grade or better in all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in SRGT 2171. An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. (20 Ext.)

SRGT 2366 Practicum (or Field Experience)- Surgical/Operating Room Technician (3)
(This is a WECM course number. Former course prefix/number SGTC 1672.)
Prerequisite: A minimum "C" grade or better in Perioperative Nurse Internship I (SRGT 1471) and Practicum (SRGT 1167). Concurrent enrollment in Perioperative Nurse Internship II (SRGT 2571). An intermediate or advanced type of health professions work-based instruction that helps students gain practical experience in the discipline, enhance skills and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Direct supervision is provided by the clinical professional, generally a clinical preceptor. A health practicum may be a paid or unpaid learning experience. (24 Ext.)

SRGT 2571 Perioperative Nurse Internship II (5)
(This is a local need course number. Former course prefix/number SGTC 1672.)
Prerequisite: A minimum "C" grade or better in Perioperative Nurse Internship I (SRGT 1471) and Practicum (SRGT 1167). Concurrent enrollment in Practicum (SRGT 2366). Expansion of the principles and skills learned in Perioperative Nurse Internship I. Included are: specific patient preparations and care for given surgical procedures; would healing; complications of anesthesia and surgery; and pre- and post-operative visits. Selected surgical procedures will incorporate all human body systems. The circulating role is emphasized. (5 Lec.)

TECM 1391 Special Topics in Applied Mathematics, General (3)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

VNSG 1163 Clinical-Practical Nurse (LPN Training) (1)
(This is a WECM course number. Former course prefix/number VNUR 1572.)
Prerequisite: VNSG 1406. A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. (3 Ext.)

VNSG 1227 Essentials of Medication Administration (2)
(This is a WECM course number. Former course prefix/number VNUR 1271.)
General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. (2 Lec.)

VNSG 1263 Clinical-Practical Nurse (LPN Training) (2)
(This is a WECM course number. Former course prefix/number VNUR 1573.)
Prerequisite: VNSG 1334. A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. (6 Ext.)

VNSG 1304 Foundations of Nursing (3)
(This is a WECM course number. Former course prefix/number VNUR 1471.)
Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. (3 Lec.)

VNSG 1323 Basic Nursing Skills (3)
(This is a WECM course number. Former course prefix/number VNUR 1271.)
Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation of all nursing interventions. (2 Lec., 2 Lab.)

VNSG 1334 Pediatrics (3)
(This is a WECM course number. Former course prefix/number VNUR 1573.)
Prerequisite: Completion of all Level III Vocational Nursing courses. Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. (3 Lec.)

VNSG 1360 Clinical-Practical Nurse (LPN Training) (3)
(This is a WECM course number. Former course prefix/number VNUR 1471.)
Prerequisite: None. Corequisite: VNSG 1323 and VNSG 1509. A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. (9 Ext.)

VNSG 1406 Maternal/Newborn Nursing (4)
(This is a WECM course number. Former course prefix/number VNUR 1572.)
Prerequisite: All Level II Vocational Nursing courses. A study of the biological, psychological and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the purpureum. (3 Lec., 2 Lab.)

VNSG 1509 Nursing in Health and Illness II (5)
(This is a WECM course number. Former course prefix/number VNUR 1371.)
Introduction to common health problems of the adult requiring medical and surgical interventions. (5 Lec.)

VNSG 1510 Nursing in Health and Illness III (5)
(This is a WECM course number. Former course prefix/number VNUR 1570.)
Prerequisite: All Level I Vocational Nursing Courses. Corequisite: VNSG 2460. Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the adult including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. (4 Lec., 3 Lab.)

VNSG 2460 Clinical-Practical Nurse (LPN Training) (4)
(This is a WECM course number. Former course prefix/number VNUR 1571.)
Prerequisite: None. Corequisite: VNSG 1510. A basic, intermediate, or advanced type of health professions work-based instruction that helps students synthesize new knowledge, apply previous knowledge, or gain experience managing the workflow. Practical experience is simultaneously related to theory. Close and/or direct supervision is provided by the clinical professional (faculty or preceptor), generally in a clinical setting. Clinical education is an unpaid learning experience. (24 Ext.)

COLLEGE POLICIES & PROCEDURES
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.

The Code of Student Conduct, Student Grievance Procedure, Computer Use Policy, Computer Software Policy, Firearms Policy and Communicable Disease Policy are common to all the colleges of the Dallas County Community College District. Certain words in the policies and procedures have been changed to reflect a college perspective; for instance, "District" may have been changed to "college." A complete listing of policies and procedures may be found in the DCCCD Policies and Procedures Manual in the college President's Office or at website www.dcccd.edu.

PURPOSE

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

POLICIES, RULES, AND REGULATIONS

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

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

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

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

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

DEFINITIONS

Definitions to be used in this policy are as follows:

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

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

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

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

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

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

BILL J. PRIEST INSTITUTE FOR ECONOMIC DEVELOPMENT

The president of the Bill J. Priest Institute for Economic Development 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 BJP Institute president or the 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 college's policies, procedures, and regulations concerning student conduct.

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

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

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

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

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

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

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

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

8. Sexual harassment.

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

10. Unauthorized use of computer hardware or software.

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

    "Cheating on a test" shall include:
    a. Copying from another student's test paper.
    b. Using test materials not authorized by the person administering the test.
    c. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
    d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
    e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.

f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.

g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.

h. Bribing another person to obtain an unadministrered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

12. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.

13. Theft of property or of services on college premises or at college-sponsored activities.

14. Intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.

15. Failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.

16. Violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.

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

18. Unauthorized presence on or use of college premises.

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

(Appropriate personnel at a college may be designated by college 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 significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

DISCIPLINARY PROCEEDINGS

When the vice president of Student Development (VPSD) or officer directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or

policy, the VPSD or a designee shall investigate the alleged violation. After completing the preliminary investigation, the VPSD may:

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

2. Proceed administratively and impose disciplinary action; or

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

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

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

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

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

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

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

SUMMONS

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

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

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

DISPOSITION

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

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

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

3. Administrative disposition means:

a. The voluntary acceptance of the penalty or penalties provided in this code.

b. Other appropriate penalties administered by the VPSD.

c. Without recourse by the student to hearing procedures provided herein.

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

HEARING COMMITTEE

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

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

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

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

NOTICE

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

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

CONTENT OF NOTICE

The notice shall advise the student of the following rights:

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

FAILURE TO COMPLY WITH NOTICE

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

ROLE OF LEGAL COUNSEL

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

PRELIMINARY MATTERS

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

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

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

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

HEARING PROCEDURE

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

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

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

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

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

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

   Other persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities;
2. Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.

3. The VPSD shall read the complaint.

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

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

6. The student may present his or her defense.

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

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

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

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

EVIDENCE

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

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

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

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

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

RECORD

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

PETITION FOR ADMINISTRATIVE REVIEW

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

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

A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's action. A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

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

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

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

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

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

AUTHORIZED DISCIPLINARY PENALTIES

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

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

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

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

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

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

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

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

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

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

10. "Suspension from the college" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus

except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.

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

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

HAZING

1. Personal Hazing Offense

A person commits an offense if the person:

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 first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the VPSD or other appropriate official of the institution.

2. Definition

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

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

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

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

4. any activity that intimidates or threatens the student with ostra-cism, 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;

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

STUDENT GRIEVANCE PROCEDURE

DEFINITION

A student grievance is a college-related problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. A grievance also includes discrimination on the basis of race, color, religion, national origin, sex, disability or 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. Recom-mendations 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
Dr. 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
Jim Jones - Vice-President of Business Services
Section 504, Title II, and Title IX Coordinator

El Centro College
Jim Handy - Assistant Dean of Student Services
Section 504 and Title II Coordinator
Bettie Tully - College Ombudsperson
Title IX Coordinator

Mountain View College
Dr. John Pruit - Executive Dean of Learning Support Services
Section 504, Title II Coordinator, and Title IX Coordinator

North Lake College
Mary Ciminelli - Interim Dean of Student, Enrollment, Development & 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

COMPUTER USE POLICY

Purpose of Computer Use Policy

The college is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, the college encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The college also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, the college encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the college's policies concerning computing use.

The chancellor is authorized to promulgate policies and procedures to implement this policy. Refer to the Business Procedures Manual for additional information.

Use of College Resources

Use of college computing resources and facilities requires that individual users act in compliance with college policies and procedures, and failure to comply may result in restriction or revocation of access to college resources. Computing "resources and facilities" include, but are not limited to college-owned host computer systems, networks, peripheral equipment (such as modems, terminals and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks and the like), and all computer communications controlled, administered, or accessed directly or indirectly by the college or by any user. The college provides users with an account that permits use of the computing resources and facilities within policies and procedures established by the college. Any person who uses college computing resources and facilities through college-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by the college. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal and international), college policies and procedures, and contractual agreements. Employees who use college computers or facilities must comply with the Texas Public Information Act and the Local Government Records Act as described in CR (Regulation). The college reserves the right to limit, restrict or deny computing resources and facilities for those who violate college policies, procedures, or local, state or federal laws.

Freedom of Expression

Censorship is not compatible with the goals of the college. The college shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality..

Privacy

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as the college. Issuance of a password or other means of access is to assure appropriate confidentiality of college files and information. It is not a guarantee of privacy nor a license for abuse or improper use of the college's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated college officials, or required by law and CR (Regulation).

Intellectual Property

All users should be aware that property laws apply to the electronic environment. Users must abide by all software licenses. College copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless

permission of the author is obtained, 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 college, which include the hardware, software and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate college authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion or sex.

Authorized Use

Computing resources are provided by the college to accomplish tasks related to the college's mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

1. imposes no measurable cost on the college;
2. is not harmful to the college;
3. is not a hindrance to the daily operations of the college; and
4. has no adverse effect upon an individual's job or educational performance.

Unauthorized Use

Unauthorized use of the college's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other college users; or unauthorized encryption. Refer to the Business Procedures Manual for additional information.

Individual Responsibility for Use of Computing Resources and Facilities

All users must use these resources and facilities in accordance with college policies and procedures as well as all laws. Failure to fulfill these responsibilities may lead to the cancellation of computer access, other disciplinary action by the college and/or referral to legal and law enforcement agencies, in accord with existing college policies and procedures. Individuals using the college's computing resources or facilities shall:

1. Use college computing resources and facilities in accord with this policy, and respect the rights of other computer users by complying with laws, license agreements and contracts.
2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate use of computing facilities prevent others from using these resources.
3. Use of college computing accounts must be limited to authorized purposes. Use of college-owned resources and facilities shall be limited to college-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.
4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek, read, provide, remove, reconfigure or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the college without the permission of those other computer users or the college. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.

5. Report improper use of computer resources and facilities which may include:
   a. breach of computer security
   b. unauthorized access to computing resources
   c. release of password or other confidential information on computer security
   d. harmful access
   e. alteration, damage, or destruction of data
   f. injection of a destructive computer virus
   g. invasion of privacy
   h. reading files without authorization
   i. criminal and illegal acts
6. Comply with requests concerning computing from the system operator.
7. Report any incidents of harassment and/or discrimination using college computing resources and facilities in accord with the college's policy. It may be harassment if the behavior:
   a. is unwelcome;
   b. interferes with the user's ability, or the ability of others to work or study;
   c. creates an intimidating, hostile or offensive environment.

Alternatively, users may file a grievance through appropriate channels.

8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via college computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through the college systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

Computer Software and Copyright Law

The college respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to college policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action. College regulations and procedures will establish guidelines for the use of computer resources and local area networks.

Computer Software Policy

It is the policy of the college to respect the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication or copying of computer software or documentation is contrary to college policy and is a violation of the law. Violators are subject to both civil and criminal penalties and/or disciplinary action. Students may use individually owned software on college computers only if the user can provide proof of a license from the copyright owner or will sign a statement to that effect. Additionally, installation of any individually software may need to first be approved by the appropriate college official. Students may have access to computer networks only to further the institutional goals of the college.

COMMUNICABLE DISEASE POLICY

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

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

Education

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

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

Counseling

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

FIREARMS POLICY

Firearms are strictly forbidden upon any campus (including all buildings and grounds) and all other locations owned, operated or leased by the Dallas County Community College District. This prohibition applies to any person including a person who processes a license to carry a handgun under the Concealed Handgun Law.

STUDENT RIGHT TO KNOW ACT

Under the terms of the Student Right to Know Act, the college maintains and updates on an annual basis, student persistence, graduation rates, transfer rates and other relevant statistics. To obtain copies of these reports, contact the District Office of Research. Campus crime statistics may be obtained from college police/security offices.

(Published in compliance with the Student Right-to-Know and Campus Security Act; Public Law 101-542)

Texas Department of Health
Recommended Adult Immunization Schedule

Vaccine/ Toxoid/ Biological	Primary Schedule & Boosters	Indications	Major Precautions & Contraindications Other Than Primary Allergies	Special Considerations
Tetanus-Diphtheria Toxoid	2 doses (IM) 4 weeks apart with 3rd dose (booster) 6-12 months then a booster every 10 years.	All Adults		Consider Human Tetanus Immune Globulin (TIG) for dirty wounds in patients with incomplete immunizations.
Measles Mumps Rubella (MMR) Vaccine	1 dose (SC); boosters for measles are necessary for certain adults.	Measles/Mumps for adults born after 1/1/57 who lack a vaccine history for measles and mumps since their 1st birthday OR serological proof of immunity OR a physician validated statement of Measles/ Mumps illness. 2 doses of measles vaccine are recommended for persons at high risk of expo- sure (e.g. medical personnel). Rubella for any adult who lacks documentation of rubella vaccine since the 1st birthday OR serological proof of immunity.	Pregnancy; immuno- compromised hypersensitivity to neomycin and/or eggs	Persons vaccinated with killed measles vaccine (1963-1967) should be revaccinated with live measles vaccine; MMR is the vaccine of choice if the person is likely to be susceptible to more than 1 agent
Hepatitis B Vaccine	2 doses (IM) 4 weeks apart; 3rd dose 5 months after 2nd.	Adults at increased risk of occupational, environ- mental, social, or family exposure		
Influenza Vaccine (Split or Whole Vaccine)	1 dose annually (IM)	Adults with high-risk conditions; adults > or = 65 years old; health care workers	Hypersensitivity to eggs; may be given during pregnancy to high-risk patients.	
Pneumo- Coccal Poly- saccharide Vaccine (23 Valent)	1 dose (IM or SC); boosters after 6 years indicated for certain	Underlying health conditions; adults 65 years old and older; adults with anatomic or functional 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 51.933 TEX. EDU. CODE

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

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Application for Admission
Dallas County Community College District

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

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

☐ **Bill J. Priest Institute**
1402 Corinth
Dallas, TX 75215-2181
214-860-5700

* Your responses to these questions are voluntary.

PERSONAL INFORMATION

SOCIAL SECURITY NUMBER ☞ ☐☐☐-☐☐-☐☐☐☐ ☜

GENDER * ☐ M ☐ F

NAME Give full legal name. Do not use initials unless initials are your legal name.
Last   First   Middle

Give names, if different from above, that are on transcripts from other institutions.

DATE OF BIRTH (MM/DD/YY)

ADDRESS NUMBER   STREET   APARTMENT

CITY   STATE   ZIP   COUNTY

HOME PHONE NUMBER ( )

WORK PHONE NUMBER ( )

E-MAIL ADDRESS

ETHNICITY (How do you identify yourself?) *

☐ African American/Black (2)
☐ American Indian or Alaskan Native (5)
☐ Asian or Pacific Islander (4)
☐ Hispanic/Latino (3)
☐ International/Non-Immigrant (6)
☐ White/Non-Hispanic (1)
☐ Other (7)

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 (____) _____

REASON FOR ATTENDING

I will take courses:

☐ To Earn a One-Year Certificate [APPN.CERT]
☐ To Earn a Two-Year Degree [APPN.ASSOCIATE]
☐ To Improve Job Skills [APPN.J/R]
☐ To Transfer to a University [APPN.U/T]
☐ For Personal Interest [APPN.N/D]
☐ In Continuing Education/NonCredit [APPN.C/E]
☐ Uncertain [APPN.UNCERTAIN]

FOR OFFICE USE

Date Received:

Residency Code:

County Code:

How Admitted:

Term:

Citizen:

TASP Status:

Cond. Agreement:

Rising Star:

Tech Prep:

Dual Credit:

Staff:

EDUCATIONAL INFORMATION

NAME OF LAST HIGH SCHOOL ATTENDED	CITY	STATE

DID YOU (or will you) GRADUATE FROM HIGH SCHOOL?
☐ Yes (Year of Graduation _____) ☐ No (Last Year Attended _____) ☐ GED (Year Received _____)

☞ **Official transcripts for all previous college work (except DCCCD colleges) must be submitted.** ☜

List all colleges attended (*INCLUDING DCCCD*). Attach separate sheet, if necessary.

(List most recent first)	Name and Location (City and State)	Dates Attended Fm (Mo/Yr)	To (Mo/Yr)	Hours/Credits	Degree,Cert. Received (if any)	Currently on Suspension Y	N
1.							
2.							
3.							
4.							

* Your responses to these questions are voluntary.

☞ Continued on reverse side ☜

DCCCD Home Page URL: HTTP://WWW.DCCCD.EDU

FORM NO. 0664-09/01

DOCUMENTATION & OATH REQUIREMENT

REQUIRED STATE RESIDENT VERIFICATION

DO YOU LIVE IN DALLAS COUNTY?	HOW LONG HAVE YOU LIVED IN DALLAS COUNTY?	HOW LONG HAVE YOU LIVED IN TEXAS?	PREVIOUS STATE OR COUNTRY OF RESIDENCE
☐ Yes ☐ No	Year(s) _____ Month(s) _____	Year(s) _____ Month(s) _____	_____

1.) If you consider yourself a resident of TEXAS for tuition purposes, CHECK ONE of the following:

    ☐ I am a U.S. citizen.

    ☐ I have legal immigrant status: Permanent Resident, Refugee, Asylee, other.

        Document / Card Number: _____
        "Document must be viewed by Admissions Personnel"

    ☐ I have no documentation of formal status with federal immigration authorities.

2.) If your claim for residency is based upon your having lived in Texas for the past 12 months, please answer the following questions:

    IF YOU CAME HERE WITHIN THE PAST 5 YEARS, WHY DID YOU MOVE TO TEXAS?
    ☐ Education   ☐ Employment   ☐ Other (Please Specify) _____

    HAVE YOU BEEN EMPLOYED IN TEXAS FOR THE PAST 12 MONTHS? ☐ Yes ☐ No

3.) If your claim for residency is based upon a parent or legal guardian (and not yourself) please answer the following questions:

NAME OF THE PERSON UPON WHOM CLAIM IS BASED   ☐ Parent ☐ Legal Guardian   HOW LONG HAS THIS PERSON LIVED IN TEXAS?

Last _____ First _____ Middle _____ Year(s) _____ Month(s) _____

PREVIOUS STATE OR COUNTRY OF RESIDENCE _____ IS THIS PERSON A U.S. CITIZEN? ☐ Yes ☐ No

IF THIS PERSON CAME HERE WITHIN THE PAST 5 YEARS, WHY DID THIS PERSON MOVE TO TEXAS?
☐ Education   ☐ Employment   ☐ Other (Please Specify) _____

HAS PARENT OR LEGAL GUARDIAN CLAIMED YOU AS A DEPENDENT FOR U.S. FEDERAL INCOME TAX PURPOSES FOR THE TAX YEAR PRECEDING YOUR REGISTRATION?
☐ Yes. If "Yes," provide copies of income tax return. ☐ No

WILL THIS PERSON CLAIM YOU AS A DEPENDENT FOR THE CURRENT TAX YEAR? ☐ Yes ☐ No

OATH OF RESIDENCY

I understand that information submitted herein will be relied upon by college/university officials to determine my status for admission and residency eligibility. I authorize the college/university to verify the information I have provided and obtain my TASP test scores as necessary. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

I understand that, by enrolling, I have received or will receive information about bacterial meningitis from the Dallas County Community College District as required by Section 51.9191 of the Texas Education Code.

Have you taken the TASP (Texas Academic Skills Program) test? ☐ Yes. If "Yes," month and year _____ ☐ No

APPLICANT'S SIGNATURE	DATE

The Admissions/Registrar's Office reserves the right to request additional information
in order to comply with state residency requirements prior to enrollment.

*DOCUMENTS SUBMITTED TO MEET ADMISSIONS AND RESIDENCY REQUIREMENTS
BECOME THE PROPERTY OF THE COLLEGE AND MAY NOT BE RETURNED.*