1992-93 MOUNTAIN VIEW COLLEGE CATALOG

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT








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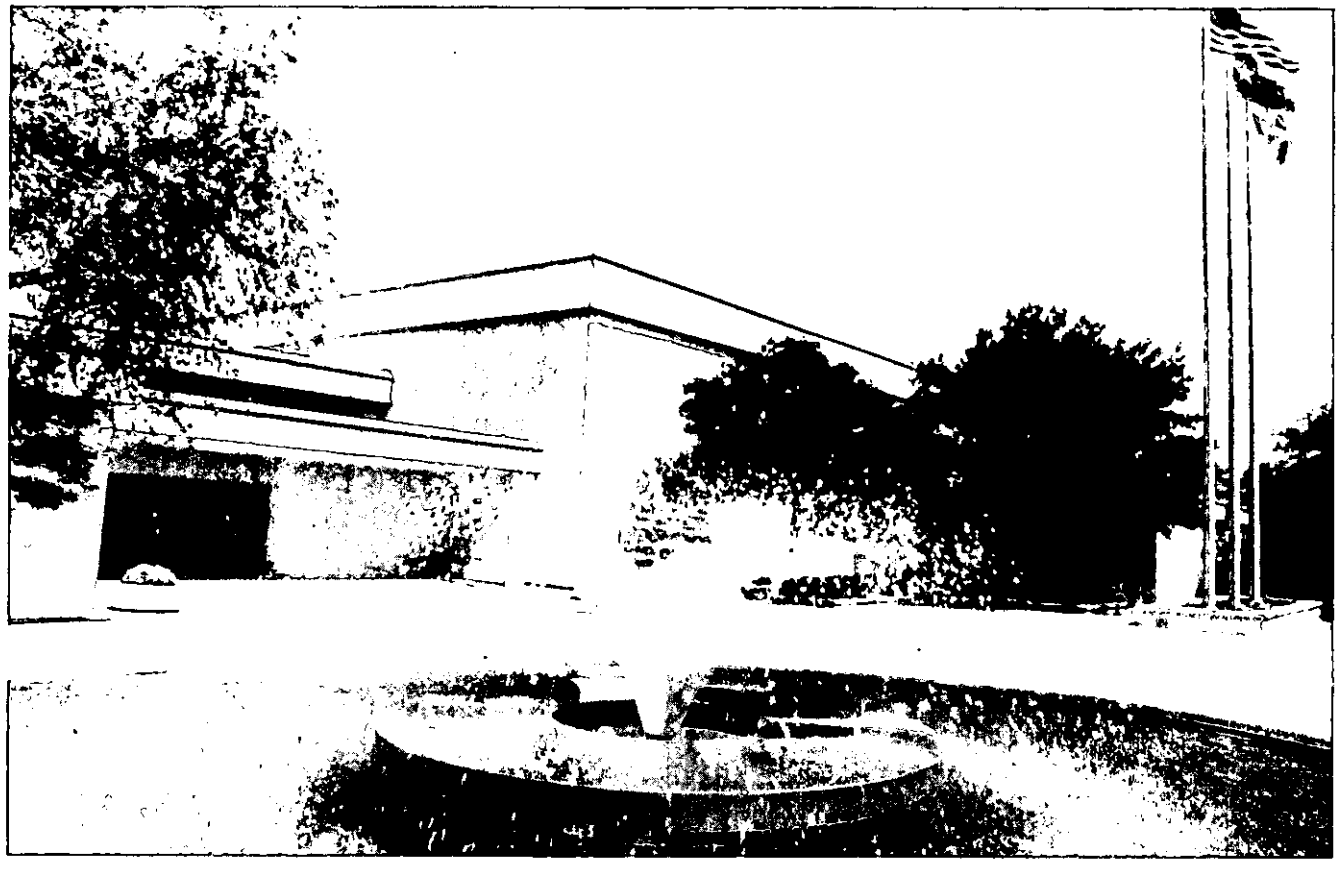
1992-93
Mountain View College Catalog

Dallas County Community College District



Mountain View College
4849 West Illinois Avenue
Dallas, Texas 75211

Call for information: Admissions, 333-8600
Counseling, 333-8606

This publication prepared by the Dallas County Community College District and Mountain View Offices of Public Information.

TEXAS ACADEMIC SKILLS PROGRAM AND MOUNTAIN VIEW COLLEGE

In 1987, the Texas Legislature passed House Bill 2182. This bill, which became effective with the 1989 Fall Semester, requires that all Texas public college and university students be tested for reading, writing and mathematics skills. This legislation applies to students enrolling in the Dallas Community Colleges - Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland.

Q. What is the Texas Academic Skills Program (TASP)?

A. TASP is a diagnostic testing program to assess the academic skills of students entering Texas public colleges and universities. It is designed to determine if students have the reading, writing and math skills necessary to succeed in college courses. The results of the test will point to specific academic strengths and weaknesses and will help advisors and counselors place students in courses in which they can do well and develop the necessary skills for college success. If students score poorly in one or more areas of the test, TASP requires them to enroll and participate in appropriate remediation until all sections of the test are passed.

Q. Who must take the TASP test?

A. Since the Fall 1989 semester, all college students must take TASP either before or during the semester of completing 15 college-level credit hours. Such scores must be reported to the college prior to the next registration. **ALL** students planning to become a certified teacher in Texas MUST take and pass TASP.

Q. Are there any exemptions from taking the TASP test?

A. Students who have completed at least three (3) credit hours of college-level work prior to the 1989 Fall Semester will be exempt from taking TASP. Courses that count toward this exemption are those taken at the DCCCD or other regionally-accredited colleges or universities and which will count toward graduation; also, various credit-by-exam programs taken prior to Fall 1989 will result in an exemption. Students enrolled in a DCCCD academic program leading to a certificate may receive a waiver from TASP.

The following DCCCD courses or their equivalents will NOT count toward the three hours: Any course numbered below 100, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

Q. Must a student take TASP prior to entering a DCCCD college?

A. No, it is not necessary that a student take TASP prior to enrolling. However, DCCCD students must take TASP prior to completing fifteen (15) hours of college-level courses and report scores prior to the next registration. In most cases, 5 courses will equal 15 hours of credit. ALL PERFORMANCE GRADES (A - F) earned in courses will count toward the 15 hours of credit.

Q. If students must take TASP by the completion of their 15th credit hour, does this mean they must pass TASP by that same time?

A. No, students are required only to take TASP prior to completing their 15th credit hour, and report scores before their next DCCCD registration. If students do not "pass" a section or sections of TASP, they will be mandated into remediation. Students must pass all sections of TASP before they can be awarded a degree from the DCCCD. Students who transfer to a four-year state college or university will not be allowed to take junior or senior courses until they have passed all sections of TASP.

Q. How and when will the TASP test be given?

A. The three-part (reading, writing and mathematics) test will be given on a statewide basis at designated testing sites, much like the SAT and ACT tests. Each DCCCD college is a test site. During 1992, the test will be given on June 20, July 18, September 19 and November 14. During 1993, the test dates are February 20, April 24, June 19 and July 24. TASP registration materials are available in the Counseling Centers and/or Testing Centers of each of the DCCCD colleges.

Q. What is the cost of the TASP test? Is there a study guide available?

A. The cost for the total test is $26. An Official TASP Study Guide can be purchased in DCCCD College Book Stores or it can be ordered by writing to TASP Project, P.O. Box 1403478, Austin, Texas, 78714-0347. Study Guides are available for reference use in each of the DCCCD college libraries.

Q. How will TASP affect students planning to attend a DCCCD college?

A. Students planning to attend a DCCCD college will continue to complete the usual steps for enrollment. TASP scores should be reported after being admitted by those who have taken TASP. However, for students who have not taken TASP, the college will indicate whether or not they should take the DCCCD's assessment test. Then, before completing their 15th credit hour, students must take the TASP test and report their scores before their next registration.

Q. Are students transferring into the DCCCD required to take TASP?

A. Unless the transfer student qualifies for one of the exemptions discussed above, he or she is required to take TASP. Transfer students from another Texas public college/university are expected to take TASP no later than the semester of enrollment in 15 college-level credit hours, and the hours earned at other Texas public colleges ARE USED in computing the 15 credit hours. Such students must report scores before registering for college-level hours in the DCCCD. Hours earned at private or out-of-state colleges/universities ARE used in computing such 15 credit hours. If transfer students from such institutions have already exceeded 15 hours, they must take TASP within their next nine hours.

If you would like more information on the Texas Academic Skills Program, please contact the college's Counseling Center.

Academic Calendar for 1992-93

Summer Sessions, 1992

First Summer Session: (Based on 4 day class week)

May 25 (M)	Memorial Day Holiday
May 27 (W)	Registration (Richland Only)
May 28 (R)	Registration (All Campuses)
June 1 (M)	Classes Begin
June 4 (R)	4th Class Day
June 18 (R)	Last Day to Withdraw With a Grade of "W"
June 20 (S)	TASP Test Administered
July 2 (R)	Final Exams
July 2 (R)	Semester Ends
July 3 (F)	Fourth of July Holiday
July 6 (M)	Grades Due in Registrar's Office by 10:00 a.m.

Second Summer Session: (Based on 4 day class week)

July 8 (T)	Registration (All Campuses)
July 9 (W)	Classes Begin
July 10 (F)	Class Day (Only Friday Class Day)
July 14 (T)	4th Class Day
July 18 (S)	TASP Test Administered
July 30 (R)	Last Day to Withdraw With A Grade of "W"
August 11 (T)	Final Exams
August 11 (T)	Semester Ends
August 13 (R)	Grades Due in Registrar's Office by 10 a.m.

Fall Semester, 1992

August 24 (M)	Faculty Reports
August 24-27 (M-R)	Registration Period (Varies by Campus)
August 28 (F)	Faculty Professional Development
August 31 (M-R)	Classes Begin (M-R) Classes
September 4 (F)	Friday *Only* Classes Begin
September 5 (S)	Saturday *Only* Classes Begin
September 7 (M)	Labor Day Holiday
September 14 (S)	12th Class Day
TBA	TASP Test Administered
November 5 (R)	Last Day to Withdraw With A Grade of "W"
TBA	TASP Test Administered
November 26 (R)	Thanksgiving Holidays Begin
November 30 (M)	Classes Resume
December 11 (F)	Final Exams for Friday *Only* Classes
December 12 (S)	Final Exams for Saturday *Only* Classes
December 14-17 (M-R)	Final Exams for M-R Classes
December 17 (R)	Semester Ends
December 21 (M)	Grades Due in Registrar's Office by 10 a.m.
December 25 (F)	College Buildings and Offices Closed for the Holidays

Spring Semester, 1993

January 4 (M)	College Buildings and Offices Reopen
January 11 (M)	Faculty Reports
January 11-14 (M-R)	Registration Period (Varies by Campus)
January 15 (F)	Faculty Professional Development
January 18 (M)	Martin Luther King, Jr. Day Holiday
January 19 (M)	Classes Begin (M-R) Classes
January 22 (F)	Friday *Only* Classes Begin
January 23 (S)	Saturday *Only* Classes Begin
February 1 (M)	12th Class Day
February 18 (R)	District Conference Day
February 19 (F)	Faculty Professional Development (TJCTA)
February 19 (F)	Friday *Only* Classes Meet
February 20 (S)	Saturday *Only* Classes Meet
TBA	TASP Test Administered
March 15 (M)	Spring Break Begins
March 19 (F)	Spring Holiday for All Employees
March 22 (M)	Classes Resume
March 25 (R)	Last Day to Withdraw With A Grade of "W"
April 9 (F)	Holidays Begin
April 12 (M)	Classes Resume
TBA	TASP Test Administered
May 7 (F)	Final Exams--Friday *Only* Classes
May 8 (S)	Final Exams--Saturday *Only* Classes
May 10-13 (M-R)	Final Exams for M-R Classes
May 13 (R)	Semester Ends
May 13 (R)	Graduation
May 17 (M)	Grades Due in Registrar's Office by 10 a.m.

Summer Sessions, 1993

First Summer Session: (Based on 4 day class week, except for first week)

May 31 (M)	Memorial Day Holiday
June 2-3 (W-R)	Registration (Varies By Campus)
June 7 (M)	Classes Begin
June 10 (R)	4th Class Day
June 11 (F)	Class Day (Only Friday Class Day)
TBA	TASP Test Administered
June 24 (R)	Last Day to Withdraw With a Grade of "W"
July 5 (W)	Fourth of July Holiday
July 8 (R)	Final Exams
July 8 (R)	Semester Ends
July 12 (M)	Grades Due in Registrar's Office by 10:00 a.m.

Second Summer Session: (Based on 4 day class week except for first week)

July 14 (W)	Registration (All Campuses)
July 15 (R)	Classes Begin
July 16 (F)	Class Day (Only Friday Class Day)
July 20 (T)	4th Class Day
TBA	TASP Test Administered
August 5 (R)	Last Day to Withdraw With A Grade of "W"
August 17 (T)	Final Exams
August 17 (T)	Semester Ends
August 19 (R)	Grades Due in Registrar's Office by 10:00 a.m.

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MOUNTAIN VIEW COLLEGE

Mountain View College is the community learning center for thousands of people in southwestern Dallas County. Opening its doors in the fall of 1970, Mountain View College is the second of seven colleges in the Dallas County Community College District. Located in the southwestern section of Oak Cliff in Dallas at 4849 W. Illinois Avenue, the college serves residents of South Dallas, Oak Cliff, Duncanville, Cedar Hill and parts of Grand Prairie.

The various programs at Mountain View are designed to meet a broad range of educational needs. Students may elect to complete their first two years of study leading toward a bachelor's degree, or prepare for a career in an occupational or technical area. Many students attend Mountain View to train for an entirely new career opportunity. Non-credit courses are also available for people of all ages seeking personal enrichment, cultural awareness or participation in productive leisure time activities.

The Mountain View student body is composed of people of all ages and all backgrounds representing a cross section of the community which it serves. This rich opportunity to interact with people from all walks of life is an important part of the educational process and is well established in the Mountain View tradition.

The Campus

The campus sits on the crest of a ridge giving students an outstanding view of the downtown Dallas skyline to the north. Care has been taken to preserve the natural beauty of the 200-acre site. The long, flat-roofed buildings stretch out gracefully along both sides of a rocky ravine and natural creek which has been landscaped into a very pleasant interior courtyard and garden. Foot-paths and stone terraces provide a beautiful area for walking, studying and relaxing. Two enclosed pedestrian bridges span the ravine, providing easy access to all parts of the campus and beautiful architectural focal points with spectacular views of the college's natural setting.

The College Mission Statement

The mission of Mountain View College is to fulfill the Dallas County Community College District Statement of Purpose by providing high-quality educational and cultural programs and also economic development resources for the citizens of southwest Dallas County and surrounding areas.

The college carries out its mission by offering university parallel, technical/occupational, developmental/remedial, continuing education and community service programs. Instruction is provided by highly-qualified faculty, supported with technology and offered in a variety of instructional modes.

Student success is a fundamental part of the college mission and a wide range of student support services are offered to broaden the intellectual, cultural and social foundation of each student.

An ongoing commitment of the college is to maintain physical facilities which are conducive to a positive learning environment, and which provide a source of identity and pride for the community.

Accreditation

Mountain View College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

Institutional Memberships
The American Association of Community and Junior Colleges
The League for Innovation in the Community College

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

MOUNTAIN VIEW COLLEGE ADMINISTRATION

President	W.H. Jordan	333-8700
V.P. of Business Services	Jim Jones	333-8705
V.P. of Instruction	Curtis Ivery	333-8710
V.P. of Student Development	Corina Gardea	333-8696
Evening Administrator	Dick Smith	333-8610
Dean, Career & Continuing Ed	Don Perry	333-8755
Dean, Educational Resources	Sharron Colburn	333-8664
Dean, Instructional Programs	Ann Cunningham	333-8632
Dean, Student Support Services		
Counseling	Donna Richards	333-8606
Health/Disabled Students	Donna Richards	333-8699
Director of Admissions/Registrar	Juan Torres	333-8600
Director of Business Operations	Christa Martens	333-8704
Director of Educational Computing	Jim Corvey	333-8664
Director of Financial Aid	Sarah Winlock	333-8688
Director of Public Information	Sharron Colburn	333-8678
Director of Student Programs & Resources	Guy Gooding	333-8685

Division Deans

Business/Technology	Tom Goza	333-8616
Communications/Social Science	David Wickham	333-8624
Science/Mathematics/PEH	Cliff Miller	333-8649
Fine Arts	Ann Cunningham	333-8632

Mountain View College Faculty and Staff

Alfers, Kenneth G.....History
Creighton Univ., B.A., M.A.; George Washington Univ., M.Ph., Ph.D.

Allen, Gemmy.....Mid-Management
Univ. of Texas, Arlington, B.B.A.; Univ. of North Texas, M.B.A.

Baldor, Juan A.....Spanish
Mountain View College, A.A.; Univ. of North Texas B.A.; Univ. of Dallas, M.A.

Battles, Fred.....Physical Education
Kilgore Jr. College, A.A.; Baylor Univ., B.S., M.S.; Univ. of North Texas, Ed.D.

Benson, Paul F.....English
Pacific Lutheran Univ., B.A.; Colorado State Univ., M.A.; Univ. of North Texas, Ph.D.

Brown, Jean W.....Music
Texas Woman's Univ., B.S., M.A.

Bruenjes, Ronald P.....Drafting
Concordia Teachers College, B.S.; Univ. of North Texas, M.S.

Caldwell-Kennedy, Leleonia E.....Reading
Bishop College, B.S.; Southwestern State College, M.Ed.

Chancey, Greg..... Mathematics
Univ. of Texas, Arlington, B.S., M.S

Clarke, Curtis R.....Economics
Southern Methodist Univ., B.B.A., M.B.A.

Coad, Bruce.....English
Wittenburg Univ., B.A.; Univ. of North Carolina, M.A.; Duke Univ., Ph.D.

Colburn, Sharron.....Director, Educational Resources and Public Information
Dallas Baptist Univ., B.A.B.A.; Southern Methodist Univ., M.L.A.

Cook, E. Wayne.....English
Hardin-Simmons Univ., B.A.; Texas Tech Univ., M.A., Ph.D.

Cortez, Lionel M., Jr.....Counselor
Univ. of Texas, Austin, B.A.; Our Lady of the Lake College, M.Ed.; Nova Univ., Ed.D.

Corvey, Sanford James.....Director, Educational Computing
Florida Atlantic Univ., B.A., M.Ed.; State Univ. of New York, Geneseo, M.L.S.

Cowan, John A.....Art
Kansas State Univ., B.S., M.A.

Cunningham, Ann R.....Dean, Instructional Programs and Fine Arts
Baylor Univ., B.S., M.S.

Curtis, Ed.....Aviation Technology
Southeastern Oklahoma State Univ., B.S., A.T.P., Flight Instructor, Ground Instructor, Pilot Examiner

Delong, J. Richard..... Mathematics
Southern Methodist Univ., B.A.; Univ. of North Texas, M.Ed.

Dershem, Don.....Computer Information Systems
Colorado State Univ., B.S.M.E.; Amber Univ., M.S.

Dexter, Rawlings P.....English
Colorado State Univ., B.A., M.A.

Dodge, Tom.....English
Univ. of Texas, Arlington, B.A.; Univ. of North Texas, M.A.

Duvall, Johnny W.....Mathematics
East Texas State Univ., B.S.; Univ. of Illinois, M.A.

Dye, Arch F.....Engineering Technology
Mountain View College, A.A.A.S.; Univ. of Texas, Dallas, B.S.

Felty, Larry T..... Art
East Texas State Univ., B.S., M.S.

Ferguson, Susan French.....English
Univ. of Dallas, B.S.; Univ. of North Texas, M.A., Ph.D.

Fletcher, Ann.....Counselor
DePauw Univ., B.A.; Univ. of Houston, M.Ed.

Frost, David.....Computer Numerical Control Technology
Mountain View College, A.A.

Fulton, Stan.....Electronics
Univ. of Arkansas, B.S.E., M.Ed.; East Texas State Univ., Ed.D.

Gardea, Corina.....Vice President of Student Development
Texas Woman's Univ., Denton, B.S.; Univ. of Texas, Austin, M.Ed., Ph.D.

Glenn, Sharon L.....Program Director, Continuing Education
Univ. of North Texas, B.S.Ed.; East Texas Univ., M.S.Ed.

Gooding, Guy.....Director, Student Programs and Resources
Texas Tech Univ., B.A.; Univ. of North Texas, M.Ed.

Goss, Raye.....Counselor
Prairie View A&M College, B.S.; East Texas State Univ., M.S.

Goza, Tom.....Dean, Business and Technology
Austin College, B.A.; East Texas State Univ., M.S., Ph.D.

Gregory, David A.....Physical Education
Temple Junior College, A.A.; Southwest Texas State Univ., B.S.; Univ. of North Texas, M.Ed.

Grimes, Geoffrey A..... English
Austin College, B.A.; Texas Tech Univ., M.A., Ph.D.

Grissom, Anne.....Speech
Baylor Univ., B.A., M.A.; Univ. of North Texas, Ph.D.

Hall, J.....Dance
Studies: Mountain View College; American Univ. ; Univ. of Texas, Dallas

Hamilton, Ramona..... Office Careers
Hardin-Simmons Univ., B.B.A.; Univ. of North Texas, M.B.E.

Harris, Allatia.....Speech
Univ. of North of North Texas, B.A., M.A.

Hegar, Kathryn W.....Business
Univ. of North Texas, B.B.A., M.B.E., Ph.D.

Hettle, Mark..... Music
Univ. of North Texas, B.M., M.Ed.

Holland, Ronald C.....Physical Education
Northeastern State College, B.S.; East Texas State Univ., M.Ed.

Ivery, Curtis L.....Vice President of Instruction
Texas A&I Univ., B.S.; West Texas State Univ., M.A.; Univ. of Arkansas, Ed.D.

Jones, Jim.....Vice President of Business Services
Univ. of Texas, Arlington, B.B.A.

Jordan, W.H.....President
Univ. of North Texas, B.S., M.Ed., Ed.D.

Kavalier, Jim.....Counseling
Univ. of Oregon, B.S., M.S.

Keenan, Douglas.....Electronics Technology
Eastern Kentucky Univ., B.S., M.S.; Univ. of North Texas, Denton, Ph.D.

Knott, Allan.....Director, Physical Plant

Korman, Frank.....Accounting
Texas Christian Univ., B.B.A.; Univ. of Texas, Austin, M.A., Ph.D., C.P.A.

Legg, Larry.....Biology
Univ. of Southern Mississippi, B.S.; Northwestern Louisiana State Univ., M.S.

Lovelace, Curtis.....Electronics
Studies: Univ. of Texas, Arlington; Mountain View College, A.A.A.S.

Martens, Christa.....Director, Business Operations/Data Processing
Univ. of North Texas, B.B.A

McCain, Charles.....Computer Science
East Texas State Univ., B.S., M.S., Ph.D.

McLoda, William S.....Geology/Geography
Ohio State Univ., B.S.; Indiana Univ., M.A.T.

Means, Richard L.....History
Henderson State Teachers College, B.A.; Univ. of Arkansas, M.A.

Melkus, Roger A.....Counselor
St. Thomas Seminary College, B.A.; Creighton Univ., M.S.; Univ. of North Texas, Ph.D.

Miller, Clifford D. ..... Dean, Science/Math/PEH
Wayne State Univ., B.S.; Washington Univ., M.A.; Univ. of Kentucky, Ph.D.; Studies: Max Planck Institute

Mount, George ..... Psychology
Univ. of Texas, Arlington, B.A.; Univ. of North Texas, Ph.D.

Olesen, Spencer ..... English/Developmental Writing
Stephen F. Austin State Univ., B.A.; East Texas State Univ., M.Ed.

Oliver, Gwendolyn L. ..... Library Director
Texas Woman's Univ., B.A.; Univ. of North Texas, M.L.S.; Nova Univ., Ed.D.

Ortega, Diana L. ..... Office Careers
Univ. of New Mexico, B.S.

Oxsheer, Billy W. ..... Sociology
Texas Christian Univ., B.A., M.A.

Parker, Sue ..... Music
Univ. of Mary Hardin-Baylor, B.M.E.; Texas Woman's Univ., M.A.

Payne, John ..... Aviation
Univ. of Texas, Arlington, B.B.A.; East Texas State Univ., M.B.A.; F.A.A. Airline Transport Pilot; Single and Multi-Engine, Basic, Advanced and Instrument Ground Instructor

Perry, Don ..... Dean, Career and Continuing Education
Memphis State Univ., B.A., M.Ed.

Pierce, L. Jack ..... Biology
Sam Houston State Univ., B.S., M.A.; Texas A&M Univ., Ph.D.

Pike, Patsy ..... Office Careers
Baylor Univ., B.B.A.; East Texas State Univ., M.B.A.

Pool, Larry ..... History/Government
Stephen F. Austin State Univ., B.S., M.A.

Prince-Lockley, J. Elaine ..... Mathematics
Wiley College, B.S.; Texas Southern Univ., M.S.; Stanford Univ., M.S., Ph.D.

Richards, Donna ..... Dean, Student Support Services
Texas Woman's Univ., B.S., M.S.

Roberts, Mary ..... Accounting
Louisiana State Univ., B.S.; Southern Methodist Univ., M.B.A., C.P.A.

Robinson, Wilma W. ..... Developmental Reading/Writing
Savannah State College, B.S.; East Texas State Univ., M.S.

Rodgers, Samuel A. ..... Mathematics
Univ. of North Texas, B.A., M.S.; Univ. of Kentucky, Ph.D.

Roy, Dewayne ..... Welding
Studies: Oscar Rose Junior College, Eastfield College

Salter, Daniel M. ..... Pilot Technology
San Jacinto College, A.S.; F.A.A. Commercial Pilot Certificate; F.A.A. Flight Instructor Ratings; F.A.A. Ground Instructor Ratings; F.C.C. Radio Operator License; Dallas Baptist Univ., B.C.A.

Salter, M. Jo ..... Counselor
Southwestern Univ., B.A.; East Texas State Univ., M.S.

Sayers, Lew C. ..... Developmental Writing
Dartmouth College, B.A.; Reed College, M.A.T.

Singleton, Emma ..... Office Careers
Texas Southern Univ., B.S., M.B.Ed.

Sink, D. Michael ..... English
Ball State Univ., B.S., M.A.; Auburn Univ., Ed.D.

Skinner, Ted R. ..... Librarian
East Texas State Univ., B.S., M.S. in L.S.

Smith, Richard E. ..... Evening Administrator
Harding Univ., B.A.; Univ. of Texas, Austin, M.A.

Smith, Tommy E. ..... Physical Education
Univ. of North Texas, B.S., M.Ed.; Nova Univ., Ed.D

St. John, Sue ..... Associate Dean, Career and Continuing Education
Univ. of North Texas, B.S.

Strain, Jimmie F. ..... Government/History
Univ. of Texas, Austin, B.S.; East Texas State Univ., M.A.; Southern Methodist Univ., M.L.A.

Stupp, Mary ..... Philosophy/Psychology
El Centro College, A.A.; Univ. of North Texas, B.A.; Southern Methodist Univ., M.L.A.

Tarpley Joyce K. ..... English/Developmental Writing
Rutgers Univ., B.A.; Univ. of Texas, Dallas, M.A.

Terry, Joanne ..... Psychology
Texas Lutheran College, B.S.; Texas Tech Univ., M.A.

Thomas, Curtis ..... History
Nyack College, B.A.; New York Univ., M.A

Thompson, Darrell H. ..... Mid-Management
Sam Houston State Univ., B.B.A., M.B.A.

Torres, Euclides F. ..... Mathematics
Univ. of Havana, B.S., Ph.D.

Torres, Juan C. ..... Director of Admissions/Registrar
Pan American Univ., B.A.

Vance, Pamela ..... English
Mountain View College, A.A.; Univ. of Dallas, Irving, B.A., M.A.

Walden, Jacci ..... Music
East Texas State Univ., B.M.; Univ. of Oklahoma, M.M.

White, Marjorie A. ..... Chemistry
Our Lady of the Lake College, B.A.; Univ. of Texas, Austin, M.A., Ph.D.

Whitefield, Geneva ..... Computer Science
Univ. of Arkansas, B.S., B.A.; East Texas State Univ., M.B.A.

Wickersham, Charles H. ..... Developmental Mathematics
Kilgore College, A.A.; Univ. of North Texas, B.B.A.; East Texas State Univ., M.S.

Wickham, David W. ..... Dean, Communications/Social Science
Southern Methodist Univ., B.A., M.L.A.

Willis, John A. ..... Mid-Management
Univ. of Arkansas, B.S.; Univ. of North Texas, M.B.A.

Wilson, William A. ..... Counselor
The City College of the City Univ. of New York, B.A.; Teachers College, Columbia Univ., M.A., Ed.D.

Wolfe, David J. ..... Journalism
Southern Methodist Univ., B.A.; Univ of California, Los Angeles, M.A

Winlock, Sarah E. ..... Director, Financial Aid
Western Kentucky Univ., B.A., M.A.

I. GENERAL INFORMATION

History of the Dallas County Community College District

The Dallas County Community College District is comprised of seven colleges located strategically throughout Dallas County. Together the colleges enroll approximately 50,000 credit and 40,000 non-credit students per long semester and employ over 1,900 full-time faculty and staff members.

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

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

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

District Philosophy And Goals

Since 1972, the District has been known as the Dallas County Community College District. The name shows that the District has outgrown the term "junior college." The name also reflects the District's philosophy. The colleges truly are community institutions, meeting the varied educational needs of the growing Dallas County region. The primary goal of the District and its colleges is to help students of all ages achieve effective living and responsible citizenship in a fast-changing region, state, nation and world. Each college is therefore committed to providing a broad range of educational programs for the people it serves.

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

The District, therefore, has a place for different kinds of students. There is a place for the young person setting forth toward a degree in medicine, and a place for the adult delving into an interesting hobby to enrich leisure hours. There is a place for the person preparing to enter a trade or technical field with a year or two of studies, and a place for the employed individual wanting to improve occupational skills. There is a place for the very bright high school student ready to begin college work in advance of high school graduation, and a place for the high school dropout who now sees the need for education in today's complex society. In short, there is a place for everyone.

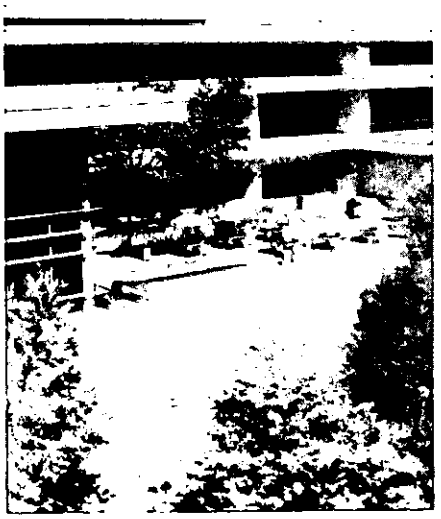
How do the colleges meet the educational needs of such a varied family? The answer is found in four categories of programs:

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

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

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

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



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

District Responsibilities

To carry out the District philosophy, the colleges obviously must offer a wide range of programs and courses,

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

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

League for Innovation

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

Equal Educational And Employment Opportunity Policy

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

Family Educational Rights And Privacy Act Of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) dates of attendance, (5) educational institution most recently attended and (6) other information, including major field of study and degrees and awards received.

A student may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, information is released upon 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 stating the information to be given, except as specified by law.

Student Consumer Information Services

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

Standard Of Conduct

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

If 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."

II. IMPORTANT TERMS AND ABBREVIATIONS

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

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

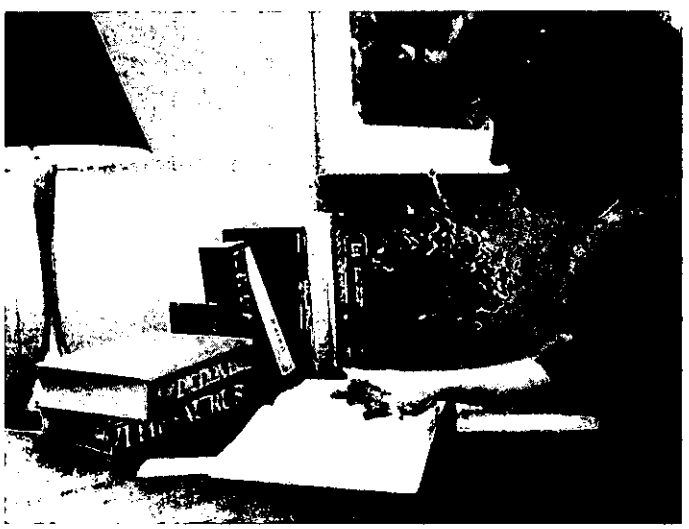
Admission: Formal application and acceptance as a credit student. A person wishing to enroll must complete an application, be accepted and receive a letter of acceptance from the Registrar before registering.

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

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

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

Common Course Numbers: Some course descriptions also indicate a Common Course Number. Beginning in the Fall of 1994, the Common Course Number will become the official number of the course. This same Common Course Number is being used for this same course by a number of colleges throughout Texas to help students identify how a course will transfer. However, the lack of a Common Course Number does not necessarily mean a course will not transfer.



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

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

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

Credit: The numerical value assigned to a course (see "CREDIT HOURS/SEMESTER HOURS").

Credit hours/semester hours: The unit of credit earned for course work. Each college course is worth a certain number of credit or semester hours. This number is determined by the type of class and the number of hours per week it meets. For example, a 3-credit-hour class (English, history, etc.) meets 3 hours per week during the fall/spring semesters; a 4-credit-hour class (science, languages, etc.) meets 6 hours per week. Check this catalog or the current class schedule for the value of any course you wish to take.

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

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

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

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

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

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

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

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

Former student: One who has attended a DCCCD college in the past but not during the previous long semester.

Full-time student: A student who is enrolled for at least 12 credit hours during a semester or for 6 credit hours during a summer session.

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

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

Grades: See catalog section entitled "Scholastic Standards."

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

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

Major: The subject or field of study in which the student plans to specialize. For example, one "majors" in automotive technology, business, etc.

Part-time student: A student who is enrolled for less than 12 credit hours during a semester or less than 6 credit hours in a summer session.

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

Prerequisite: A requirement which must be met BEFORE enrolling for a specific course. For example, the prerequisite for English 102 is the successful completion of English 101. A prerequisite may be another course (high school or college), an appropriate assessment score or permission of the instructor.

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

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

Section: A number indicating day/evening, hour, room number and name of instructor for a particular course. For example, the section number differentiates among the various classes of English 101.

Semester: A term denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (Fall and Spring) which last approximately 16 weeks. There are two summer sessions or "semesters" (Summer I and Summer II) which last approximately 5 1/2 weeks.

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

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

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

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

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

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

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

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

III. ADMISSIONS AND REGISTRATION

General Admissions Policy

The College has an "open door" admissions policy. It insures that all persons who can profit from post-secondary education have an opportunity to enroll. The College requires certain assessment procedures for use in course placement prior to admission to a certificate or degree program, but the assessment is not used to determine admission.

Admission Requirements

Documentary evidence of Texas residency must be provided by all applicants claiming Texas residence and requesting resident tuition classification.

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

Beginning Freshmen

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

a. Graduates from an accredited high school;

b. Graduates of an unaccredited high school who are 18 years of age or older;

c. Those who have earned a General Education Diploma (G. E. D.);

d. Those who are at least 18 years of age and who do not have a diploma or G.E.D. may be admitted by individual approval;

e. Those who are under the age of 18 and who do not have a diploma or G.E.D. may be admitted upon the written recommendation of the principal or superintendent of the last high school attended;

f. High school seniors recommended by their high school principal. The College admits a limited number of students in this category. The student may enroll for no more than TWO college courses per semester;

g. It is recommended, although not required, that students have adequate immunization for diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis.

Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Academic standing for transfer applicants is determined by the Registrar's Office according to standards established by the College. Students on scholastic or disciplinary suspension from another institution must petition the Committee on Admissions and Academic Relations for special approval. Contact the Admissions Office for further information.

Students transferring from a Texas public college or university are subject to the same TASP requirements as are "native" DCCCD students. (See special TASP section). Therefore, transfer students from Texas public colleges and universities who began their college careers in the 1989 Fall Semester and who have accumulated at least 15 hours of college-level credit must have TASP scores on file with the DCCCD college. Otherwise, enrollment will be limited to remedial and/or other courses which will not count toward graduation.

Students transferring from a non-Texas public college or university who began their college career in the 1989 Fall Semester will have to take the TASP test either before or during their semester of enrollment in their 15th credit hour of college-level coursework in the DCCCD.

Former Students

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

Non-Credit Students

Students enrolling for non-credit courses apply through the Office of Continuing Education.

International Students

The College is authorized under federal law to enroll non-immigrant alien students. International students are not admitted, however, until all admissions requirements are complete. International students must:

1. complete a personal interview with the international student counselor and receive approval from the college;
2. present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher and take the DCCCD assessment tests (students who have English as their primary language may be excused from the TOEFL requirement);
3. be proficient in English and provide a letter in their own handwriting indicating educational and vocational plans;
4. show evidence of sufficient financial support for the academic year by submitting an I-134 (Affidavit of support) Immigration and Naturalization Services document;
5. provide written proof of negative tuberculin skin test or chest x-ray, polio immunization if applicant is under nineteen years of age, measles and rubella vaccines taken since January 1, 1968, and diphtheria/tetanus injections taken within the last ten years;
6. fulfill all admission requirements for international students at least 30 days prior to registration;
7. enroll as a full-time student (minimum of 12 credit hours);
8. supply official transcripts for all previous academic work with a minimum "C" average.

In addition to the requirements stated above, international students wishing to transfer from another U.S. higher education institution must also:

1. present documentation indicating "bona fide" non-immigrant status as an F-1 or M-1 student;
2. have pursued a full course of study at the institution last authorized to attend by I.N.S.;
3. present official transcripts verifying that the student:

a. was "in-status" for the term immediately preceding this transfer, and

b. has a minimum G.P.A. of 2.00 in all college work attempted.

International students are subject to the requirements of the Texas Academic Skills Program (TASP).

Contact the Admissions Office for information.

Application and Admissions Procedures

Applications may be submitted any time prior to registration. Earlier application is desirable because the student's place in registration is determined by the date of the applicant's file; submitting admissions documents early also insures that there is adequate time for effective counseling and schedule planning. A later place in registration often means that the classes a student desires are already filled, as all District colleges conduct early registration in some form.

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

a. An official application, available from the Admissions Office;

b. Official Transcripts: The following MUST be submitted—(1) a beginning student is required to furnish a transcript of the student's high school record; (2) a college transfer student is required to furnish official transcripts of all college work attempted. The College accrediting agency requires transcripts, and the College uses them in program advisement. IT IS ABSOLUTELY ESSENTIAL THAT TRANSFER STUDENTS SUBMIT OFFICIAL TRANSCRIPTS FROM PREVIOUS COLLEGES ATTENDED. If transcripts are not submitted, future enrollment of the student will be blocked and a transcript of work attempted at any DCCCD institution will not be released.

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

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

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

Reciprocal Tuition Agreement

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

PROGRAM	CAMPUS
Apparel Design	ECC
Automotive Technology	BHC
Aviation Technology	MVC
Air Cargo	
Air Traffic Control	
Aircraft Dispatcher	
Airline Marketing	
Career Pilot	
Fixed Base Operations	
Avionics	MVC
Commercial Music	CVC
Construction Management	NLC
Educational Personnel	RLC
Electrical Technology	NLC
Engineering Technology	RLC
Film/Video Technology	NLC
Food & Hospitality Service	ECC
Human Services	EFC
Interior Design	ECC
Machine Shop	MVC
Mortgage Banking	NLC
Pattern Design	ECC
Physical Fitness Technology	NLC
Plumbing and Pipefitting	NLC
Social Work Associate	EFC
Veterinary Technology	CVC
Visual Communications	BHC
Vocational Nursing	ECC

(Continues following tuition schedule page.)

TUITION AND STUDENT SERVICES FEE
Fall and Spring Sessions

Semester Credit Hours	Dallas County			Out-of-District			Out-of-State or Country		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	$ 42	$10	$ 52	$100	$10	$110	$ 200	$10	$ 210
2	42	10	52	100	10	110	200	10	210
3	42	10	52	100	10	110	200	10	210
4	56	10	66	132	10	142	252	10	262
5	70	10	80	165	10	175	315	10	325
6	84	10	94	198	10	208	378	10	388
7	98	10	108	231	10	241	441	10	451
8	112	10	122	264	10	274	504	10	514
9	126	10	136	297	10	307	567	10	577
10	140	10	150	330	10	340	630	10	640
11	152	10	162	342	10	352	693	10	703
12	164	10	174	354	10	364	756	10	766
13	176	10	186	366	10	376	819	10	829
14	188	10	198	378	10	388	882	10	892
15	200	10	210	390	10	400	945	10	955
16	212	10	222	402	10	412	1,008	10	1,018
17	224	10	234	414	10	424	1,071	10	1,081
18	236	10	246	426	10	436	1,134	10	1,144
19	248	10	258	438	10	448	1,197	10	1,207
20	260	10	270	450	10	460	1,260	10	1,270

TUITION
Summer Sessions

Semester Credit Hours	Dallas County			Out-of-District			Out-of-State or Country		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	$ 48	$10	$ 58	$100	$10	$110	$200	$10	$210
2	48	10	58	100	10	110	200	10	210
3	48	10	58	138	10	148	200	10	210
4	64	10	74	184	10	194	276	10	286
5	80	10	90	230	10	240	345	10	355
6	96	10	106	276	10	286	414	10	424
7	106	10	116	286	10	296	483	10	493
8	116	10	126	296	10	306	552	10	562
9	126	10	136	306	10	316	621	10	631

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

TUITION REQUIREMENTS FOR LONG TERM:

1. **Dallas County Residents** $14.00 per credit unit through ten credit units and $12.00 for each additional credit unit over ten credit units; minimum of $42.00
2. **Out-of-District Residents** $33.00 per credit unit through ten credit units and $12.00 for each additional credit unit over ten credit units; minimum of $100.00
3. **Out-of-State Residents** $63.00 per credit unit; minimum of $200.00
4. **Out-of-Country Residents** $63.00 per credit unit; minimum of $200.00

SUMMER SESSION

1. **Dallas County Residents** $16.00 per credit unit through six credit units and $10.00 for each additional credit unit over six credit units; minimum of $48.00
2. **Out-of-District Residents** $46.00 per credit unit through six credit units and $10.00 for each additional credit unit over six credit units; minimum of $100.00
3. **Out-of-State Residents** $69.00 per credit unit; minimum of $200.00
4. **Out-of-Country Residents** $69.00 per credit unit; minimum of $200.00

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

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

An "Out-of-State Resident" is defined to be a student of less than 18 years of age, living away from his 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 a student 18 years of age or older who has not been a resident of the state twelve months subsequent to his 18th birthday or for the twelve months immediately preceding the date of registration.

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

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

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

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

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

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

If you are a non-resident or an out-of-country student AND if you (or the parent on whom you are dependent) own property subject to ad valorem tax by the College District, you may qualify for a waiver of tuition to the In-District rate. Please check with the college Admissions Office for additional details.

Tuition

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

Additional Fees

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

Special Fees And Charges

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

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

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

Physical Education Activity Fee: $5 a semester.

Dance Activity Fee: $5 a semester.

Bowling Class Fee: Student pays cost of lane rental.

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

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

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

Refund Policy

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

(1) Official withdrawal:

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

Fall and Spring Semesters

Prior to the first class day of the semester.....100%
During the first five class days of the semester...80%
During the second five class days of the semester....70%
During the third five class days of the semester...50%
During the fourth five class days of the semester...25%
After the fourth five class days of the semester...NONE

Summer Semesters

Prior to the first class day of the semester...100%
During the first, second or third class day of the semester...80%
During the fourth, fifth or sixth class day of the semester...50%
After the sixth class day of the semester...NONE

(2) Official drop of a course or courses:

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule:

Regular Session

During the first twelve class days of the semester...100%
After the twelfth class day of the semester...NONE

Summer Session

During the first four class days...100%
After the fourth class day...NONE

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

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

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

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

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

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

(4) The student must submit the request for refund before the end of the semester or summer session for which the refund is requested. Cash refunds are not issued. Refund checks are mailed to the student at the address on file in the Admissions/Registrar's Office.

(5) Mandatory fees shall include, but not be limited to,

registration fee, student activity fees, laboratory fees, private lesson fees and physical education activity fees.

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

(7) Refund checks normally require a minimum of one month from date of approval for processing.

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

Returned Checks

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

Assessment and Advisement Procedures

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

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

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

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

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

Students who did not have at least 3 college-level credit hours prior to the 1989 Fall Semester must take the TASP (Texas Academic Skills Program) test either prior to, or during, their semester of enrollment in 15 college-level credit hours. Such students must report TASP scores prior to their next semester of enrollment. Should students fail either the reading, writing or mathematics section of TASP, they will be required to enroll continuously and participate in the appropriate remediation until the failed section is passed.

Change Of Schedule

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

Non-Credit Student (Audit)

A person who meets the admission requirements of the District may, with the consent of the division chairperson and instructor, enroll in a credit course as a non-credit student. A non-credit student may attend class, but may not receive a final grade nor credit for a course. An instructor may give an examination if he or she determines the examination is an essential component of the learning process. The fee in a credit course is the same for a non-credit student as for a credit student, except that a student service fee may not be charged.

Acceptance of Credit In Transfer

Undergraduate credits in transfer will be accepted from colleges and universities recognized by a national accrediting agency equivalent to the Commission on Colleges of the Southern Association of Colleges and Schools. Credits earned through other education programs, such as credit-by-examination, military experience, the U.S. Armed

Forces Institute, are reviewed by the Registrar and credit is granted, if applicable.

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

Address Changes And Social Security Number

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

TASP (Texas Academic Skills Program) Test

The Texas Academic Skills Program (TASP) is required by state law to ensure that 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 diagnostic information about the reading, mathematics and writing skills of students.

Students who entered the DCCCD Fall, 1989, or thereafter, must take the TASP test prior to accumulating, or during the semester of enrollment in, 15 hours of college credit, and must report TASP scores prior to their next DCCCD enrollment. Students who have had at least 3 hours of college-level credit prior to Fall, 1989 are exempted from the TASP requirement. Students enrolled in certain DCCCD Certificate programs may be exempt from the TASP requirement.

TASP scores may be utilized in place of the DCCCD Assessment Program, except in math. Students scoring below the state-determined level must continuously participate in appropriate remediation until such time as the TASP Test is passed. A student who wishes to withdraw from a mandated remediation course must drop all college-level courses. The successful completion of TASP may be a prerequisite to enrollment in some courses. In addition, course placement also may be based on the results of the DCCCD assessment.

DCCCD students must pass all sections of TASP prior to being awarded the Associate of Arts and Sciences Degree, or the Associate of Applied Science Degree. Students planning to transfer must pass all TASP sections before enrolling in upper division (junior or senior level) courses.

For more complete information on TASP, contact the Counseling Center; to obtain a copy of the TASP Registration Bulletin, contact the Testing/Appraisal Center. Students must preregister to take TASP. All test fees are borne by the student although financial aid may be available to offset the cost for students deemed eligible.

IV. ACADEMIC INFORMATION

Scholastic Standards: 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
F	Failing	0 points
I	Incomplete	Not Computed
WX	Progress; re-enrollment required	Not Computed
W	Withdrawn	Not Computed
CR	Credit	Not Computed

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

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

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

The student's transcript and grade reports will indicate two different G.P.A.'s. G.P.A.(1) is based upon <u>all</u> DCCCD courses in which the student received a performance grade of A-F. G.P.A.(1) is utilized to determine Suspension/Probation status, athletic participation eligibility, and financial aid eligibility. G.P.A.(2) is based upon grade points earned in all DCCCD courses with the exception of those courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100 and 110, Library Skills 101, Music 199, and Theatre 199 in which a student received a

performance grade of A-F. G.P.A. (2) is utilized to determine eligibility for graduation, honor rolls, and eligibility in Who's Who in American Junior Colleges. It is also the G.P.A. which may be considered by four-year institutions when a student transfers.

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

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

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

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

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

Acceptable Scholastic Performance

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

Acceptable scholastic performance is the maintenance of a grade point average , based on G.P.A.(1), of 2.0 (on a 4.0 scale) or better. Students may not be graduated from any degree or certificate program unless they have a cumulative grade point average of 2.0, based on G.P.A.(2), or better. Grade points and hours earned in courses numbered 99 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199 cannot be used to meet graduation requirements.

Recommended Academic Load

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

Classification Of Students

Freshman:

A student who has completed fewer than 30 credit hours.

Sophomore:

A student who has completed 30 or more credit hours.

Part-time:

A student carrying fewer than 12 credit hours in a Fall or Spring semester.

Full-time:

A student carrying 12 or more credit hours in a Fall or Spring semester.

Class Attendance

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

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

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

Dropping A Course Or Withdrawing From College

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

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

Academic Recognition

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

Scholastic Probation And Scholastic Suspension

Full-time and part-time students who have completed a total of 12 credit hours are placed on probation if they fail to maintain a 2.0 cumulative grade point average, utilizing G.P.A.(1). Students may be removed from probation when they earn a 2.0 cumulative grade point average, utilizing G.P.A.(1). Students on scholastic probation who achieve

either a cumulative grade point average of 1.5 or above or a previous semester grade point average of 2.0 or above are continued on scholastic probation. Students on probation who do not meet the requirements for continued probation are placed on scholastic suspension. Students on suspension for the first time may not register for the immediately following semester or summer sessions without special permission. Suspended students must file a petition for readmission. The conditions for readmission are established and administered by the Vice President of Student Development. Summer coursework does not affect scholastic status.

Grade Reports

A grade report is mailed to the address on record of enrollment to each student at the end of each semester. The grade report contains a listing of all credit courses attempted within the DCCCD, as well as information on academic standing. Interim grade reports are issued for other-than-semester length classes.

DCCCD Transcript of Credit

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

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

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

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

Degree Requirements

The College confers the Associate of Arts and Sciences Degree and the Associate of Applied Science Degree upon students who have completed all requirements for graduation. Each degree candidate must earn the last 15 hours as a resident student in the District colleges or accrue 45 hours in residence. The last 15 credit hours required for graduation in any degree or certificate may not be earned through credit-by examination except as approved by the college Vice President of Instruction.

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

The degree must be awarded by the college which offers the program in which the student majored. If two or more schools offer the program, the student is granted the degree where the majority of the hours were taken. Correspondence work must be approved by the Registrar for graduation credit. No more than one-fourth of the work required for any degree or certificate may be taken by correspondence.

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

The Common Learning Curriculum

The Common Learning curriculum is composed of required courses and clusters of courses designed to advance the learning which is common to all candidates for a degree, and may include the following goals:

I. Living with Yourself: Each DCCCD college will provide direction and opportunities for students to become more competent in developing themselves as individuals.

II. Living with Others: Each DCCCD college will provide opportunities for students to become more proficient in establishing and maintaining satisfying relationships with others.

III. Living with Environments: Each DCCCD college will provide opportunities for students to understand the relationship between individuals and their environment and make responsible decisions about the use of natural, human, technological, and spatial resources.

IV. Living as a Producer: Each DCCCD college will provide opportunities for students to become more competent as producers.

V. Living as a Consumer: Each DCCCD college will provide opportunities for students to become more competent as consumers.

VI. Living in the Community: Each DCCCD college will provide opportunities for students to become more competent in using their skills and initiative to serve their local, national, and world communities and to improve their quality of life.

VII. Living Creatively: Each DCCCD college will provide opportunities for students to become more proficient in the assessment, development, and application of their creative abilities.

VIII. Living in the Future: Each DCCCD college will provide opportunities for students to become more proficient in anticipating and accommodating change and to become more competent in examining possible alternatives for the future.

IX. Living as a Learner: Each DCCCD college will provide students opportunities to develop learning skills (reading, writing, speech communication, and computation) through assessment, advisement, and instruction.

The Core Curriculum consists of English 101, Speech Communication 101, and a math course numbered 100 or above. A grade of "C" or better in each of the three courses is required for graduation. Students are strongly advised to enroll in these courses in the first two semesters of study because skills necessary for success in other courses are taught in Core courses.

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

Associate of Arts and Sciences Degree

Students must have a minimum of 61 credit hours, a grade of "C" or better in each of the three Core courses (English 101, Speech Communication 101, and math course numbered 100 or above), a grade point average of at least "C" (2.0), based on G.P.A.(2), and a passing score on all

sections of TASP (if students who are not TASP exempt) to receive the Associate of Arts and Sciences Degree. These 61 hours may be earned at any district college and must include:

- English 101 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

- A math course numbered 100 or above (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

- English 102 (3 credit hours).

- A sophomore literature course (3 credit hours) to be chosen from English 201, 202, 203, 204, 205, 206, 215, OR 216 (English 209 and English 210 do not meet the sophomore literature requirements.)

- Laboratory Science (8 credit hours) to be chosen from Astronomy, Biology, Chemistry, Geology, Physical Science, OR Physics. (For Astronomy to meet this requirement, the student must successfully complete Astronomy 101 in combination with 103, and Astronomy 102 in combination with 104 OR successfully complete Astronomy 111-112.)

- Humanities (3 credit hours) to be chosen from: Art 104, a foreign language, Humanities 101, English 201, 202, 203, 204, 205, 206, 215 or 216, Music 104, Philosophy 101 OR Theatre 101.

- Physical Education activity course (1 credit hour) (NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement.)

- Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, OR Sociology

- History 101 AND 102 (6 credit hours)
(NOTE: Only three credit hours of History may be earned through credit-by-examination.)

- Government 201 AND 202 (6 credit hours)
(NOTE: Only three credit hours of Government may be earned through credit-by-examination.)

- Business (3 credit hours) to be chosen from Business, Accounting, Management 136, • Computer Information Systems, OR Economics. Cooperative Work Experience courses may not be used to meet Common Learning requirements

- Electives (16 - 18 credit hours)

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The G.P.A. for graduation is based on the credit earned for all DCCCD work and all credit which is transferred from other institutions. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199 and Theatre 199.

All students planning to transfer to a four-year institution may complete their four semester requirements in physical education during their freshman and sophomore years. Students are urged to consult the catalogs of the institutions to which they may transfer for their special requirements. These catalogs should be used by students and advisors in planning programs.

Associate of Applied Science Degree

Students must have a minimum of 60 credit hours, a grade of "C" or better in each of the three Core courses (English 101 OR Communications 131, Speech Communication 101; AND a math course numbered 100 or above), a grade point average of at least "C" (2.0), based on G.P.A.(2), and a passing score on all sections of TASP (if students are not TASP exempt) to receive the Associate of Applied Science Degree. These 60 hours must include:

- English 101 OR Communications 131 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

- A math course numbered 100 or above (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

- Six to eight credit hours chosen from TWO of the following clusters:

-Laboratory Science: Astronomy, Biology, Chemistry, Geology, Physical Science, OR Physics. (For Astronomy to count as a lab science, the student must successfully complete Astronomy 101 in combination with 103 and Astronomy 102 in combination with 104 OR successfully completed Astronomy 111-112.

Behavioral/Social Science: Anthropology, Government, History, Human Development, Psychology, OR Sociology

-Humanities: Art 104, a foreign language, Humanities 101, Music 104, Philosophy 101, Theatre 101, English 201, English 202, English 203, English 204, English 205, English 206, English 215, OR English 216

-Business: Business, Accounting, Management 136, Computer Information Systems, or Economics. Cooperative Work Experience courses may not be used to meet Common Learning degree requirements

Where a technical/occupation program heavily emphasizes a specific cluster as part of its requirements, students are encouraged to select from other clusters to satisfy this requirement. For example, students pursuing an A.A.S. degree in accounting must enroll in many courses from the business cluster as part of their program requirements. Therefore, to meet Common Learning requirements, the 6-8 additional hours should be selected from the other three clusters: Behavioral/Social Sciences, Humanities, or Laboratory Science.

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 Technical/Occupational Programs section of the catalog for a more detailed explanation. A maximum of four physical education activity hours may be counted as credit toward graduation. The G.P.A. for an Applied Science Degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Development Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

Guarantee For Job Competency

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

Special conditions which apply to the guarantee are as follows:

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

Certificate Programs

The requirements for certificates are detailed under specific programs in the Technical/Occupational Programs section of this catalog. A "C" (2.0) grade point average, based on G.P.A.(2). is required. The G.P.A. for a certificate is based only on the hours used to meet certificate require-

Continues following chart.

ASSOCIATE OF ARTS AND SCIENCES DEGREE

IN ORDER TO BE ELIGIBLE TO RECEIVE AN ASSOCIATE OF ARTS AND SCIENCES DEGREE, A STUDENT MUST:

(1) Complete a minimum of 61 credit hours
(2) Receive a grade of "C" or better in each of three CORE courses
(3) Have a passing score on all sections of TASP (for students entering the DCCCD Fall, 1989 or thereafter)
(4) Complete 61 hours, including the following courses:

Students who plan to transfer to a four-year institution must consult the catalog of that institution to insure that selected courses will both transfer *and* apply toward the intended major. Material about transfer information is available in the Counseling Center.

REQUIREMENTS	CREDIT HOURS TO BE COMPLETED
CORE COURSES	
English 101	3
Speech Communication 101	3
*Math (100 level or above courses)	3
Note: You must receive a grade of "C" or better in each of these courses.	
*See an advisor for the appropriate course selection for your major.	
English 102	3
Sophomore Literature (Select from English 201, 202, 203, 204, 205, 206, 215, *or* 216)	3
Note: English 209 or 210 will not meet this requirement.	
LAB SCIENCE	8
8 credit hours to be chosen from:	
Biology	
Chemistry	
Astronomy (Must be either 111 *or* 101 plus 103;	
Geology Must be either 112 *or* 102 plus 104)	
Physics	
or	
Physical Science	
See an advisor for the appropriate course selection for your major.	
HUMANITIES	3
3 credit hours to be chosen from:	
Art 104	
Humanities 101	
Music 104	
Philosophy 101	
Theater 101	
Foreign Language	
or	
Literature (Select from English 201, 202, 203, 204, 205, 206, 215, *or* 216)	
BEHAVIORAL SCIENCE	3
3 credit hours to be chosen from:	
Anthropology	
Human Development (with the exception of HD 100 and HD 110)	
Psychology	
or	
Sociology	

REQUIREMENTS	CREDIT HOURS TO BE COMPLETED
SOCIAL SCIENCE	
History 101	3
History 102	3
Government 201	3
Government 202	3
Only 3 hours of History and 3 hours of Government may be earned through credit-by-exam.	
BUSINESS	3
3 credit hours to be chosen from:	
Accounting	
Business	
Computer Information Systems	
Economics	
or	
Management 136	
Cooperative Work Experience will not meet this requirement.	
PHYSICAL EDUCATION	1
A maximum of 4 physical education activity hours may be counted toward graduation requirements	
ELECTIVE CREDIT	16
Any credit course offered in the DCCCD will count toward graduation with the EXCEPTION of the following courses:	
Courses numbered 099 and below	
Art 199	
College Learning Skills 100	
Developmental Communications 120	
Human Development 100	
Human Development 110	
Library Science 101	
Music 199	
Theater 199	

Students wishing to transfer to a four year institution, must consult the catalog of the institutions to which they wish to transfer. These catalogs should be used by students working with an advisor in planning their academic program. Elective credit courses should be selected based on such an advisement process. The selection of science and math courses is frequently based on the four-year major. SEE AN ADVISOR FOR SELECTION OF APPROPRIATE COURSES.

TOTAL	61

ments. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Development Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199. Students working toward a certificate may be waived from the TASP requirement; the student may enroll only in courses leading toward the certificate in order to maintain their TASP Waved status.

Procedure For Filing Degree And Certificate Plans And For Graduation

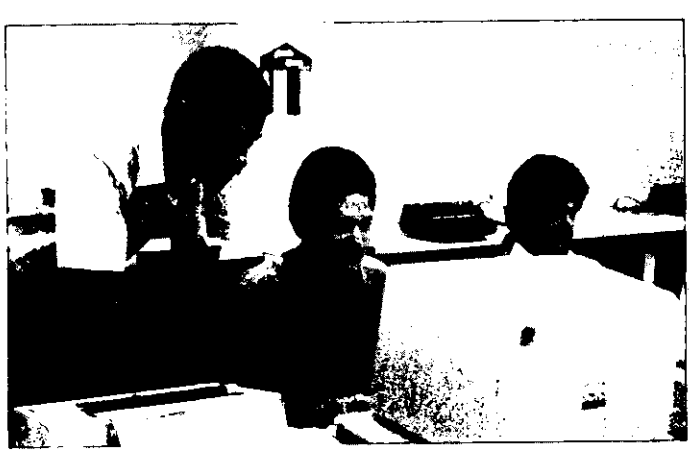
Students should request a degree plan from the Registrar's Office at the end of their freshman year. Official transcripts of all previous college work must be on file at the time of request for degree plans. Students following a one-year certificate program should request an official plan during the first semester of their enrollment. Application for the granting of the degree or certificate should be filed in the Registrar's Office prior to the deadline announced by the Registrar.

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

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

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

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



Waiving Of Scholastic Deficiency

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

V. EDUCATIONAL AND SPECIAL OPPORTUNITIES FOR STUDENTS WISHING TO TRANSFER

Academic Transfer Programs

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

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

In order to challenge the denial of credit, a "Transfer Dispute Resolution" form, available through the District Office of Student and International Programs (telephone

214-746-2410) must be completed within 15 days after the student has been notified of the denial of credit. This form is sent to the receiving institution.

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

Earning An Associate Degree Prior To Transferring

During the time of attendance in the DCCCD, students may elect to earn a two year associate degree. The Associate of Arts and Sciences Degree is designed specifically for those students who plan to transfer to a Texas four-year institution. The AAS Degree requires students to complete many of the core courses that will also be required by most senior institutions. The flexibility of this degree program also allows students to complete many of the introductory courses specifically related to their major field of study. Additional information regarding the AAS Degree can be found elsewhere in this catalog or from a counselor or advisor.

There are many advantages to completing the Associate of Arts and Sciences Degree program prior to transferring to a four-year institution. In addition to completing many of the requirements for a four-year degree program, students are able to attend college close to home, enjoy small class sizes, pay lower costs for tuition and fees, and take advantage of many personalized and creative programs. In addition, students who complete this degree may become more marketable in the work place should plans to complete the bachelor's degree become delayed or unobtainable. However, it is not required that a student complete the AAS Degree prior to transferring.

Choosing A Major And Developing An Educational Plan

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

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

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

Accounting
Advertising
Agriculture
American Studies
Anthropology
Architecture
Art
Biological Science
Botany
Business Administration
Chemistry
City/Regional Planning
Computer Science
Dance
*Dentistry
Dietetics
Drama
Economics
Engineering
English
Entomology
Finance
Fine Arts
Foreign Languages
Forestry
Geography
Geology
Health Sciences
History
Home Economics
Industrial Arts
Interior Design
Journalism
*Law
Liberal Arts
Life Sciences
Management
Marine Biology
Marketing
Mathematics
Medical Technology
*Medicine
Meteorology
Microbiology
Music
Music Education
Nursing
Occupational Therapy
Oceanography
Optometry
Pharmacy
Philosophy
Photojournalism

Physical Education
Physical Science
Physical Therapy
Physics
Political Science
Psychology
Public Relations
Radio/TV/Film
Recreation
Social Work
Sociology
Speech Communication
Speech Pathology
Teacher Preparation
*Telecommunications
Theatre
Veterinary Medicine
Wildlife Management
Zoology

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

College Resources For Transfer Students

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

The Counseling Center

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

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

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

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

Course Selection Guides

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

Accounting
Aerospace Engineering
Agriculture
Architecture
Art
Biology
Business Administration
Chemical Engineering
Chemistry
Civil Engineering
Computer Science
Criminal Justice
Economics
Electrical Engineering
English
Fashion Merchandising
Finance
Foreign Languages
Geography
Geology
History
Industrial Engineering
Interior Design
Journalism
Kinesiology (Exercise and Sports Science)
Management
Marketing
Mathematics
Music
Music Education
Nursing
Pharmacy
Physical Education
Physical Therapy
Physics
Political Science
Pre-Law
Pre-Veterinary Medicine
Psychology
Radio/Television/Film
Social Work
Sociology

Speech Pathology/Audiology
Teacher Preparation
Undecided

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

Equivalency Guides

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

Common Course Numbering System

To help meet the transfer needs of its students, the Dallas County Community College District has joined the Texas Common Course Numbering System Consortium. At the time of this printing, the following institutions are cooperating with this system:

Angelina, Collin County, Cooke County, East Texas State University, Grayson County, Hill, Jacksonville, Jarvis Christian, Kilgore, Navarro, Northeast Texas, Panola, Paris, Stephen F. Austin State University, Tarrant, Texarkana, Trinity Valley, Tyler, University of Texas at Arlington, Weatherford. Additional institutions are expected to join.

Institutions teach courses that are similar in nature and these courses have been designated by a common number. The common number is to facilitate the transferability of these courses between and among the participating institutions. Elsewhere in this catalog can be found course descriptions for every course offered in the DCCCD. If a course has been assigned a common course number, it can be found in parenthesis. For example, the common course number for our English 101 course will be shown as "(ENGL 1301)," and our Math 101 as "(MATH 1314)." Students should not assume that only courses with common course numbers will transfer.

Choosing A Catalog Year

Students who plan to transfer to a four-year institution have a choice to make regarding their requirements for graduation. Such students may choose to graduate under the requirements (A) in existence at the senior institution during the student's initial year of enrollment in a DCCCD college; (B) in existence at the time the major was selected; OR (C) in existence at the actual time of transfer. Students should check with the four-year institution about its policy on this matter.

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

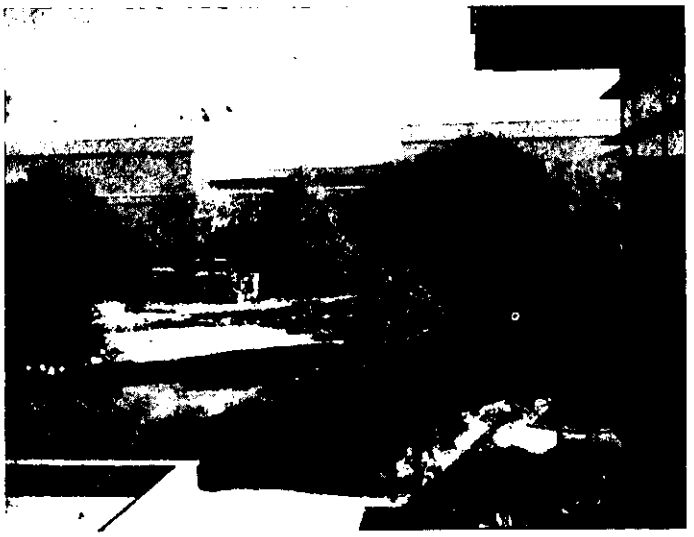
Other Things To Consider

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

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

Guarantee For Transfer Credit

The DCCCD guarantees to its Associate of Arts and Sciences graduates and other students who have met the requirements of a 60-credit-hour transfer plan the transferability of course credits to those Texas colleges or universities which cooperate in the development of DCCCD Course Selection Guides. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses at a District college which are acceptable to the college or university.



Special Conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in Course Selection Guides dated 1991-92 or later;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the catalog of the receiving institution; and
3. The guarantee applies to courses included in a written transfer plan—which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made—which must be filed with the appropriate DCCCD college.

This guarantee is designed specifically for those DCCCD students who have made firm decisions about their major and the institution to which they planned to transfer. The DCCCD is working with a number of Texas institutions, such as the University of North Texas and East Texas State University, in order to make such guarantees possible. In order to secure such a guarantee, students should begin the process in their college counseling center.

VI. OTHER EDUCATIONAL PROGRAMS

Technical/Occupational Programs

Students who desire to enter a chosen field as a skilled employee after one or two years of college work may enroll in one of the many technical/occupational programs offered by the College.

Technical/occupational courses are accredited college courses which lead to a Certificate of Completion or an Associate of Applied Science Degree. These programs are established only after studies verify that employment opportunities exist in business and industry.

The College attempts to match the community's labor requirements with the ambitions and goals of its students. This realistic approach to occupational education is made possible by the excellent cooperation of local industry, business, and public agencies who increasingly depend on District colleges to supply skilled personnel.

A continuous liaison is maintained with prospective employers to help place graduates and to keep the training programs current with job requirements. Recommendations for adding new programs to the College offerings are made periodically and are based on community studies which identify additional needs.

Many technical/occupational courses can be offered on company sites for their employees.

Credit By Examination

Students who believe they already meet the requirements of a course by experience or previous training may request credit by examination. The Registrar's Office has knowledge of courses available through this method. The examination may be an approved subject examination (not a general examination) of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB), or a teacher-made test, depending on the course. Students should insure DCCCD acceptance of specific national exams prior to taking them.

The student pays an examination fee for each course examination. This fee must be paid prior to taking the examination and is not refundable. The College's credit by examination program is coordinated with similar programs of four-year institutions. Final acceptance of credit by examination for specific degree purposes is determined by the degree-granting institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the receiving institution.

Students must be currently enrolled at a DCCCD college to receive credit by examination. Students may not request credit by examination in courses for which they are currently enrolled. Students may earn as many credits through examination as their ability permits and needs require, but the last 15 credit hours required for graduation in any degree or certificate program may not be earned through credit by examination except as approved by the Vice President of Instruction.

Credit by examination may be attempted only one time in any given course, and a grade of "C" or better must be earned in order for credit to be recorded. A student may use credit by examination for only three (3) credit hours to apply toward the degree requirements in history and only three (3) credit hours to apply toward the degree requirements in government.

Non-Traditional Learning

The College is committed to serve students and the community in the most effective manner possible while

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

1. The student must be currently enrolled in the college to receive equivalent credit for non-traditional learning.
2. Credit for specific courses offered by the college may be granted for non-traditional learning experiences after proper assessment of those experiences. Credit will be awarded on a course by course basis only. The student must be enrolled in the college which is assessing the learning experiences.
3. A student is required to complete at least 12 semester hours of course work with the District, six of which are in the student's major occupational area, prior to awarding of equivalent credits for non-traditional activities. The "CR" grade is awarded for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses approved by the Coordinating Board of Colleges and Universities.
5. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objective. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.

Students desiring to take advantage of this opportunity should consult with the College Advocate for Non-traditional Learning for additional information. Students making application for assessment of prior learning through life experiences are required to enroll in Human Development 110 to facilitate the process.

High School Articulation/2+2 Agreements

The College has established a process for evaluating the work of high school vocational graduates to determine if a student can receive college credit for competencies mastered in the high school vocational program. Students should check with the College Dean of Career and Continuing Education or the Counseling Center for more information.

Flexible Entry Courses

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

Telecourses

Students have the option of taking a variety of college-credit courses via television which are called "telecourses." This distance-learning approach has proven most effective as an alternative learning method for:

- Part-time students who can't take time from their full-time employment or obligations at home to meet specific classroom schedules
- Physically-challenged students who have difficulty coming to campus on a regular basis
- Full-time students who are unable to get into an already filled class.

Students who have access to a VCR are urged to record the video programs of the telecourse for viewing at convenient times, and for review.

Content and credit for telecourses are equivalent to that of courses taken on campus, and require the same effort and commitment. Telecourses require the viewing of video programs on local cable system channels, KDTN/Channel 2, or at campus Learning Resource Centers. Some telecourses are available on video cassette for checkout from the libraries or the campus bookstores. Reading, writing, and study guide assignments are required, as well as attendance at an on-campus orientation session. Two to four tests are administered on campus during each telecourse, and some courses require field trips. Campus visits and communication with faculty are scheduled for times convenient to students.

All telecourses are noted in the course description section of each college-credit schedule. Telecourses may be taken in conjunction with on-campus classes, and students may enroll for them through normal registration processes. For more information, call the TELECOURSE HOTLINE: 952-0300.

Cooperative Work Experience

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

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

To enroll in a cooperative education course, students must:

- complete a student application form
- have completed at least six semester hours in an occupational major or secure waiver or requirement from the instructor
- declare a technical/occupational major or file a degree plan
- be currently enrolled in a course related to the major area of study;
- be approved by the instructor.

Additional information regarding cooperative education may be secured from the Cooperative Education Office, the Division Office, or Counseling Office at each college. Technical/occupational programs which include cooperative education are indicated in this catalog.

International Studies

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

Also offered by many of the campuses are study-abroad opportunities during the summer sessions. Such courses are taught by DCCCD faculty and normally last two to three weeks. In previous years these courses have been offered in Austria, Australia, China, France, Great Britain, Germany, USSR, Mexico, Jamaica, Spain, and Italy. For information about any of the semester-length or summer programs, contact the District Office of Student and International Programs at 746-2410.

Human Development Courses

The Human Development curriculum is composed of several different credit courses designed to help students master skills that are necessary for successful everyday living. The courses emphasize different life skills, including educational and career/life planning, interpersonal communication, relationship building, personal and social growth, conflict resolution, leadership, decision making, and success in college. Some campuses offer special sections of Human Development courses which focus on various issues, such as multicultural understanding, gender differences, career change, and life transitions. Some sections are designed for special populations, such as women returning to school, adults making career or job changes, students in academic difficulty, young adults, or academically underprepared students.

Human Development courses transfer to many 4-year institutions as elective credit. These courses use an experimental model which allows for the use of a wide variety of teaching/learning strategies including small group work, journal writing, mini-lectures, selected readings, classroom discussion, team teaching, peer teaching, outside guest speakers, psychometric testing, and volunteer experiences in the community. The Human Development classes are intentionally small to allow students to actively participate in discussions and practice new skills. Most Human Development courses require that students possess college-level skills in reading and writing. Human Development 092, "Student Success," is designed for students who do not possess these skills. Students who enroll in HD 092 need to be currently enrolled in the appropriate developmental reading and/or developmental writing courses.

Developmental Studies

Students whose assessment test scores (DCCCD, SAT, ACT, or TASP) indicate they lack the skills necessary to be successful in college-level courses will be advised to enroll in developmental courses. Successful completion of these courses will provide prerequisite skills for college-level work. Other students who wish to review and improve basic skills may also elect to take one or more developmental courses.

Reading, writing and mathematics courses are offered in classroom settings with laboratory support. These developmental courses provide instruction directly related to the personal, academic and career goals of students.

Evening And Weekend College

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

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

Learning Resources Center and Student Obligations

The Learning Resources Center (LRC) supports the entire instructional program. The two major parts of the LRC are the library and instructional media services.

The library is a place where students can find print and non-print materials to supplement classroom learning or where - if they choose - they can actually take a course. The library helps students to learn in their own way and at their own speed. In addition to print materials and reference help, the library may provide slides, tapes, compact discs, computer software, videotapes, and films. The college has a growing collection of books on a wide variety of general information areas to support academic transfer programs and technical/occupational programs, In addition, there are special collections of career materials and pamphlets. The library also subscribes to current popular and technical periodicals as well as to area and national newspapers.

Instructional media services supports the classroom instructional program and are responsible for all campus audio-visual equipment and non-print materials used in the classroom and for the production of instructional materials.

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

Servicemen's Opportunity College

In cooperation with other community colleges in the United States, colleges of the Dallas County Community College District participate in the Servicemen's Opportunity College. Through this program, students can plan an educational experience regardless of location requirements of the military. For further information, contact the Admissions Office.

Continuing Education Programs

Within the Dallas County Community College District, Continuing Education is an educational development process which creates an instructional delivery system that is flexible, diverse, visionary, and responsive to the needs of its public, private, and corporate citizens. Continuing Education provides non-credit skills training, personal and professional courses, and programs for human, community, and economic development, and thus expands the available educational opportunities for all persons of all ages to participate in college programs.

Continuing Education instructors are professionals from the community chosen because they have proven experience in their field. Their objective is to share their knowledge, insight and expertise, to insure that students acquire a knowledge of the subject, and through a meaningful learning experience to become equipped to serve better their community, business, and themselves.

Courses are offered as seminars, workshops and institutes— the type of course is determined by the nature of the material, instructional approach, and the needs of the students. Usually there are no entrance requirements or examinations; however, some courses may have age restrictions and others may require a certain amount of experience in the subject field for enrollment. Admission is on a first-come, first-served basis. Registration is simple, quick and easy, and may even be accomplished by phone. Continuing Education classes are held on the campus of each college and in a variety of locations throughout the community. Classes and activities are conducted throughout the week, both during the day and evening hours, and also on Saturday and Sunday.

Because of the nature of Continuing Education course offerings, textbooks may not be required in some courses; however, other courses will require the purchase of texts and/or special class materials. To enhance the educational

experience of those students who enroll in Continuing Education classes, library privileges are afforded them during the term in which they are registered.

Scholarship funds are available for specific vocationally oriented courses. To apply for these scholarship funds please inquire at the Continuing Education Office.

Continuing Education Units (CEU's)

College credit may be awarded for some courses related to DCCCD vocational/technical/occupational programs. Continuing Education Units (CEU's) are transcripted upon successful completion of the course. In all recognized educational circles, one CEU is equal to "ten contact hours of participation in an organized Continuing Education or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is a means of recording and accounting for Continuing Education activities and meeting the certification requirements of certain professional organizations.

The Bill J. Priest Institute for Economic Development

Opened in May, 1989, the Bill J. Priest Institute for Economic Development comprises a $9.2 million training complex located at 1402 Corinth, just south of downtown Dallas. The Institute houses programs serving the business community, as well as the administration for the District's Career and Continuing Education programs. The BJPIED Child Care Center, operated by Child Care Dallas, is located on site as a support service available for students of the Kahn Job Training Center and occupants of the Business Incubation Center.

The Institute's program areas include:

The Business & Professional Institute (BPI)—Marketing and negotiating contract training, both credit and non-credit, to the business community, for delivery through the seven DCCCD college campuses;

The Edmund J. Kahn Job Training Center (JTC)—Providing career training and literacy instruction to unemployed and under-employed individuals;

The Small Business Development Center (SBDC)—Providing counseling, training, and resources to small businesses throughout Dallas County. The **North Texas SBDC** is one of four regional offices in Texas administering SBDC activities in 49 counties; it comprises 13 subcenters, including the **Dallas SBDC**. The **International SBDC**, located in the World Trade Center, provides services to businesses interested in international export;

The Center for Government Contracting (CGC)—Assisting businesses seeking government contracts on municipal, county, state, or federal levels; and

The Business Incubation Center (BIC), Offering cost-shared facilities and services to small businesses which can provide a viable business plan. Time-shared services are also provided on a contract basis for businesses which do not need to located their home offices on site.

For more information about any of these programs, please consult the BJPIED section at the back of the comprehensive District Catalog or call (214) 565-5809.

VII. STUDENT DEVELOPMENT

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

Student Programs and Resources

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

Counseling Center Services

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

1. Career counseling to explore possible vocational directions, occupational information, and self appraisal of interest, personality and abilities. Career Counseling may be available to students enrolled in credit classes only.
2. Academic advisement to develop and clarify educational plans and make appropriate course choices.
3. Confidential short-term personal counseling to deal with personal concerns.
4. Small group discussions led by counselors focusing on such areas as interpersonal relationships, test anxiety, and assertiveness. Counselors will consider forming any type of group for which there is a demand.
5. Referral sources to provide in-depth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or emotional problems.

Tutoring Services

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

Testing/Appraisal Center

The Testing Center administers various tests. Types of tests include:
1. Psychological tests of personality, vocational interests, and aptitudes;
2. Academic tests for college instructional programs. Many courses are individualized and self-paced, permitting students to be tested at appropriate times;
3. Assessment tests, required for appropriate class placement;
4. Tests for selected state and national programs;
5. Testing for correspondence courses.

Individuals desiring to take tests in the Centers must provide picture identification and also may be asked to show their student identification card prior to receiving testing materials. Students must be referred by a counselor for psychometric testing. Exceptions must be arranged by faculty in writing.

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

Health Services

Health is the most fundamental human need, and a high standard of physical and mental health is desirable for every human being. The Health Center helps maintain and promote the health of students, faculty, and staff. Services provided by the Health Center include education and counseling about physical and emotional health, emergency first aid treatment, referral to appropriate health care services, tuberculin skin tests and other screening programs, and programs of interest to students and faculty. Students are encouraged to come to the Health Center for their various health needs and questions. No information on a student's health is released without written permission from the student, except as required by law.

Placement Services

The Dallas County Community College District provides job placement services free of charge to DCCCD students (credit and non-credit), alumni, former students, and those in the process of enrolling. Although services may vary among DCCCD colleges, most Placement Offices provide opportunities for students to learn job search skills including how to establish employment contacts, complete an application, write a resume and cover letter, and interview for a job.

All DCCCD colleges participate in a computer-assisted job bank which contains full and part-time opportunities in the Metroplex. Such opportunities are categorized by the career program areas offered by the DCCCD. All Placement Offices strictly adhere to EEO and Affirmative Action Guidelines. Employers listing positions with the DCCCD Job Placement Service must be EEO employers. All services are free of charge.

Special Services

The 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 arranged to fit the individual needs of the student and may include sign language interpreters, notetakers, tutors, mobility assistants, readers/audio tapers, and loan of specialized equipment such as wheelchairs, audio tape recorders, talking calculators, closed captioning decoders, raised-line drawing kits and large print materials. Academic, career and personal counseling, special testing accommodations, registration assistance and extensive information and referral services are also available. Students with special needs are encouraged to contact the office at least one month prior to registration. They will be provided orientation and registration information. For additional information, please contact the Special Services Office or the Counseling Center of the campus you plan to attend.

Student Organizations

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

Co-curricular organizations pertinent to the educational goals and purposes of the College; social organizations to provide an opportunity for friendships and promote

a sense of community among students; service organizations to promote student involvement in the community; pre-professional and academic organizations to contribute to the development of students in their career fields.

Intercollegiate Athletics

Participation on athletics teams is voluntary on a non-scholarship basis for students who meet requirements established by the Metro Athletic Conference. Most teams are associated with the National Junior College Athletic Association. For more information regarding eligibility, rules, standards, and sports offered, contact the Physical Education Office.

Intramural Sports

The College provides a campus intramural program for students and encourages participation. For additional information contact the intramural director in the Physical Education Office or the Student Programs and Resources Office.

Housing

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

College Police Departments

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

Drug-Free Schools and Communities Act

In December, 1989, Congress passed the "Drug-Free Schools and Communities Act." In keeping with this act, the DCCCD, its colleges and facilities are committed to creating an educational and work environment free from use or distribution of illicit drugs and abuse of alcohol. Students are referred to the Code of Student Conduct in this catalog.

VIII. FINANCIAL AID

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

How to Apply

All students must complete the Financial Aid Application and return it to the Financial Aid office of the DCCCD college the student plans to attend. The Financial Aid Form (FAF) of the College Scholarship Service must be completed using data from the Federal Income Tax Return. This form is used to provide an analysis of the financial need. It may be obtained from a high school counselor or from any DCCCD Financial Aid Office. The FAF is to be mailed directly to the College Scholarship Service with the required processing fee as noted on the form. Six to eight weeks should be allowed for processing. **The student should mail the FAF at least two months before the priority deadline for the semesters for which the student is applying.** In addition to the FAF, all students must complete the Financial Aid Application and return it to the Financial Aid Office of the DCCCD college the student plans to attend.

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

All eligible non-citizens must submit a copy of an INS card as proof of immigration status before financial assistance can be awarded.

For students who attended other colleges, universities, vocational or trade schools (including our DCCCD colleges), a Financial Aid Transcript must be sent from each institution to the Financial Aid office of the school where the student is applying. This procedure is required even though the student may not have received financial assistance at the previous institution.

Students born after December 31, 1959, and who are required under the Military Selective Service Act to register for the draft, must do so before financial aid can be approved. All students who apply for financial aid must sign

a Registration Compliance Statement giving their selective service registration status before financial aid can be awarded. All students receiving Pell Grants must also sign an Anti-Drug Abuse statement certifying that they will not violate drug laws, "in conducting any activity with the grant."

Deadlines for Applying

Application for financial assistance received by the following dates will be given first priority:

Academic Year — June 1
Spring Only — November 1
Summer Sessions — May 1

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

The student must reapply for financial assistance every year. The award does not continue automatically beyond the period awarded.

Grants

Pell Grant

The Pell Grant is a federally funded program designed to help undergraduate pre-baccalaureate students continue their education. The purpose of this program is to provide eligible students with a "foundation" of financial aid to assist with the cost of attending college. A time limit on a student's eligibility does exist depending on the student's undergraduate program of study.

All students applying for financial assistance through the College must apply for a Pell Grant. This is generally done through the FAF application discussed earlier. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for Pell Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the Pell Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. The application process takes approximately 8-10 weeks. In response to the Pell Grant application, a Student Aid Report (SAR) will be mailed directly to the student. The student should immediately review the SAR to make sure it is correct, sign the certification statement, and bring all copies to the Financial Aid Office. The exact amount of the Pell Grant award will depend upon the PELL Grant Index (PGI) number on the SAR and the number of hours for which the student enrolls. In order to be eligible, a student must enroll for at least six credit hours each semester.

Supplemental Educational Opportunity Grant (SEOG)

The SEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. The maximum award for an academic year is $4,000; however, the actual amount of the grant may be limited to less than this, depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. Priority is given to students receiving Pell Grant. Students must apply each year for the SEOG Grant.

Texas Public Educational Grant (TPEG)

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

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

The TPE-SSIG Program is a state grant that is matched with federal funds to provide financial assistance to needy students attending state-supported colleges in Texas. No more than 10% of the funds may be awarded to non-resident students. To qualify, students must enroll for at least six credit hours per semester, make satisfactory academic progress toward their educational goal, and have financial need. The maximum grant for an academic year is $2,500; however, the actual amount of the grant award may be less depending on the availability of funds and the degree of financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPE-SSIG.

Scholarships

DCCCD Foundation Scholarships

The DCCCD Foundation provides a scholarship program for students who attend one of the colleges of the DCCCD. These funds are made available through the colleges to needy students who also meet additional criteria of the scholarship funds. Application forms for these Foundation scholarships and information concerning other requirements and deadlines are available in the Financial Aid Office at each college.

Miscellaneous Scholarships

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

Loans

Stafford Loans (formerly GSL):

The Higher Education Act of 1965, as amended, provided for student loans from private commercial lending agencies such as banks, savings and loan associations, credit unions and insurance companies. To be eligible students must now have financial need, make satisfactory academic progress toward their educational goal, and be enrolled for at least six (6) credit hours. As an undergraduate, the student may borrow up to $2,625 per year for the first two academic years and a maximum of $17,250 for all years of undergraduate study. The actual loan amount may be limited to less than this, depending on the cost of attendance, other financial aid, and family financial condition.

The interest rate is set by Congress. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays the interest during the time the student is enrolled and during the grace period of six months following enrollment. Repayment begins six months after the student leaves school or drops to less than half-time enrollment. The interest rate will increase in the fifth year of repayment. The minimum payment will be $50 per month, and the loan must be repaid within 10 years. Lenders may charge a loan origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan. Under the Supplemental Loans to Students (SLS) Program, independent undergraduate students may be eligible to borrow up to $4,000 per academic year. Recent legislation requires an undergraduate to complete a needs analysis to determine whether there is Pell or GSL eligibility before an SLS loan can be completed, however. The loan maximum is $20,000 for all the years of undergraduate study. The interest rate is variable, ranging from 9% to 12%. Repayment begins within 60 days after disbursement of the loan, except that the borrower is entitled to a deferment of the principal for at least half time enrollment. Most lenders will capitalize the interest if the payments are deferred.

Under the PLUS Program, parents may now borrow up to $4,000 per year for each dependent undergraduate student with the loan maximum for each eligible student of $20,000.

The current interest rate is variable. Repayment of principal and interest begins within 60 days after disbursement of the loan.

Hinson-Hazelwood College Student Loan Program (HHCSLP)

The Hinson-Hazelwood Loan is a state-funded Guaranteed Student Loan Program for students who are attending Texas colleges and are eligible to pay Texas resident tuition rates. All Hinson-Hazelwood Loan applicants must demonstrate financial need before a loan can be approved. The loan limit is $2,625 for the first two years of undergraduate study and a maximum of $17,250 for all years of undergraduate study. The actual loan amount may be limited to less than this depending on the cost of attendance, other financial aid, and the family's financial condition. A loan origination fee and an insurance premium on the life of the student will be taken from the total amount of each loan. No interest or payments are paid by the student while enrolled at least half-time or during the six month grace period. The interest rate will remain the same throughout the life of the loan. The minimum payment will be $50 per month over a 5 to 10 year period depending on the total amount borrowed. Participation in this loan program is on an individual campus basis.

Emergency Short-Term Loans

The colleges of the DCCCD have limited short-term loan funds available which have been established by individuals and organizations, including the DCCCD Foundation, to meet emergency needs to students. Loans are usually limited in amount and bear no interest. These loans must be repaid within 60 days of the date of the loan. A late fee of $10 will be added for late payment. Because the funds are very limited, students should apply early if financial assistance is needed for registration costs.

Employment

College Work-Study Program (CWSP)

The College Work-Study Program provides part-time employment for students with financial need who are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. The wage rate is $4.25 per hour and most students work 15 to 20 hours per week. Students will be paid on the last working day of the month. The amount students can earn in a school year is determined by the amount of their financial need and other aid awarded as part of their

financial aid package. The majority of the students are employed on campus; however, some off-campus employment is also available. Students must apply each year for College Work-Study.

Student Assistants Employment Program (Non-Work-Study)

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

Off-Campus Employment

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

Tuition Exemption Programs

In addition to the grants, scholarships, employment and loan programs already mentioned, the State of Texas and DCCCD offer a number of exemptions from tuition and fee charges. These exemptions are often overlooked simply because of their unusual nature. They are not related to family income or "financial need," nor do they require completion of a regular financial aid application. Check with the Financial Aid Office or the Registrar's Office for information concerning tuition exemption programs and the criteria for eligibility.

Vocational Rehabilitation

The Texas Rehabilitation Commission offers assistance for tuition and fees to students who are vocationally challenged as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information, contact Texas Rehabilitation commission, 13612 Midway, Suite 530, Dallas, Texas 75234.

Bureau of Indian Affairs

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

Bureau of Indian Affairs
Federal Office Building
P.O. Box 368
Anadarko, OK 73005
(405) 247-6673

Veteran's Benefits Programs

The Veteran's Benefits Programs are coordinated by the Veterans' Services Office of the College. Services of this office include counseling the veteran concerning benefits. Veterans Administration loans, Veterans Administration work study programs, financial problems, career counseling, and other areas related to the veteran's general welfare. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of some of the Veterans Administration guidelines and should consult them before taking developmental or television courses. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

1. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.
2. A veteran student enrolled in television courses must be enrolled in three on-campus semester credit hours. VA payments for TV courses are limited to five semester credit hours per student.
3. A veteran student who has successfully completed credit hours at another college or university before applying for V.A. benefits must submit official transcripts. The transcript is evaluated and credit granted when applicable.
4. A veteran student must enroll in courses required for a degree program. Information about degree requirements may be obtained from the Registrar's Office.
5. A veteran student who withdraws from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits. A veteran student must also maintain a satisfactory grade point average as outlined in this catalog.

The above V.A. regulations are subject to change without notice. Students should contact the Veterans' Services Office in order to be aware of current regulations and procedures.

Hazlewood Act

Under the Hazlewood Act certain Texas veterans who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state supported institutions and have some fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge, must now be residents of Texas, and be ineligible for federal grants. Applications are available at the Financial Aid Office and will take a minimum of eight weeks to process. To apply, students must submit a Hazelwood Act application, a copy of their discharge papers and a Student Aid Report stating ineligibility to the Financial Aid Office.

Academic Progress Requirements

To comply with applicable laws and accreditation standards the Dallas County Community College District has developed a policy describing satisfactory progress for both applicants and recipients of student financial aid. A copy of this policy is available in the Financial Aid Office located on each campus.

CODE OF STUDENT CONDUCT

1. PURPOSE

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

2. POLICIES, RULES, AND REGULATION

a. 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.

b. Inherent Authority

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

c. 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.

d. Standards of Due Process

Students who allegedly violate provisions of this code are entitled to fair and equitable proceedings under this code.

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.

e. Prohibited Conduct

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.

f. Definitions
In this code:

(1) "aggravated violation" means a violation which resulted or foreseeably 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.

(2) "cheating" means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

(3) "college" or "institution" means the colleges of the Dallas County Community College District.

(4) "college premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.

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

(6) "collusion" means the unauthorized collaboration with another person in preparing work offered for credit.

(7) "complaint" means a written summary of essential facts which constitute an alleged violation of published college regulation or policy.

(8) "controlled substance" and "illegal drugs" are those as defined by the state-controlled substances act, as amended.

(9) "distribution" means sale or exchange for personal profit.

(10) "fabrication" means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

(11) "group" means a number of persons who are associated with each other and who have not complied with college requirements for registration as an organization.

(12) "hazing" is defined in Appendix B of this code.

(13) "intentionally" means conduct that one desires to engage in or one's conscious objective.

(14) "organization" means a number of persons who have complied with college requirements for registration.

(15) "plagiarism" means intentionally representing the words or ideas of another as one's own in any academic exercise.

(16) "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

(17) "reckless" means conduct which one should reasonably be expected to know would create a substantial risk or harm to persons or property or which would otherwise be likely to result in interference with normal college or college-sponsored activities.

(18) "sanctions" means any or all of the punitive actions described in Appendix A of this code.

(19) "student" means a person who has paid fees and is taking or auditing courses through the Dallas County Community College District.

(20) "violation" means an act or omission which is contrary to a published college regulation or policy.

(21)"weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, knives, clubs, or similar weapons which are defined and prohibited by the state penal code, as amended.

(22) "will" and "shall" are used in the imperative sense.

g. Prohibited Conduct

The following misconduct is subject to disciplinary action:

(1) intentionally causing physical harm to any person on college premises or at college-sponsored activities, or inten-

tionally 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 this chapter.

(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 furnishing false information to the college.

(8) forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.

(9) unauthorized use of computer hardware or software.

(10) all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

(11) intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.

(12) theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.

(13) intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.

(14) failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.

(15) 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.

(16) use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.

(17) unauthorized presence on or use of college premises.

(18) nonpayment or failure to pay any debt owed to the college with intent to defraud.

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

(19) use or possession of an alcoholic beverage on college premises with the exception of specific beverage-related courses within the El Centro food service program.

Sanctions for violations of prohibited conduct for (1) through (6) may results in EXPULSION; for (7) through (12) may result in SUSPENSION; for (13) through (19) 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.

3. DISCIPLINARY PROCEEDINGS

a. Administrative Disposition

(1) Investigation, Conference and Complaint

(a) When the Vice President of Student Development (VPSD as referred to in this code) 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:

(i) Dismiss the allegation as unfounded, either before or after conferring with thestudent; or
(ii) Proceed administratively and impose disciplinary action; or
(iii) 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 (5) working days after disposition.

(b) 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.

(i) the reliability of the information concerning the student's conduct, including the matter of his or her identity; and
(ii) 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.

(c) 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.

(2) Summons

(a) 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.

(b) 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.

(c) 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.

(3) Disposition

(a) 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.

(i) 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.

(ii) 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.

Administrative disposition means:

* the voluntary acceptance of the penalty or penalties provided in this code.
* other appropriate penalties administered by the VPSD.
* without recourse by the student to hearing procedures provided herein.

(b) 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.

b. Student Discipline Committee

(1) Composition: Organization

(a) 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 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 numbers 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 a basis of availability. The committee chair will be selected from the administration or faculty.

(b) 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.

(c) 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.

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

(2) Notice

(a) 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 (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.

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

(c) The notice shall advise the student of the following rights:

(i) To a private hearing or a public hearing (as he or she chooses);
(ii) 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;
(iii) To have a parent or legal guardian present at the hearing;
(iv) To know the identity of each witness who will testify;
(v) To cause the committee to summon witnesses, and to require the production of documentary and other evidence possessed by the College;
(vi) To cross-examine each witness who testifies;

(d) 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 him. The committee shall impose appropriate penalty and notify the student in the same manner as the notice of hearing.

(e) 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.

(3) Preliminary Matters

(a) 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.

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

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

(i) 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.
(ii) An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing;
(iii) The name of the legal counsel, if any, who will appear with the student;
(iv) A request for a separate hearing, if any, and the grounds for such a request.

(4) Procedure

(a) 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.

(b) 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.

(c) If the hearing is a private hearing, the committee shall proceed generally as follows:

(i) Persons present: the complainant, the VPSD and the student with a parent or guardian if desired.
(ii) Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
(iii) The VPSD shall read the complaint;
(iv) The VPSD shall inform the student of his or her rights, as stated in the notice of hearing;
(v) The VPSD shall present the college's case;
(vi) The student may present his or her defense;
(vii) The VPSD and the student may present rebuttal evidence and argument.
(viii) The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
(ix) 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.
(x) 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 (ix) above.

(d) If the hearing is a public hearing, the committee shall proceed generally as follows:

(i) 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:
* Faculty Association
* College Newspaper
* President
Other persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities.
(ii) Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
(iii) The VPSD shall read the complaint;
(iv) The VPSD shall inform the student of his or her rights, as stated in the notice of hearing;
(v) The VPSD shall present the college's case;
(vi) The student may present his or her defense;
(vii) The VPSD and the student may present rebuttal evidence and argument;
(viii) The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
(ix) 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.
(x) 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 (ix) above.

(5) Evidence

(a) 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.

(b) 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.

(c) 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.

(d) All evidence shall be offered to the committee during the hearing.

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

(6) 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.

(7) Petition for Administrative Review

(a) 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.

(b) A student is entitled to appeal in writing to the Board of Trustees 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).

(c) 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.

(d) The President, the Chancellor, and the Board of Trustees 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.

(e) 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:

(i) in violation of federal or state law or published college regulation or policy;
(ii) clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
(iii) capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

APPENDIX A - SANCTIONS

1. Authorized Disciplinary Penalties:

The VPSD 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:

a. Admonition
b. Warning probation
c. Disciplinary probation
d. Withholding of transcript of degree
e. Bar against readmission
f. Restitution
g. Suspension of rights or privileges
h. Suspension of eligibility for official athletic and nonathletic extracurricular activities
i. Denial of degree
j. Suspension from the college
k. Expulsion from the college

2. Definitions:

The following definitions apply to the penalties provided above:

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

b. "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.

c. "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.

d. "Withholding of transcript of 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.

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

f. "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.

g. "Disciplinary suspension" may be either or both of the following:

(1) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
(2) "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.

h. "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.

i. "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.

j. "Expulsion" is permanent severance from the college. This policy shall apply uniformly to all the colleges of the Dallas County Community College District.

In the event any portion of this policy conflicts with the state law of Texas, the state law shall be followed.

APPENDIX B - HAZING

1. Personal Hazing Offense

a. A person commits an offense if the person:

(1) engages in hazing;

(2) solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;

(3) intentionally, knowingly, or recklessly permits hazing to occur; or

(4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said

knowledge in writing to the VPSD or other appropriate official of the institution.

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

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

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

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

2. Organization Hazing Offense

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

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

3. Consent Not a Defense

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

4. Immunity from Prosecution

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

5. Definition

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

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

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

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

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

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

Student Grievance Procedure

1. Definition

Student grievance is a college-related internal problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. This includes sexual harassment that a student may suffer from another student or employee of the district.

2. Scope

This 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 question conditions which the student believes impede his or her education or instruction. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, then by the division chair, and so forth to the President if necessary.

3 .Limitations

The Student Grievance Procedure is not intended to supplant campus administrative procedures that address matters of policy or student grades.

4. Procedures

Students who believe that they have a college-related grievance:

a. Should discuss it with the college employee most directly responsible for the condition which brought about the alleged grievance.

b. If discussion does not resolve the matter to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the Administrative Office to determine the next level of authority.

c. If an appeal does not resolve the grievance, the student may proceed to the appropriate Vice President with a written presentation of the grievance.

d. If the Vice Presidential level of appeal does not prove satisfactory to the student, the student may appeal the grievance to an appeal committee.

5. Exception To Procedures

Sexual Harassment:

All students and employees shall report complaints of sexual harassment to the VPSD or college President. A complaint

includes sexual harassment that a student may suffer from another student or employee, or that an employee may suffer from a student.

6. Appeal Committee

Procedures:

a. A student who wishes a grievance to be heard must submit a request in writing to the VPSD.

b. The VPSD will convene and chair the Appeal Committee.

c. The appeal must be heard by the committee within ten (10) class days of the request unless extended with the agreement of both the student and the VPSD.

d. The committee will be ad hoc and will consist of two (2) students, two (2) faculty members, and one (1) staff member who is either an administrator a non-contractual employee. It is the responsibility of the President or the President's designee to appoint all committee members.

e. The Appeal Committee will make its recommendation directly to the President. The decision of the President shall be final.

CAMPUS PARKING AND DRIVING REGULATIONS

1. General Provisions

a. Authority for Regulations: The Board of Trustees, for the benefit of its colleges, is authorized by state law (Sec. 51.202, Education Code) to promulgate and enforce rules and regulations for the safety and welfare of students, employees, and property and other rules and regulations it may deem necessary to govern the institution, including rules for the operation and parking of vehicles on the college campuses and any other property under institutional control.

b. Authority of Campus Peace Officers: Pursuant to the provisions of Sec. 51.2203, Education Code, campus peace officers are commissioned peace officers of the State of Texas, and as such have full authority to enforce all parking regulations, and other regulations and laws within areas under the control and jurisdiction of the District. In addition, campus peace officers may enforce all traffic laws on public streets and highways which are in proximity to areas under District control. Campus peace officers may issue citations to violators or take other action consistent with the law.

c. Permits:

Vehicle: In accordance with Sec. 51.207, Education Code, each college may issue and require use of a suitable vehicle identification decal as permits to park and drive on college property. Permits may be suspended for violations of applicable state law or parking and driving regulations. Each person who is required to have a vehicle identification decal shall apply to the Department of Campus Security for the decal. No fee is charged for the decal which must be placed on the rear window of the driver's side of a motor vehicle and on the gas tank of the motorcycle or motorbike.

Handicap: All authorized decals for handicap parking areas must be displayed prior to parking in such areas.

d. Posting of Signs: Under the direction of the college president, the Department of Campus Safety shall post proper traffic and parking signs.

e. Applicability of Regulations: The rules and regulations in this Chapter apply to motor vehicles, motorbikes and bicycles on college campuses or other District property, and are enforceable against students, employees of the District and visitors.

2. Prohibited Acts: The following acts shall constitute violations of these regulations:

a. Speeding: The operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The prima facie maximum reasonable and prudent speed on campus streets is twenty (20) miles per hour, and ten (10) miles per hour in parking areas, unless the street or area is otherwise posted.

b. Double parking, or otherwise parking, standing or stopping so as to impede the flow of traffic.

c. Driving the wrong way on a one-way street or lane.

d. Driving on the wrong side of the roadway.

e. Improper parking, so that any portion of a vehicle is outside the marked limits of a parking space.

f. Parking in unauthorized areas, as illustrated by, but not limited to those areas posted as visitor parking, no parking, handicapped parking or loading zones, designated crosswalks, motorcycle areas, or other unauthorized areas as designated by sign.

g. Parking trailers or boats on campus.

h. Parking or driving in areas other than those designated for vehicular traffic, as illustrated by, but not limited to courtyards, sidewalks, lawns, or curb areas.

i. Failure to display a parking permit.

j. Collision with another vehicle, a person, sign or immovable object.

k. Reckless driving.

l. Failure to yield the right-of-way to pedestrians in designated crosswalks.

m. Violation of any state law regulating vehicular traffic.

3. Tow-away Areas: A vehicle may be towed if parked without authority in the following areas:

a. Handicapped parking.
b. Fire lanes.
c. Courtyards.
d. "No Parking" zones.
e. Areas other than those designated for vehicular traffic.
f. Other unauthorized areas as designated by sign.

4. Citations:

a. Types: Citations shall be of two types:

(1) Campus Citations: A campus citation is a notice that the alleged violator's parking and driving privilege or permit has been suspended pending appeal or disposition.

(2) Court Citations: A court citation is a notice of alleged violation of the type used by the Texas Highway Patrol, as authorized by Education Code, Sec. 51.206. Generally, such citations shall be used for violations by visitors, other persons holding no college permit, and employees of the District for excessive violations. However, such citations may be used for the enforcement of any provisions of these regulations.

b. Disposition

(1) Campus Citation: A campus citation is returnable to the Department of Campus Safety, and a permit or driving privilege may be reinstated by the payment of a five dollar ($5.00) service charge per citation at the college business office.

(2) Court Citation: A court citation is returnable to the justice or municipal court in which the case is filed. Disposition of the citation may be made in the same manner as any other criminal case within he jurisdiction of such court.

5. Suspension Review: A person receiving a campus citation shall have the right to appeal the suspension of rights by submitting to the college safety committee, within ten (10) days after the date of violation, notice of appeal in writing, which shall state the reasons for such appeal.

6. Safety Committee: The safety committee shall consist of not less than three (3) persons appointed by the President, none of whom shall be a campus peace officer. The committee shall meeet as needed, but not less than five (5) business days after receipt of notice of appeal. Notice of such meetings shall be given to an appellant not less than twenty-four (24) hours prior thereto.

7. Penalties

   a. Impoundment: Failure to pay the service charge within ten (10) days after receipt thereof, or, if appealed, within ten (10) days after denial of appeal, shall result in impoundment of the vehicle, denial of readmission to any District college, and withholding of any transcript or degree. If a vehicle is impounded, the owner is liable for any wrecker charges and storage fees in addition to the service charge.

   b Multiple Citations: Receipt of four (4) citations during the period from August 15 of a year to August 14 of the year following will result in suspension of the parking and driving permit or driving privilege for the balance of such year.

   c. Court Citations: Penalties for convictions in municipal or justice court are as prescribed by state law, not to exceed $200 per conviction.

8. Miscellaneous: The District nor any of its colleges or employees are responsible for damage to or theft of a vehicle or its contents while on the college campus.

Communicable Disease Policy

The Board acknowledges the serious threat to our community and nation posed by the AIDS epidemic. This policy and other procedures developed by the Chancellor shall emphasize educating employees and students concerning AIDS and managing each case of AIDS individually with sensitivity, flexibility, and concern for the individual as well as employees and students. In addition, this policy defines and addresses other comunicable diseases which from time to time arise in the colleges and District among students and employees.

The District's decisions concerning a person who has a communicable disease shall be based upon current and well-informed medical judgement which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable risks and available alternatives to respond to a student or employee with a communicable disease.

Scope

This policy and related administrative procedures apply to all employees and students of the DCCCD.

Definition

In this policy and its procedures, communicable disease means an illness due to an infectious agent or its toxic products that arises through transmission of that agent or its products from a reservoir to a susceptable host and as further defined in the Communicable Disease Prevention and Control Act, Article 4419b-1V.A.T.S. Communicable diseases include, but are not limited to mumps, rubella, influenza, mononucleosis, chicken pox, viral hepatitis-A, viral hepatitis-B, human immunodeficiency virus ("HIV infection"), AIDS-Related Complex, sexually transmitted diseases, and infectuous meningitis. In this policy and procedures, HIV infection includes AIDS, AIDS-Related Complex and a positive test for the antibody to human immunodeficiency virus.

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. If a review of the facts demonstrate that a student is unable to perform as required or presents a health risk to himself or the college community, a decision shall be made regarding the student's attendance at the college.
Employees: An employee who has a communicable disease will be treated in the same manner as other employees who have other ilnesses or injuries.

Confidentiality

The District shall comply with applicable statutes and regulations which protect the privacy of persons who have a communicable disease. The Chancellor shall ensure that administrative procedures are sufficient to maintain the strictest confidence concerning persons who have HIV infection.

Education

The Chancellor shall develop and maintain a comprehensive educational program regarding HIV infection for students and employees.

Each college shall have a Communicable Disease Coordinator. The coordinator shall be a registered nurse who has received training in communicable diseases, particularly HIV infection. A student or employee who has a communicable disease is strongly encouraged to report the disease to the coordinator.

Counseling

The Communicable Disease Coordinator shall refer students and employees to sources of testing for HIV infection and counseling upon voluntary request. An individual shall bear the expenses of such testing and counseling.

Upon request by any student, the Health Center of the College will provide the educational pamphlet on AIDS developed by the Texas Department of Health.

Texas Department of Health

Recommended Adult Immunization Schedule

Vaccine/ Toxoid/ Biological	Primary Schedule & Boosters	Indications	Major Precautions & Contraindications Other Than Primary Allergies	Special Considerations
Tetanus-Diphtheria Toxoid	2 doses (IM) 4 weeks apart with 3rd dose (booster) 6-12 months then a booster every 10 years.	All Adults		Consider Human Tetanus Immune Globulin (TIG) for dirty wounds in patients with incomplete immunizations.
Measles Mumps Rubella (MMR) Vaccine	1 dose (SC); boosters for measles are necessary for certain adults.	Measles/Mumps for adults born after 1/1/57 who lack a vaccine history for measles and mumps since their 1st birthday OR serological proof of immunity OR a physician validated statement of Measles/Mumps illness. 2 doses of measles vaccine are recommended for persons at high risk of exposure (e.g. medical personnel). Rubella for any adult who lacks documentation of rubella vaccine since the 1st birthday OR serological proof of immunity.	Pregnancy; immuno-compromised; hypersensitivity to neomycin and/or eggs	Persons vaccinated with killed measles vaccine (1963-1967) should be revaccinated with live measles vaccine; MMR is the vaccine of choice if the person is likely to be susceptible to more than 1 agent
Hepatitis B Vaccine	2 doses (IM) 4 weeks apart; 3rd dose 5 months after 2nd.	Adults at increased risk of occupational, environmental, social, or family exposure.		
Influenza Vaccine (Split or Whole Vaccine)	1 dose annually (IM)	Adults with high-risk conditions; adults > or = 65 years old; health care workers	Hypersensitivity to eggs; may be given during pregnancy to high-risk patients.	
Pneumococcal Polysaccharide Vaccine (23 Valent)	1 dose (IM or SC); boosters after 6 years indicated for certain adults	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. rubeola, Red Measles, Hard Measles, 10-day Measles)

Measles is a highly contagious viral disease. Antibiotics are NOT available to treat persons infected with this organism. Recent outbreaks of this illness have included many hospitalizations and several deaths among college-aged persons, for these reasons it is strongly recommended that students of Institutions of Higher Education have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose.

The measles vaccine is most often given in combination with the vaccines for mumps and rubella which are also caused by viruses.

TETANUS (aka. Lockjaw)

The illness caused by tetanus results from the poison produced by a bacteria. Again this is a very difficult illness to treat once it occurs and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. It is now common for older adults to develop Tetanus in the United States as many adults do not receive the recommended 10 year boosters.

The Tetanus vaccine should be given in combination with the diphtheria vaccine.

POLIOMYELITIS

In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.

SECTION 2.09 AND 2.09A TEX. EDU. CODE

The campus health centers have information regarding local providers of immunization services. Check with the health center for specific local information.

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

1992-93 Technical/Occupational Programs Offered On Our Campuses

Career Education Programs	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Accounting Associate	•	•	•	•	•	•	•
Air Conditioning & Refrigeration — Residential		•	•			•	
Air Conditioning & Refrigeration Technology			•				
Apparel Design				•			
Architectural Technology				•			
Associate Degree Nursing	•			•			
LVN Option				•			
Auto Body Technology			•				
Automotive Career Technician		•					
Automotive Technology		•	•				
Dealership-Sponsored Technician	•						
Electronic Engine Control Technician	•						
Service Technician	•						
Aviation Technology							
Career Pilot					•		
Air Cargo Transport					•		
Air Traffic Control					•		
Aircraft Dispatcher					•		
Airline Marketing					•		
Fixed Base Operations/Airport Management					•		
Child Development Associate	•		•				
Administrative	•		•				
CDA Training Certificate	•		•				
Infant-Toddler	•		•				
Special Child Certificate	•		•				
Commercial Music							
Arranger/Composer/Copyist		•					
Music Retailing		•					
Performing Musician		•					
Recording Technology		•					
Computer Aided Design & Drafting			•		•		
Electronic Design			•				
Computer Information Systems							
Business Computer Assistant				•			
Business Computer Information Systems	•	•	•	•	•	•	•
Business Computer Programmer	•	•	•	•	•	•	•
Computer Center Specialist				•			
Computer Operations Technician				•			
Local Area Network Administrator			•			•	
Personal Computer Support			•	•	•		•
Computerized Numerical Control Technology					•		
Computerized Numerical Control Operations					•		
Machine Shop Operations					•		
Construction Management & Technology						•	
Construction Technology						•	
Criminal Justice				•			
Educational Personnel							•
Bilingual/ESL							•
Educational Assistant							•
Electrical Technology						•	
Electronic Telecommunications			•		•		
Electronics/Computer Technology			•				
Basic Electronics Technology			•				
Electronics Technology					•	•	
Automated Manufacturing					•		
Avionics					•		
Engineering Technology							
Computer Integrated Manufacturing							•
Electronics Engineering Technology							•

Career Education Programs	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Electronic Quality Control							•
Industrial Technology					•		
Manufacturing Design Technology							•
Mechanical Quality Control							•
Quality Control							•
Robotics & Fluid Power					•		•
Robotics Technology					•		
Fashion Marketing	•	•					
Fire Protection Technology				•			
Food And Hospitality Service				•			
Graphic Communications			•				
Graphic Arts			•				
Interior Design				•			
International Business & Trade							•
Interpreter Training Program			•				
Sign Language Studies			•				
Invasive Cardiovascular Technology				•			
Legal Assistant				•			
Management Careers							
Administrative Management	•	•	•	•	•	•	•
Mid-Management	•	•	•	•	•	•	•
Postal Service Administration					•		
Sales, Marketing & Retail Management	•	•					
Small Business Management		•			•		•
Medical Laboratory Technology				•			
Medical Transcription				•			
Mortgage Banking						•	
Motorcycle Mechanics		•					
Office Technology							
Administrative Assistant	•	•	•	•	•	•	•
Legal Secretary	•	•	•	•	•	•	•
General Office Certificate	•	•	•	•	•	•	•
Office Information Systems Specialist	•	•	•	•	•	•	•
Ornamental Horticulture							
Greenhouse Florist							•
Interiorscape							•
Landscape Management							•
Landscape Nursery							•
Florist							•
Landscape Gardener							•
Outboard Marine Engine Mechanics		•					
Pattern Design				•			
Physical Fitness Technology						•	
Radiologic Sciences							
Diagnostic Medical Sonography				•			
Radiography Technology				•			
Real Estate		•				•	•
Respiratory Care, Levels I and II				•			
Small Engine Mechanics		•					
Social Work Associate-Generalist			•				
Human Services			•				
Substance Abuse Counseling			•				
Surgical Technology				•			
Surgical Technology for Graduate R.N.				•			
Veterinary Technology		•					
Video Technology						•	
Visual Communications	•						
Vocational Nursing				•			
Welding Technology					•		

BHC — Brookhaven College
CVC — Cedar Valley College
EFC — Eastfield College
ECC — El Centro College
MVC — Mountain View College
NLC — North Lake College
RLC — Richland College

ACCOUNTING ASSOCIATE

(Associate Degree)

The Accounting Associate two-year program is designed to prepare a student for a career as a junior accountant in business, industry and government. Emphasis will be placed on internal accounting procedures and generally accepted accounting principles.

The Associate in Applied Sciences Degree is awarded for successful completion of at least 66 credit hours as outlined below. Students desiring a less comprehensive program that includes some bookkeeping procedures and practices should consider the General Office Certificate. The General Office Certificate is available in the Office Technology Program.

		CREDIT HOURS
SEMESTER I		
ACC 201	Principles of Accounting I	3
BUS 105	Introduction to Business	3
ENG 101	Composition I	3
MTH 130	Business Mathematics or	
MTH 111	Mathematics for Business and Economics	3
OFC 160	Office Calculating Machines	3
		15
SEMESTER II		
ACC 202	Principles of Accounting II	3
ENG 102	Composition II	3
CIS 103	Introduction to Computer Information Systems	3
MGT 136	Principles of Management	3
OFC 172	Beginning Typing*	3
SC 101	Introduction to Speech Communication	3
		18
SEMESTER III		
ACC 203	Intermediate Accounting I	3
ACC 204	Managerial Accounting	3
ACC 250	Microcomputer-Based Accounting Applications	3
ECO 201	Principles of Economics I	3
+ Elective		3
ACC 703	Cooperative Work Experience or	
ACC 704	Cooperative Work Experience or	
+ + + Elective		3-4
		18-19
SEMESTER IV		
ACC 238	Cost Accounting or	
ACC 239	Income Tax Accounting	3
BUS 234	Business Law	3
ECO 202	Principles of Economics II	3
OFC 231	Business Communications	3
+ + Elective		3
		15

Minimum Hours Required 66

+ Elective--must be selected from the following:

ANT 100	Introduction to Anthropology	3
GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HD 105	Basic Processes of Interpersonal Relationships	3
HD 106	Personal and Social Growth	3
PSY 101	Introduction to Psychology	3
PSY 103	Human Sexuality	3
PSY 131	Applied Psychology and Human Relations	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3

+ + Elective--must be selected from the following:

ART 104	Art Appreciation	3
ENG 201	British Literature	3
ENG 202	British Literature	3
ENG 203	World Literature	3
ENG 204	World Literature	3
ENG 205	American Literature	3
ENG 206	American Literature	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
Foreign Language		

+ + + Electives--may be selected from the following:

Any CIS or CS Programming Course		
ACC 205	Business Finance	3
ACC 207	Intermediate Accounting II	3
ACC 238	Cost Accounting	3
ACC 239	Income Tax Accounting	3
ACC 703	Cooperative Work Experience	3
ACC 704	Cooperative Work Experience	4
ACC 713	Cooperative Work Experience	3
ACC 714	Cooperative Work Experience	4
BUS 143	Personal Finance	3
MGT 237	Organizational Behavior	3
CIS 262	Contemporary Topics in Computer Information Systems	3
CIS 265	Special Topics in Computer Information Systems	4
MKT 206	Principles of Marketing	3

*Students who can demonstrate proficiency by previous training, experience, or placement tests may substitute a course from the electives + + + listed for this program.

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.

AVIATION TECHNOLOGY

Because of the varied and interrelated aviation career options available, Mountain View's Aviation Technology Program is designed to allow students to take a group of core courses which includes selected aviation, business, English, mathematics and human relations courses and then proceed with specialized courses in the specific career option they wish to enter.

The Associate of Applied Sciences degree options are (1) Career Pilot including flight instructor certificate, multi-engine rating, flight engineer and air transport pilot ground school and type-rating for small, multi engine, turbo - jet powered airplane; (2) Air Cargo Transport; (3) Airline Marketing; (4) Fixed Base Operations/Airport Management; (5) Aircraft Dispatcher and (6) Air Traffic Control. A one year certificate program is available in Aircraft Dispatcher.

AVIATION TECHNOLOGY -- CAREER PILOT OPTION

Mountain View only

(Associate Degree)

The Career Pilot Option provides students with flight training and ground school through the commercial certificate. All ground school instruction and flight training conform to Part 61 and 141 of the Federal Aviation Administration Regulations. Prior to admission to the program, registration and payment of fees, consultation with and approval by an Aviation Technology instructor is necessary. Simulator fees, flight fees and fees for pre- and post-flight briefing are in addition to the regular tuition charge.

Students completing this option may find employment opportunities as an airline pilot, corporate pilot, flight engineer, flight instructor and other general aviation positions. It is recommended that students in the Career Pilot Option schedule flight training during the summer months in addition to the Spring and Fall semesters to aid in completing the program within a two year period.

		CREDIT HOURS
SEMESTER I		
AVT 110	Introduction to Aviation	3
AVT 121	Ground School Private	3
AVT 122	Aviation Law	3
AVT 135	Flight Basic*	2
AVT 210	FAA Regulations, Airspace and Air Traffic Control	3
AVT 226	Meteorology	3
		17
SEMESTER II		
AVT 128	Aero Engines and Systems	3
AVT 137	Flight Private Pilot*	1
AVT 220	Aero Dynamics	3
AVT 224	Ground School Instrument	3
ENG 101	Composition I	3
+ Mathematics Elective		3
		16
SEMESTER III		
AVT 123	Ground School Commercial	3
AVT 221	Advanced Navigation	3
AVT 265	Flight Commercial I*	2
AVT 266	Flight Commercial II*	3
PSY 131	Applied Psychology and Human Relations or	
PSY 101	Introduction to Psychology	3
CIS 103	Introduction to Computer Information Systems	3
		17
SEMESTER IV		
AVT 212	Airport Management	3
AVT 267	Flight Commercial III - Instrument*	3
AVT 268	Flight Commercial IV*	3
AVT 250	Flight Instructor Ground School or	(2)
AV 129	Introduction to Aircraft Electronic Systems	3
SC 101	Introduction to Speech Communication	3
		14-15
Minimum Hours Required		64

+ Mathematics Elective--must be selected from the following:

MTH 101	College Algebra	3
MTH 111	Mathematics for Business and Economics	3
MTH 130	Business Mathematics	3
MTH 195	Technical Mathematics I	3

*Flight courses are flexible enrollment and may be taken in sequence regardless of semester.

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.

ADDITIONAL CERTIFICATION AVAILABLE FOR CAREER PILOT OPTION

		CREDIT HOURS
Flight Instructor Certificate		
AVT 250	Flight Instructor Ground School	2
AVT 251	Flight Instructor - Airplane*	2
AVT 252	Instrument Flight Instructor Ground School	3
AVT 253	Flight Instructor - Airplane Instrument*	1
Multi-Engine Rating		
AVT 254	Flight Advanced I*	1
Flight Engineer		
AVT 263	Flight Engineer Ground School	3
Air Transport Pilot		
AVT 264	Air Transport Pilot Ground School	3
Type-Rating (small, multi-engine, turbo-jet)		
AVT 255	Type-Rating Turbo-Jet Ground School	3
AVT 256	Flight Advanced II-Jet Type-Rating*	1

*Flight courses are flexible enrollment and may be taken in sequence regardless of semester.

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.

AVIATION TECHNOLOGY -- AIR CARGO TRANSPORT OPTION

(Associate Degree)

This option is designed to provide students with an overview of transportation methods and technology associated with the aviation industry. Upon completion of the program, students may be eligible to be employed in positions such as air cargo sales, air freight transportation and cargo loading.

		CREDIT HOURS
SEMESTER I		
AVT 110	Introduction to Aviation	3
AVT 121	Ground School Private	3
AVT 122	Aviation Law	3
AVT 210	FAA Regulations, Airspace and Air Traffic Control	3
BUS 105	Introduction to Business	3
		15
SEMESTER II		
AVT 226	Meteorology	3
AVT 249	Air Transportation, Traffic and Cargo	3
ACC 201	Principles of Accounting I	3
ENG 101	Composition I	3
+ Elective		3
		15
SEMESTER III		
AVT 212	Airport Management	3
AVT 223	Airline Management	3
MGT 136	Principles of Management	3
PSY 131	Applied Psychology and Human Relations or	
PSY 101	Introduction to Psychology	3
SC 101	Introduction to Speech Communication	3
		15
SEMESTER IV		
AVT 225	Aviation Marketing	3
BUS 234	Business Law	3
ACC 202	Principles of Accounting II	3
CIS 103	Introduction to Computer Information Systems	3
ECO 201	Principles of Economics I	3
		15
Minimum Hours Required		60

+ Elective--must be selected from the following:

MTH 101	College Algebra	3
MTH 130	Business Mathematics	3
MTH 195	Technical Mathematics I	3

AVIATION TECHNOLOGY -- AIRCRAFT DISPATCHER OPTION

(Associate Degree)

The job performed by an aircraft dispatcher is an integral part of the overall flight operations for airlines. An individual in this position works in conjunction with an airline pilot and is responsible for regulation compliance, weather and loading procedures prior to take-off. In the Aircraft Dispatcher Program students may earn a certificate after approximately one year or choose to complete the Associate in Applied Sciences Degree.

Entry into either program will be in accordance with Federal Aviation Administration regulations and with instructor approval. Upon completion of the courses in the desired program, students may be recommended to apply to take the FAA written examination for aircraft dispatcher.

		CREDIT HOURS
SEMESTER I		
AVT 110	Introduction to Aviation	3
AVT 121	Ground School Private	3
AVT 122	Aviation Law	3
AVT 210	FAA Regulations, Airspace and Air Traffic Control	3
AVT 226	Meteorology	3
		15
SEMESTER II		
AVT 128	Aero Engine and Systems	3
AVT 221	Advanced Navigation	3
AVT 224	Ground School Instrument	3
CIS 103	Introduction to Computer Information Systems	3
ENG 101	Composition I	3
		15
SEMESTER III		
AVT 123	Ground School Commercial	3
AVT 261	Aircraft Dispatcher	3
MTH 195	Technical Mathematics I	3
PSY 131	Applied Psychology and Human Relations	3
SC 101	Introduction to Speech Communication	3
		15
SEMESTER IV		
AVT 262	Practical Dispatching	3
AV 129	Introduction to Aircraft Electrical Systems	3
BUS 105	Introduction to Business	3
MGT 136	Principles of Management	3
MTH 196	Technical Mathematics II	3
		15

Minimum Hours Required 60

AVIATION TECHNOLOGY -- AIRCRAFT DISPATCHER

(Certificate)

The job performed by an aircraft dispatcher is an integral part of the overall flight operations for airlines. An individual in this position works in conjunction with an airline pilot and is responsible for regulation compliance, weather and loading procedures prior to take-off. In the Aircraft Dispatcher Program students may earn a certificate after approximately one year or choose to complete the Associate in Applied Sciences Degree.

Entry into either program will be in accordance with Federal Aviation Administration regulations and with instructor approval. Upon completion of the courses in the desired program, students may be recommended to apply to take the FAA written examination for aircraft dispatcher.

		CREDIT HOURS
SEMESTER I		
AVT 110	Introduction to Aviation	3
AVT 121	Ground School Private	3
AVT 210	FAA Regulations, Airspace and Air Traffic Control	3
AVT 224	Ground School Instrument	3
AVT 226	Meteorology	3
AVT 261	Aircraft Dispatcher	3
		18
SEMESTER II		
AVT 122	Aviation Law	3
AVT 123	Ground School Commercial	3
AVT 128	Aero Engine and Systems	3
AVT 221	Advanced Navigation	3
AVT 262	Practical Dispatching	3
		15

Minimum Hours Required 33

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.

AVIATION TECHNOLOGY – AIRLINE MARKETING OPTION

(Associate Degree)

The Airline Marketing Option stresses the significance and functions of marketing from the airline viewpoint. Students completing the program may opt to enter a variety of marketing related positions in the areas of customer service, sales and promotion, crew scheduling or entry level management.

		CREDIT HOURS
SEMESTER I		
AVT 110	Introduction to Aviation	3
AVT 121	Ground School Private	3
AVT 122	Aviation Law	3
AVT 210	FAA Regulations, Airspace and Air Traffic Control	3
BUS 105	Introduction to Business	3
		15
SEMESTER II		
AVT 249	Air Transportation, Traffic and Cargo	3
ACC 201	Principles of Accounting I	3
CIS 103	Introduction to Computer Information Systems	3
ENG 101	Composition I	3
+ Elective		3
		15
SEMESTER III		
AVT 212	Airport Management	3
AVT 223	Airline Management	3
ECO 201	Principles of Economics I	3
PSY 131	Applied Psychology and Human Relations or	
PSY 101	Introduction to Psychology	3
SC 101	Introduction to Speech Communication	3
		15
SEMESTER IV		
AVT 225	Aviation Marketing	3
+ Elective		3
ACC 202	Principles of Accounting II	3
ECO 202	Principles of Economics II	3
+ + Elective		3
		15
Minimum Hours Required		60

+ Elective--must be selected from the following:

MTH 101	College Algebra	3
MTH 130	Business Mathematics	3
MTH 195	Technical Mathematics I	3

+ + Elective–must be selected from the following:

MKT 206	Principles of Marketing	3
MKT 230	Salesmanship	3
MKT 233	Advertising and Sales Promotion	3
BUS 234	Business Law	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.

AVIATION TECHNOLOGY -- FIXED BASED OPERATIONS/AIRPORT MANAGEMENT OPTION

(Associate Degree)

This option provides students with a general administrative overview combining aviation and business courses stressing terminology, management techniques and functions as they apply to the aviation industry. Students completing this program may qualify for support or training positions in airport management, as staff members to operations superintendents or aviation authority boards. Positions as fixed base operators for aircraft dealers may include equipment sales and service and aircraft sales.

		CREDIT HOURS
SEMESTER I		
AVT 110	Introduction to Aviation	3
AVT 121	Ground School Private	3
AVT 122	Aviation Law	3
AVT 210	FAA Regulations, Airspace and Air Traffic Control	3
BUS 105	Introduction to Business	3
		15
SEMESTER II		
AVT 226	Meteorology	3
AVT 249	Air Transportation, Traffic and Cargo	3
CIS 103	Introduction to Computer Information Systems	3
ENG 101	Composition I	3
+ Elective		3
		15
SEMESTER III		
AVT 223	Airline Management	3
ACC 201	Principles of Accounting I	3
ECO 201	Principles of Economics I	3
PSY 131	Applied Psychology and Human Relations or	
PSY 101	Introduction to Psychology	3
SC 101	Introduction to Speech Communication	3
		15
SEMESTER IV		
AVT 212	Airport Management	3
MGT 153	Small Business Management	3
ACC 202	Principles of Accounting II	3
BUS 234	Business Law	3
ECO 202	Principles of Economics II	3
		15
Minimum Hours Required		60

+ Math elective--must be selected from the following:

MTH 101	College Algebra	3
MTH 195	Technical Mathematics I	3
MTH 130	Business Mathematics	3

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

COMPUTER AIDED DESIGN AND DRAFTING

(Associate Degree)

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

		CREDIT HOURS
SEMESTER I		
CAD 135	Reproduction Processes	2
CAD 183	Basic Drafting	4
COM 131	Applied Communications or	
ENG 101	Composition I	3
MTH 195	Technical Mathematics I or	
MTH 101	College Algebra	3
**Elective		3-4
		15-16
SEMESTER II		
CAD 101	CAD Operations	2
CAD 161	Manufacturing Fundamentals	2
CAD 245	Computer Aided Design	3
+CAD Course or		
++Cooperative Work Experience		3-4
MTH 196	Technical Mathematics II or	
MTH 102	Plane Trigonometry	3
SC 101	Introduction to Speech Communication	3
		16-17
SEMESTER III		
+CAD Course		3
EGR 106	Descriptive Geometry or	
Technical Elective		3
HD 105	Basic Processes of Interpersonal Relationships or	
PSY 131	Applied Psychology and Human Relations	3
**Elective or		
++Cooperative Work Experience		3-4
*Elective		3
		15-16
SEMESTER IV		
CAD 246	Advanced CAD-Electronic or	
CAD 248	Advanced CAD-Mechanical or	
CAD 249	Advanced CAD-Architectural	3
+CAD Course or		
++Cooperative Work Experience		3-4
PHY 131	Applied Physics	4
GVT 202	American Government or	
HST 102	History of the United States	3
**Elective		3-4
		16-18

Minimum Hours Required: 62

+CAD Courses--must be selected from the following:

CAD 136	Civil Design	3
CAD 185	Architectural Design	
CAD 230	Structural Design	3
CAD 231	Electronic Design	3
CAD 232	CAD Illustration	3
CAD 235	Facilities Management Design	3
CAD 236	Pipe Design	3
CAD 237	Advanced 3-D Illustration	3
CAD 246	Advanced CAD-Electronic	3
CAD 248	Advanced CAD-Mechanical	3
CAD 249	Advanced CAD-Architectural	3
CAD 250	Electromechanical Packaging Design	3
CAD 252	Advanced CAD-Menu Customizing & LISP	3
CAD 253	Geometric Dimensioning and Tolerancing	3
CAD 255	Selected Topics in Drafting	3

++Drafting Cooperative Work Experience courses--must be selected from the following:

CAD 704	Cooperative Work Experience	4
CAD 714	Cooperative Work Experience	4
CAD 803	Cooperative Work Experience	3
CAD 813	Cooperative Work Experience	3

*Elective--must be selected from the following:

ACC 131	Bookkeeping I	3
ACC 201	Principles of Accounting I	3
BUS 105	Introduction to Business	3
ECO 201	Principles of Economics I	3
FR 101	Beginning French	4
HUM 101	Introduction to the Humanities	3
MGT 136	Principles of Management	3
MUS 104	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
SPA 101	Beginning Spanish	4
THE 101	Introduction to Theatre	3

**Electives--must be selected from the following:

BPR 177	Blueprint Reading	2
BPR 178	Blueprint Reading	2
OFC 176	Keyboarding	1
CIS 103	Introduction to Computer Information Systems	3
GA 120	Printing Fundamentals	3

This elective may also be selected from CAD courses as approved by the Computer Aided Design & Drafting Department.

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

COMPUTER INFORMATION SYSTEMS – BUSINESS COMPUTER INFORMATION SYSTEMS

(Associate Degree)

This option is designed to develop entry-level skills and knowledge in computer information systems. The option includes several business courses found in university degree programs as well as CIS courses which will prepare students for CIS course work at a university. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

		CREDIT HOURS
SEMESTER I		
CIS 103	Introduction to Computer Information Systems	3
BUS 105 / MGT 136	Introduction to Business or Principles of Management	3 (3)
MTH 111	Mathematics for Business and Economics I	3
ENG 101	Composition I	3
+ Elective		3
		15
SEMESTER II		
CIS 162	COBOL Programming I	4
MTH 112	Mathematics for Business and Economics II	3
SC 101	Introduction to Speech Communication	3
CIS 150	Computer Program Logic and Design	3
ACC 201	Principles of Accounting I*	3
		16
SEMESTER III		
CIS 164	COBOL Programming II	4
ECO 201	Principles of Economics I	3
ACC 202	Principles of Accounting II	3
+ + Elective		3
CIS 160	Data Communications	3
		16
SEMESTER IV		
CIS 210 / CIS 212	Assembly Language I or C Programming	4 (4)
ECO 202	Principles of Economics II	3
Any CIS/CS or Accounting course		3
+ + + Elective		3-4
		13-14
Minimum Hours Required:		60

+ Elective--must be selected from the following:

HST	101	History of the United States	3
GVT	201	American Government	3
PSY	101	Introduction to Psychology	3
SOC	101	Introduction to Sociology	3

+ + Elective–must be selected from the following:

ENG	102	Composition II	3
HUM	101	Introduction to the Humanities	3

+ + + Electives--must be selected from the following:

CIS	108	PC Software Applications	4
CIS	114	Problem Solving With The Computer	4
CIS	119	Text Processing Applications	3
CIS	169	4th Generation Languages	4
CIS	170	RPG Programming	3
CIS	172	BASIC Programming	3
CIS	173	Pascal Programming for Business	3
CIS	200	Fundamentals of Networking	3
CIS	212	C Programming	4
CIS	218	Spreadsheet Applications	4
CIS	228	Database Applications	4
CIS	701	Cooperative Work Experience	1
CIS	703	Cooperative Work Experience	3
CIS	704	Cooperative Work Experience	4
CIS	713	Cooperative Work Experience	3
CIS	714	Cooperative Work Experience	4

Students may obtain credit toward a degree for only one of each of the pairs of courses listed below:

CIS 172 or CS 122
CIS 210 or CS 211

*ACC 131 and ACC 132 may be substituted for ACC 201.

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

COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER PROGRAMMER

(Associate Degree)

This option is intended for the preparation of entry-level computer programmers who will work in an applications setting to support the information processing function. It is designed as a two-year career program to prepare students for direct entry into the work environment. It is intended to provide a sufficient foundation so the graduate with experience and continued learning may advance in career paths appropriate to their own particular interests and abilities. Touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

		CREDIT HOURS
SEMESTER I		
CIS 103	Introduction to Computer Information Systems	3
BUS 105 / MGT 136	Introduction to Business or Principles of Management	3
MTH 115	College Mathematics I*	3
ENG 101	Composition I	3
PSY 131	Applied Psychology and Human Relations**	3
		15
SEMESTER II		
CIS 150	Computer Program Logic and Design	3
CIS 160	Data Communications	3
CIS 162	COBOL Programming I	4
ACC 201	Principles of Accounting I***	3
SC 101	Introduction to Speech Communication	3
		16
SEMESTER III		
CIS 164	COBOL Programming II	4
CIS 205	Control Language and Operating Environments	4
ACC 202	Principles of Accounting II	3
+ Elective		3-4
+ + Elective		3
		17-18
SEMESTER IV		
CIS 225	Systems Analysis and Design	4
CIS 258	On-Line Applications	4
CIS 254	Data Base Systems	4
+ + + Elective		3-4
		15-16
Minimum Hours Required		63

+ Electives--must be selected from the following:

Any CIS or CS course (including CIS 701, 703, 704, 713 or 714).

ACC 204	Managerial Accounting	3
ACC 238	Cost Accounting	3
ACC 250	Microcomputer-Based Accounting Applications	3

+ + Electives--must be selected from the following:

ENG 102	Composition II	3
HUM 101	Introduction to the Humanities	3
PHI 103	Critical Thinking	3

+ + + Electives--must be selected from the following:

CIS 108	PC Software Applications	4
CIS 114	Problem Solving With the Computer	4
CIS 119	Text Processing Applications	3
CIS 169	4th Generation Languages	4
CIS 170	RPG Programming	3
CIS 172	BASIC Programming	3
CIS 173	PASCAL Programming for Business	3
CIS 200	Fundamentals of Networking	3
CIS 210	Assembly Language I	4
CIS 212	C Programming	4
CIS 218	Spreadsheet Applications	4
CIS 228	Database Applications	4
Any 200 level CIS course		3-4

NOTE: Students may obtain credit toward a degree for only one of each of the pairs of courses listed below:

CIS 172 or CS 122
CIS 210 or CS 211

*MTH 111 or MTH 130 may be substituted.

**PSY 101 may be substituted.

***ACC 131 and ACC 132 may be substituted for ACC 201.

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

COMPUTER INFORMATION SYSTEMS – PERSONAL COMPUTER SUPPORT

(Associate Degree)

This program includes education/training to qualify students to provide support for personal computer users; to trouble-shoot software and hardware problems, implementing corrections where possible; to evaluate new software and hardware, matching company standards to product specifics; to install hardware and software, including equipment assembly and diagnostics; and to assist in the development of training courses, providing training for users.

A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

		CREDIT HOURS
SEMESTER I		
CIS 108	PC Software Applications	4
BUS 105	Introduction to Business or	3
MGT 136	Principles of Management	(3)
ENG 101	Composition I	3
MTH 115	College Mathematics I*	3
PSY 131	Applied Psychology and Human Relations**	3
		16
SEMESTER II		
CIS 114	Problem Solving With the Computer	4
CIS 119	Text Processing Applications	3
CIS 160	Data Communications	3
ACC 201	Principles of Accounting I	3
SC 101	Introduction to Speech Communication	3
		16
SEMESTER III		
CIS 218	Spreadsheet Applications	4
CIS 221	PC Operating Systems and Utilities	4
CIS 224	PC Hardware	3
OFC 231	Business Communications	3
+ Elective		3
		17
SEMESTER IV		
CIS 228	Database Applications	4
CIS 275	User Documentation and Training	3
CIS 280	Applied Studies	3
CIS XXX	Any PC Programming Language	3-4
+ + CIS Elective		3-4
		16-18
Minimum Hours Required		65

+ Elective to be selected from the following:

ENG 102	Composition II	3
HUM 101	Introduction to Humanities	3
PHI 103	Critical Thinking	3

+ + CIS elective to be selected from any CIS course offered (including CIS 701, 703 and 704).

*Mathematics 111 or 130 may be substituted.

**PSY 101 may be substituted.

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

COMPUTERIZED NUMERICAL CONTROL TECHNOLOGY

(Associate Degree)

This is a two year associate degree plan designed to develop the skills and knowledge necessary so that a graduate may advance in career paths appropriate to a person's own particular interest and abilities in the field of C.N.C. programming, manufacturing engineering or supervising. In addition to the specific technical skills and knowledge required to produce parts on C.N.C. machinery and supervise employees in a C.N.C. shop, the graduate will have covered skills in other areas such as tool design, drafting, manufacturing processes, problem solving and decision making, related communication and human relations.

		CREDIT HOURS
SEMESTER I		
MS 130	Introduction to Turning and Milling	3
CAD 183	Basic Drafting	4
CNC 110	Basic Turning Center	5
MTH 195	Technical Mathematics I	3
ENG 101	Composition I or	
COM 131	Applied Communications	3
		18
SEMESTER II		
CNC 111	Basic Machining Center	5
CAD 253	Geometric Dimensioning and Tolerancing	3
MTH 196	Technical Mathematics II	3
CNC 101	Introduction to Turning Center C.N.C. Programming	3
SC 101	Introduction to Speech Communication	3
		17
SEMESTER III		
QCT 122	Dimensional Measurement	3
CNC 102	Introduction to Machining Center C.N.C. Programming	3
CNC 210	Advanced Turning Center	4
CNC 201	Advanced Turning Center C.N.C. Programming	3
PHY 131	Applied Physics	4
		17

SEMESTER IV		
EGR 186	Manufacturing Processes	2
PSY 131	Applied Psychology and Human Relations	3
CNC 211	Advanced Machining Center	4
CNC 202	Advanced Machining Center C.N.C. Programming	3
CNC 103	Introduction to Computer Aided Manufacturing, (C.A.M.)	2
CAD 161	Manufacturing Fundamentals	2
EGT 243	Robotics I or	
CNC 723	Cooperative Work Experience	3
		19

Minimum Hours Required 71

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.

COMPUTERIZED NUMERICAL CONTROL TECHNOLOGY -- COMPUTERIZED NUMERICAL CONTROL OPERATIONS

(One Year Certificate)

This is a one year certificate plan that provides the student with technical knowledge and hands on skills required to work as a C.N.C. machine operator in the manufacturing machine shop industry. In addition the student will learn basic C.N.C. part programming, parts inspection and quality control, designing of the tooling and holding fixtures, drafting practices, blueprint reading and shop math as it applies to the C.N.C. machine operator. After completion of this plan, students will be qualified to enter the manufacturing field as a C.N.C. machine operator.

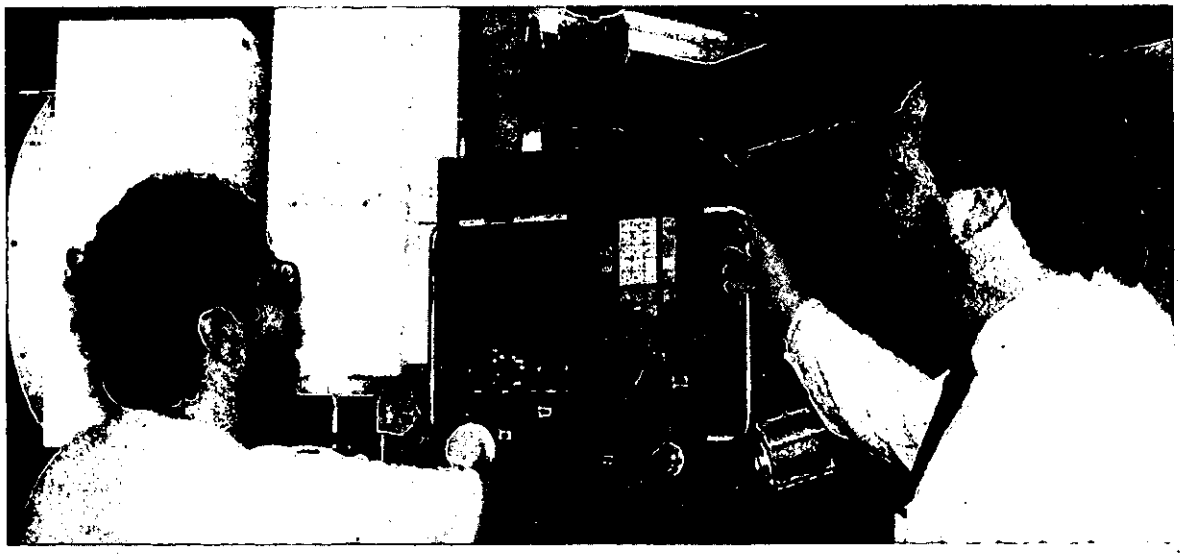
		CREDIT HOURS
SEMESTER I		
CNC 110	Basic Turning Center	5
CNC 111	Basic Machining Center	5
CAD 161	Manufacturing Fundamentals	2
CAD 183	Basic Drafting	4
MTH 195	Technical Mathematics I	3
		19
SEMESTER II		
CNC 100	Introduction to C.N.C. Programming	3
CNC 210	Advanced Turning Center	4
CNC 211	Advanced Machining Center	4
QCT 122	Dimensional Measurement	3
CAD 253	Geometric Dimensioning and Tolerancing	3
MTH 196	Technical Mathematics II	3
		20
Minimum Hours Required		39

COMPUTERIZED NUMERICAL CONTROL TECHNOLOGY -- MACHINE SHOP OPERATIONS

(One Year Certificate)

This is a one year certificate plan that provides the student with technical knowledge and hands on skills required to work as a machinist in the manufacturing machine shop industry. In addition the student will learn parts inspection and quality control, designing of the tooling and holding fixtures, drafting practices, blueprint reading and shop math as it applies to the machinist. After completion of this plan, students will be qualified to enter the manufacturing field as an apprentice machinist.

		CREDIT HOURS
SEMESTER I		
MS 133	Basic Engine Lathe	5
MS 134	Basic Milling Machine	5
CAD 161	Manufacturing Fundamentals	2
CAD 183	Basic Drafting	4
MTH 195	Technical Mathematics I	3
		19
SEMESTER II		
MS 233	Advanced Engine Lathe	5
MS 234	Advanced Milling Machine	5
QCT 122	Dimensional Measurement	3
CAD 253	Geometric Dimensioning and Tolerancing	3
MTH 196	Technical Mathematics II	3
		19
Minimum Hours Required		38



ELECTRONICS TECHNOLOGY

(Associate Degree)

This program prepares students for work as electronics technicians by familiarizing them with most electronic testing equipment, training them in technical communications and providing them with electronic theory and skills.

		CREDIT HOURS
SEMESTER I		
ET 190	DC Circuits and Electrical Measurements or	(4)
ET 135	DC-AC Theory and Circuit Analysis	6
COM 131	Applied Communications or	
ENG 101	Composition I	3
CAD 182	Technician Drafting or	(2)
CAD 183	Basic Drafting or	(4)
CAD 231	Electronic Drafting	3
MTH 195	Technical Mathematics I or	
MTH 101	College Algebra	3
+ Elective		3
		15-19
SEMESTER II		
ET 191	AC Circuits (Unless ET 135 Completed)	(4)
ET 193	Active Devices	4
ET 194	Instrumentation	3
SC 101	Introduction to Speech Communication	3
MTH 196	Technical Mathematics II or	
MTH 102	Plane Trigonometry	3
		13-17
SEMESTER III		
ET 231	Special Circuits with Communications Applications	4
ET 232	Analysis of Electronic Logic and Switching Circuits	4
ET 238	Linear Integrated Circuits	4
ET 240	Electronic Theory and Application of Digital Computers	4
PHY 131	Applied Physics or	
PHY 117	Concepts in Physics	4
		20
SEMESTER IV		
ET 234	Electronic Circuits & Systems	3
ET 237	Modular Memories & Microprocessors	4
ET 239	Microwave Theory	3
+ + Elective		7-8
		17-18

Minimum Hours Required: 65

+ Electives--must be selected from the following:

GVT	201	American Government	3
GVT	202	American Government	3
HST	101	History of the United States	3
HST	102	History of the United States	3
HD	104	Educational and Career Planning	3
HD	105	Basic Processes of Interpersonal Relationships	3
PSY	101	Introduction to Psychology	3
PSY	131	Applied Psychology and Human Relations	3

+ + Electives--must be selected from the following:

ET	170	Printed Circuit Board Manufacturing	1
ET	172	Soldering	1
ET	174	Oscilloscope Utilization	1
ET	200	Special Applications of Electronics	4
ET	210	Basic CRT Display	4
ET	268	Microprocessor Troubleshooting and Interface	4
ET	704	Cooperative Work Experience	4
EGT	243	Robotics I	3

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

ELECTRONICS TECHNOLOGY -- AUTOMATED MANUFACTURING OPTION

(Associate Degree)

The Automated Manufacturing option prepares students to work as electronics technicians in maintenance, field service and research and development on automated equipment used in manufacturing in a wide array of industries. Training in theory and hands-on skills in electronic and control devices, computers and software, mechanical equipment and robotics, power systems and processes and applications used in automated manufacturing provides graduates with a diverse background to be prepared for the multi-technology based job opportunities for today and tomorrow.

		CREDIT HOURS
SEMESTER I		
ET 135	DC-AC Theory and Circuit Analysis or	(6)
ET 190	DC Circuits and Electrical Measurements	4
COM 131	Applied Communications or	
ENG 101	Composition I	3
CAD 182	Technician Drafting or	2
CAD 183	Basic Drafting or	(4)
CAD 231	Electronic Drafting	(3)
MTH 195	Technical Mathematics I or	
MTH 101	College Algebra	3
+ Elective		3
		15-19
SEMESTER II		
ET 191	AC Circuits (Unless ET 135 Completed)	(4)
ET 193	Active Devices	4
ET 194	Instrumentation	3
SC 101	Introduction to Speech Communication	3
MTH 196	Technical Mathematics II or	
MTH 102	Plane Trigonometry	3
		13-17
SEMESTER III		
ET 232	Analysis of Electronic Logic and Switching Circuits	4
ET 238	Linear Integrated Circuits	4
ET 240	Electronic Theory and Applications of Digital Computers	4
ET 202	Industrial Power Systems	4
		16

SEMESTER IV		
ET 201	Automated Manufacturing	4
ET 203	Industrial Controls	4
ET 234	Electronic Circuits & Systems	3
ET 237	Modular Memories and Microprocessors	4
PHY 131	Applied Physics or	
PHY 117	Concepts in Physics	4
		19

Minimum Hours Required 63

+ Elective--must be selected from the following:

GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HD 104	Educational and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships	3
PSY 101	Introduction to Psychology	3
PSY 131	Applied Psychology and Human Relations	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.

ELECTRONICS TECHNOLOGY -- AVIONICS OPTION

(Associate Degree)

The Associate Degree program in Avionics is an option to the Electronics Technology Program. This option provides the student with an electronics background and specialized skills in avionics. In this program a level of knowledge and practical skills adequate to gain entry level employment in the installation and maintenance of aircraft electronics systems (avionics) is gained by students.

		CREDIT HOURS
SEMESTER I		
ET 135	DC-AC Theory and Circuit Analysis or	(6)
ET 190	DC Circuits and Electrical Measurements	4
AV 129	Introduction to Aircraft Electronic Systems	3
COM 131	Applied Communications or	
ENG 101	Composition I	3
MTH 195	Technical Mathematics I or	
MTH 101	College Algebra	3
		13-15
SEMESTER II		
ET 191	AC Circuits (Unless ET 135 Completed)	(4)
ET 193	Active Devices	4
AV 235	Operational Testing of Aircraft Electronic Systems	4
SC 101	Introduction to Speech Communication	3
MTH 196	Technical Mathematics II or	
MTH 102	Plane Trigonometry	3
PHY 131	Applied Physics or	
PHY 117	Concepts in Physics	4
		18-22
SEMESTER III		
ET 231	Special Circuits with Communication Applications	4
ET 232	Analysis of Electronic Logic and Switching Circuits	4
ET 238	Linear Integrated Circuits or	
ET 704	Cooperative Work Experience	4
ET 240	Electronic Theory and Applications of Digital Computers	4
+ Elective		3
		19
SEMESTER IV		
ET 237	Modular Memories and Microprocessors	4
ET 239	Microwave Technology	3
AV 132	Aircraft Electrical and Electronics Systems Installation	4
MGT 153	Small Business Management	3
		14
Minimum Hours Required		63

+ Elective--must be selected from the following:

GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HD 104	Educational and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships	3
PSY 101	Introduction to Psychology	3
PSY 131	Applied Psychology and Human Relations	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.

ENGINEERING TECHNOLOGY – INDUSTRIAL TECHNOLOGY OPTION

(Associate Degree)

The Industrial Technology Option prepares the student for technician level employment with a broad based curriculum involving electronics and computers, mechanical automation equipment, and fluid power devices and systems. Job opportunities exist in all types of manufacturing, equipment repair and maintenance, and research and development of new systems.

		CREDIT HOURS
SEMESTER I		
CAD 182	Technician Drafting or	(2)
CAD 183	Basic Drafting	4
ET 135	DC-AC Theory and Circuit Analysis or	(6)
ET 190	DC Circuits and Electrical Measurements	4
EGT 243	Robotics I	3
MTH 195	Technical Mathematics I or	
MTH 101	College Algebra	3
COM 131	Applied Communications or	
ENG 101	Composition I	3
		17-19
SEMESTER II		
EGT 141	Basic Hydraulics and Fluid Mechanics	4
ET 191	AC Circuits (If ET 135 is not taken)	(4)
ET 193	Active Devices	4
MTH 196	Technical Mathematics II or	
MTH 102	Plane Trigonometry	3
SC 101	Introduction to Speech Communication	3
		14
SEMESTER III		
EGT 143	Technical Programming or	
ET 240	Electronic Theory and Application of Digital Computers	4
EGT 230	Digital Machine Control	4
+ Elective		3
+ + Elective		7
		18
SEMESTER IV		
QCT 121	Introduction to Quality Control	2
EGR 186	Manufacturing Processes or	(2)
ET 234	Electronic Circuits and Systems	3
PHY 131	Applied Physics or	
PHY 201	General Physics	4
+ + Elective		8
		16-17
Minimum Hours Required		65

+ Electives–must be selected from the following:

ART 104	Art Appreciation	3
HD 104	Education and Career Planning	3
HD 105	Basic Processes of Interpersonal Relationships	3
HUM 101	Introduction to Humanities	3
MUS 104	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
PSY 101	Introduction to Psychology	3
PSY 131	Applied Psychology and Human Relations	3
THE 101	Introduction to Theatre	3

+ + Electives–must be selected from the following:

QCT 122	Dimensional Measurement	3
EGT 144	Instrumentation and Testing or	
ET 194	Instrumentation	3
EGR 187	Manufacturing Processes	2
EGT 222	Fundamentals of Pneumatics	3
EGT 232	Applied Mechanics	4
EGT 228	Amplifiers and Control Circuits or	
ET 238	Linear Integrated Circuits	4
EGT 239	Principles of Microcomputer Controls or	
ET 237	Modular Memories and Microprocessors	4
EGT 242	Digital Control Circuits or	
ET 232	Analysis of Electronic Logic and Switching Circuits	4
CAD 245	Computer Aided Design or	(3)
MT 248	Computer Aided Design	4
EGT 247	Robotics II	3
EGT 251	Advanced Robotics and Automated Systems	3
EGT 268	Microprocessor Interfacing and Troubleshooting	4
EGT 270	Computer Integrated Manufacturing	4
EGT 704	Cooperative Work Experience	4

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

ENGINEERING TECHNOLOGY – ROBOTICS AND FLUID POWER CERTIFICATE

(Certificate)

This one-year program provides the student with the basic skills needed in the industrial robotics and/or industrial hydraulics and pneumatics industry. All of the courses for the one-year certificate are applicable to the Engineering Technology Associate Degree, Robotics and Fluid Power option.

		CREDIT HOURS
SEMESTER I		
ET 190	DC Circuits and Electrical Measurements	4
EGR 186	Manufacturing Processes	2
EGT 141	Basic Hydraulics and Fluid Mechanics	4
EGT 243	Robotics I	3
MTH 195	Technical Mathematics I*	3
		16
SEMESTER II		
CAD 182	Technician Drafting	2
EGT 222	Fundamentals of Pneumatics	3
EGT 225	Advanced Fluid Power Systems	4
EGT 247	Robotics II	3
MTH 196	Technical Mathematics II*	3
+Technical Elective		2-4
		17-19

Minimum Hours Required: 33

+Technical Electives–must be selected from the following:

EGR 187	Manufacturing Processes	2
EGT 144	Instrumentation and Testing	4
EGT 143	Technical Programming	4
EGT 251	Advanced Robotics and Automated Systems	3

*MTH 101 and MTH 102 may be substituted for MTH 195 and MTH 196.

ENGINEERING TECHNOLOGY – ROBOTICS TECHNOLOGY OPTION

(Associate Degree)

The Robotics Technology Option prepares the student for technician level employment in industrial robotics and automated manufacturing systems. The student also receives training in electronics and computers, manufacturing processes, control systems and computer aided design.

		CREDIT HOURS
SEMESTER I		
CAD 182	Technician Drafting or	(2)
CAD 183	Basic Drafting	4
ET 135	DC-AC Theory and Circuit Analysis or	(6)
ET 190	DC Circuits and Electrical Measurements	4
EGT 243	Robotics I	3
MTH 195	Technical Mathematics I or	
MTH 101	College Algebra	3
COM 131	Applied Communications or	
ENG 101	Composition I	3
		17-19
SEMESTER II		
EGT 141	Basic Hydraulics and Fluid Mechanics	4
ET 191	AC Circuits (If ET 135 is not taken)	(4)
ET 193	Active Devices	4
MTH 196	Technical Mathematics II or	
MTH 102	Plane Trigonometry	3
SC 101	Introduction to Speech Communication	3
		14-18
SEMESTER III		
EGT 143	Technical Programming or	
ET 240	Electronic Theory and Application of Digital Computers	4
EGT 230	Digital Machine Control	4
+ Elective		3
+ + Electives		7
		18
SEMESTER IV		
QCT 121	Introduction to Quality Control	2
EGR 186	Manufacturing Processes or	(2)
ET 234	Electronic Circuits and Systems	3
EGT 247	Robotics II	3
PHY 131	Applied Physics or	
PHY 201	General Physics	4
+ + Electives		5
		16-17
Minimum Hours Required		65

+ Electives–must be selected from the following:

ART	104	Art Appreciation 3
HD	104	Educational and Career Planning 3
HD	105	Basic Processes of Interpersonal Relationships 3
HUM	101	Introduction to Humanities 3
MUS	104	Music Appreciation 3
PHI	101	Introduction to Philosophy 3
PSY	101	Introduction to Psychology 3
PSY	131	Applied Psychology and Human Relations 3
THE	101	Introduction to Theatre 3

+ + Electives–must be selected from the following:

QCT	122	Dimensional Measurement 3
EGT	144	Instrumentation and Testing or 4
ET	194	Instrumentation ..... (3)
EGR	187	Manufacturing Processes 2
EGT	222	Fundamentals of Pneumatics 3
EGT	232	Applied Mechanics 4
EGT	228	Amplifiers and Control Circuits or
ET	238	Linear Integrated Circuits 4
EGT	239	Principles of Microcomputer Controls or
ET	237	Modular Memories and Microprocessors 4
EGT	242	Digital Control Circuits or
ET	232	Analysis of Electronic Logic and Switching Circuits 4
CAD	245	Computer Aided Design or 3
MT	248	Computer Aided Design ..... (4)
EGT	251	Advanced Robotics and Automated Systems 3
EGT	268	Microprocessor Interfacing and Troubleshooting 4
EGT	270	Computer Integrated Manufacturing 4
EGT	704	Cooperative Work Experience 4

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

MANAGEMENT CAREERS -- ADMINISTRATIVE MANAGEMENT OPTION

(Associate Degree)

The Administrative Management Option is designed for students seeking a broad program of study in all phases of business practices. This option 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		
MGT 136	Principles of Management	3
BUS 105	Introduction to Business	3
ENG 101	Composition I	3
MTH 111	Mathematics for Business and Economics I or	
MTH 130	Business Mathematics	3
+Elective		3
		15
SEMESTER II		
MKT 206	Principles of Marketing	3
ACC 201	Principles of Accounting I	3
ENG 102	Composition II	3
CIS 103	Introduction to Computer Information Systems or	3
CIS 108	PC Software Applications	(4)
++Elective		3
		15-16
SEMESTER III		
ACC 202	Principles of Accounting II	3
BUS 234	Business Law	3
ECO 201	Principles of Economics I	3
PSY 131	Applied Psychology and Human Relations	3
SC 101	Introduction to Speech Communication	3
		15
SEMESTER IV		
MGT 242	Human Resources Management	3
MGT 237	Organizational Behavior	3
ECO 202	Principles of Economics II	3
OFC 231	Business Communications	3
++Elective		3
+++Elective		3
		18
Minimum Hours Required:		63

+Elective–must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
ENG 201	British Literature	3
ENG 202	British Literature	3
ENG 203	World Literature	3
ENG 204	World Literature	3
ENG 205	American Literature	3
ENG 206	American Literature	3
MUS 104	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
Foreign Language		

++Electives–may be selected from the following:

MGT 153	Small Business Management	3
MGT 171	Introduction to Supervision	3
MGT 212	Special Problems in Business	1
MGT 704	Cooperative Work Experience	4
MKT 137	Principles of Retailing	3
MKT 230	Salesmanship	3
MKT 233	Advertising and Sales Promotion	3
OFC 160	Office Calculating Machines	3
OFC 172	Beginning Typing	3

+++Elective–must be selected from the following:

GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3
HD 105	Basic Processes of Interpersonal Relationships	3
HD 106	Personal and Social Growth	3
ANT 100	Introduction to Anthropology	3
PSY 101	Introduction to Psychology	3
PSY 103	Human Sexuality	3

*Students may substitute ACC 131 and ACC 132 for ACC 201. 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 CAREERS -- MID-MANAGEMENT OPTION

(Associate Degree)

The Mid-Management Program provides an opportunity for students to acquire knowledge in the management field and at the same time update and sharpen personal management skills. In addition to learning about supervision, personnel management, human relations psychology, problem-solving, decision-making, and other related business topics, students also participate in an on-the-job management training course with their present employers. These management training courses at work allow students to apply what is learned in the classroom environment and obtain the valuable practical experience necessary to become competent business managers. The Mid-Management Program allows students the opportunity to bridge the gap between theory and practice as professional managers.

		CREDIT HOURS
SEMESTER I		
MGT 136	Principles of Management	3
MGT 171	Introduction to Supervision	3
MGT 704	Cooperative Work Experience	4
BUS 105	Introduction to Business	3
ENG 101	Composition I	3
SC 101	Introduction to Speech Communication	3
		19
SEMESTER II		
MGT 242	Human Resources Management	3
MGT 714	Cooperative Work Experience	4
CIS 103	Introduction to Computer Information Systems or	3
CIS 108	PC Software Applications	(4)
MTH 111	Mathematics for Business and Economics I or	
MTH 130	Business Mathematics	3
ENG 102	Composition II	3
		16-17
SEMESTER III		
MGT 237	Organizational Behavior	3
MGT 804	Cooperative Work Experience	4
ACC 201	Principles of Accounting I*	3
ECO 201	Principles of Economics I or	
ECO 105	Economics of Contemporary Social Issues	3
		13
SEMESTER IV		
MGT 244	Problem Solving and Decision Making	3
MGT 814	Cooperative Work Experience	4
+ Elective		3
+ + Elective		3
		13

Minimum Hours Required: 61

+ Elective--must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
ENG 201	British Literature	3
ENG 202	British Literature	3
ENG 203	World Literature	3
ENG 204	World Literature	3
ENG 205	American Literature	3
ENG 206	American Literature	3
MUS 104	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
Foreign Language		

+ + Elective--must be selected from the following:

ANT 100	Introduction to Anthropology	3
AST 101	Descriptive Astronomy	3
BIO 115	Biological Science	4
CHM 115	Chemical Science	4
GEO 101	Physical Geology	4
GVT 201	American Government	3
HST 101	History of the United States	3
HD 105	Basic Processes of Interpersonal Relationships	3
PSC 118	Physical Science	4
PHY 117	Concepts in Physics	4
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	3

*Students may substitute ACC 131 and ACC 132 for ACC 201. 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 CAREERS -- MID-MANAGEMENT CERTIFICATE OF COMPLETION

(Certificate of Completion)

The Mid-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 Mid-Management associate degree option.

		CREDIT HOURS
SEMESTER I		
MGT 171	Introduction to Supervision	3
MGT 704	Cooperative Work Experience	4
		7
SEMESTER II		
MGT 242	Human Resources Management	3
MGT 714	Cooperative Work Experience	4
		7
SEMESTER III		
MGT 237	Organizational Behavior	3
MGT 804	Cooperative Work Experience	4
		7
SEMESTER IV		
MGT 244	Problem Solving and Decision Making	3
MGT 814	Cooperative Work Experience	4
		7
Minimum Hours Required		28

MANAGEMENT CAREERS -- POSTAL SERVICE ADMINISTRATION OPTION

(Associate Degree)

The Postal Service Administration curriculum is designed as a two-year program that leads to an Associate Degree in Applied Sciences. The program aids the student in developing postal skills and provides the student with an insight into multi-level functions employed throughout the postal service system. Emphasis is directed to the areas of methodology, technology, management, and leadership concepts reflected in modern day technology as applied to public service related agencies.

		CREDIT HOURS
SEMESTER I		
PSA 110	Introduction to Postal Service	3
ENG 101	Composition I	3
SC 101	Introduction to Speech Communication	3
MTH 111	Mathematics for Business and Economics or	
MTH 130	Business Mathematics	3
MGT 136	Principles of Management	3
		15
SEMESTER II		
PSA 122	Customer Service	3
ENG 102	Composition II	3
PSY 101	Introduction to Psychology	3
MGT 171	Introduction to Supervision	3
+ Elective		3
		15
SEMESTER III		
PSA 120	Mail Processing	3
CIS 103	Introduction to Computer Information Systems or	3
CIS 108	PC Software Applications	(4)
MGT 237	Organizational Behavior	3
SOC 101	Introduction to Sociology	3
MKT 206	Principles of Marketing or	
MKT 233	Advertising and Sales Promotion	3
		15
SEMESTER IV		
PSA 216	Postal Management	3
MGT 242	Human Resources Management	3
GVT 201	American Government	3
+ + Elective		6
		15
Minimum Hours Required		60

+ Elective–must be selected from the following:

ART 104	Art Appreciation	3
Foreign Language		3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3

+ + Electives–must be selected from the following:

ACC 201	Principles of Accounting I	3
BUS 234	Business Law	3
CIS 218	Spreadsheet Applications	3
ECO 201	Principles of Economics I	3
GVT 202	American Government	3
HD 105	Basic Processes of Interpersonal Relationships	3
HST 101	History of the United States	3
HST 102	History of the United States	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.

MANAGEMENT CAREERS -- SMALL BUSINESS MANAGEMENT OPTION

(Associate Degree)

The Small Business Management Option is designed for students who plan to become owners or managers of a small business. The practical aspects of planning, locating resources, financing, starting, and operating a business are emphasized. Owners and managers of small businesses may also benefit from the program.

		CREDIT HOURS
SEMESTER I		
MGT 136	Principles of Management	3
MGT 153	Small Business Management	3
BUS 105	Introduction to Business	3
BUS 143	Personal Finance	3
ENG 101	Composition I	3
MTH 111	Mathematics for Business and Economics I or	
MTH 130	Business Mathematics	3
		18
SEMESTER II		
MKT 206	Principles of Marketing	3
ACC 201	Principles of Accounting I	3
CIS 103	Introduction to Computer Information Systems or	3
CIS 108	PC Software Applications	(4)
SC 101	Introduction to Speech Communication	3
+ +Elective		3
+ + +Elective		3-4
		18-20
SEMESTER III		
MGT 211	Small Business Operations	3
MGT 237	Organizational Behavior	3
ECO 201	Principles of Economics I	3
ACC 202	Principles of Accounting II	3
+Elective		3
		15
SEMESTER IV		
MGT 210	Small Business Capitalization, Acquisition and Finance or	
ACC 205	Business Finance	3
BUS 234	Business Law	3
ECO 202	Principles of Economics II	3
+Electives		6
		15
Minimum Hours Required		66

+Three electives must be selected from the following Management-related electives:

ACC 204	Managerial Accounting	3
ACC 238	Cost Accounting	3
ACC 239	Income Tax Accounting	3
IBT 275	Introduction to International Business and Trade	3
IBT 276	International Marketing Management	3
IBT 277	International Comparative Management	3
IBT 278	International Finance	3
IBT 279	International Business Law	3
MGT 160	Principles of Purchasing	3
MGT 171	Introduction to Supervision	3
MGT 212	Special Problems in Business	1
MGT 242	Human Resource Management	3
MKT 137	Principles of Retailing	3
MKT 230	Salesmanship	3
MKT 233	Advertising and Sales Promotion	3
MKT 245	Sales Management	3
MKT 246	Marketing and Management Cases	3
OFC 160	Office Machines	3
OFC 172	Beginning Typing	3
OFC 231	Business Communications	3
TRT 243	Export/Import Practices	3

+ +Elective–must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
Foreign Language		

+ + +Electives–must be selected from the following:

ANT 100	Introduction to Anthropology	3
GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HD 105	Basic Processes of Interpersonal Relationships	3
HD 106	Personal and Social Growth	3
PSY 101	Introduction to Psychology	3
PSY 103	Human Sexuality	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	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.

OFFICE TECHNOLOGY

(Associate)

The Office Technology freshman student is provided a core study related to working in an office environment. After completing this core, the sophomore student will begin the specialized program tracks of Administrative Assistant or Legal Secretary.

CORE CURRICULUM

(For all first year students in Office Careers)

		CREDIT HOURS
SEMESTER I		
ENG 101	Composition I	3
MTH 130	Business Mathematics	3
CIS 103	Introduction to Computer Information Systems	3
OFC 160	Office Calculating Machines	3
OFC 172	Beginning Typing*	3
BUS 105	Introduction to Business	3
		18
SEMESTER II		
ENG 102	Composition II	3
OFC 150	Automated Filing Procedures	3
OFC 162	Office Procedures	3
OFC 173	Intermediate Typing*	3
ACC 131	Bookkeeping I or	
ACC 201	Principles of Accounting	3
OFC 179	Office Information Systems Concepts**#	2
OFC 182	Introduction to Word Processing**#	1
		18
Minimum Hours Required		36

* Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

**NOTE: OFC 145 equivalent to 143 and 144
OFC 190 equivalent to 179, 182 and 185

#Richland students must take OFC 190.

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 ASSISTANT OPTION

(Associate Degree)

The primary objective of the Administrative Assistant Option to the Office Technology program is to prepare students for positions as assistants to administrators within public or private firms and agencies. Emphasis in this program is on the development of organizational and management skills in addition to basic office skills.

		CREDIT HOURS
SEMESTERS I and II		
Core Curriculum		36
		36
SEMESTER III		
OFC 231	Business Communications	3
SC 101	Introduction to Speech Communication	3
PSY 131	Applied Psychology and Human Relations or	
HD 105	Basic Processes of Interpersonal Relationships	3
OFC 185	Basic Machine Transcription**	1
OFC 282	Word Processing Applications	1
OFC 273	Advanced Typing Applications*	2
OFC 159	Beginning Shorthand or	
OFC 103	Speedwriting Theory	4
		17
SEMESTER IV		
HUM 101	Introduction to the Humanities	3
OFC 283	Specialized Software I	1
MGT 136	Principles of Management or	
MGT 237	Organizational Behavior	3
OFC 166	Intermediate Shorthand or	
OFC 106	Speedwriting Dictation and Transcription	4
OFC 703	Cooperative Work Experience or	
OFC 704	Cooperative Work Experience	3-4
		14-15
Minimum Hours Required:		67

*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

**NOTE: OFC 190 Equivalent to 179, 182 and 185

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 -- LEGAL SECRETARY OPTION

(Associate Degree)

The primary objective of this option is to prepare students to become competent legal secretaries, capable of performing office and clerical duties within public and private firms and agencies. Students enrolled in the program will have an opportunity to secure intensive training in basic skills. An Associate in Applied Sciences Degree is awarded for successful completion.

		CREDIT HOURS
SEMESTERS I and II		
Core Curriculum		36
		36
SEMESTER III		
OFC 231	Business Communications	3
SC 101	Introduction to Speech Communication	3
PSY 131	Applied Psychology and Human Relations or	
HD 105	Basic Processes of Interpersonal Relationships	3
OFC 185	Basic Machine Transcription**	1
OFC 282	Word Processing Applications	1
OFC 273	Advanced Typing Applications*	2
HUM 101	Introduction to the Humanities	3
		16
SEMESTER IV		
BUS 234	Business Law	3
OFC 167	Legal Terminology and Transcription	3
OFC 274	Legal Secretarial Procedures	3
OFC 285	Applied Machine Transcription	1
OFC 703	Cooperative Work Experience or	(3)
OFC 704	Cooperative Work Experience	4
		13-14

Minimum Hours Required: 65

*Students may be placed in typing courses based on proficiency level determined by previous training, experience, and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

**NOTE: OFC 190 Equivalent to 179, 182 and 185

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 -- GENERAL OFFICE

(Certificate)

The General Office Certificate Program with a clerical emphasis is designed to provide the student with a basic working knowledge of office procedures.

		CREDIT HOURS
SEMESTER I		
ENG 101	Composition I	3
MTH 130	Business Mathematics	3
OFC 160	Office Calculating Machines	3
OFC 172	Beginning Typing*	3
BUS 105	Introduction to Business	3
CIS 103	Introduction to Computer Information Systems	3
		18
SEMESTER II		
OFC 162	Office Procedures	3
OFC 173	Intermediate Typing*	3
OFC 190	Principles of Word Processing**	4
OFC 231	Business Communications	3
ACC 131	Bookkeeping I or	
ACC 201	Principles of Accounting	3
		16

Minimum Hours Required: 34

*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If students place out, any OFC course may be taken to supplement the minimum hours required.

**NOTE: OFC 190 equivalent to 179, 182 and 185

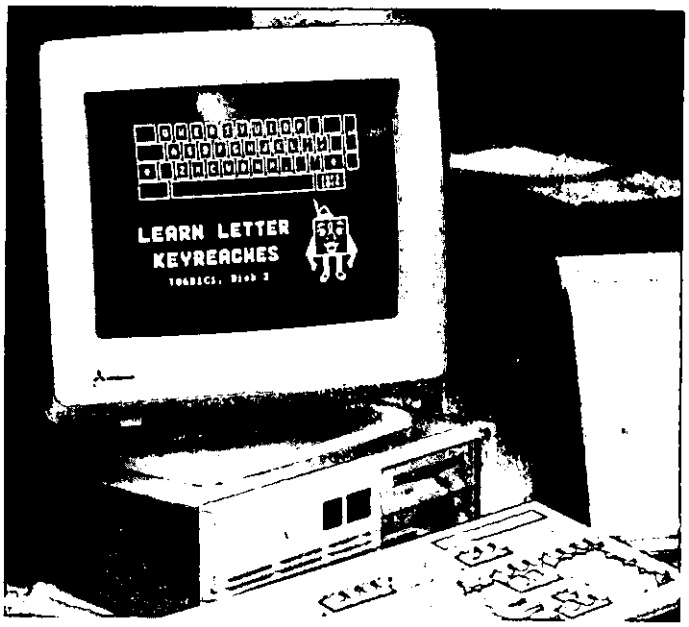
OFFICE INFORMATION SYSTEMS SPECIALIST

(Associate Degree)

This program introduces the skills for operators, supervisors, and managers in automated office environments. Office Information Systems involves the use of automated equipment and techniques that include speed gathering, processing, storing, and distributing printed materials.

This program develops the skills to work with a group of principals as a part of a team under the direction of an administrative support supervisor/information systems manager. The specialist handles transcription and manipulation of data using a variety of software applications and provides special secretarial services.

		CREDIT HOURS
SEMESTER I		
ENG 101	Composition I	3
MTH 130	Business Mathematics	3
OFC 160	Office Calculating Machines**	3
OFC 173	Intermediate Typing*	3
OFC 179	Office Information Systems Concepts**#	2
OFC 182	Introduction to Word Processing***#	1
		15
SEMESTER II		
ENG 102	Composition II	3
OFC 162	Office Procedures	3
OFC 185	Basic Machine Transcription**#	1
OFC 273	Advanced Typing Applications*	2
OFC 282	Word Processing Applications***	1
CIS 103	Introduction to Computer Information Systems	3
ACC 131	Bookkeeping I or	
ACC 201	Principles of Accounting	3
		16
SEMESTER III		
SC 101	Introduction to Speech Communication	3
PSY 131	Applied Psychology and Human Relations or	
HD 105	Basic Processes of Interpersonal Relationships	3
OFC 150	Automated Filing Procedures	3
OFC 231	Business Communications	3
OFC 283	Specialized Software I*** or	
OFC 284	Specialized Software II***	1
OFC 285	Applied Machine Transcription	1
+ Elective		3
		17



		CREDIT HOURS
SEMESTER IV		
BUS 237	Organizational Behavior or	
MGT 136	Principles of Management	3
OFC 703	Cooperative Work Experience or	
OFC 704	Cooperative Work Experience or	
Elective(s)		3-4
+ Electives		3
+ + Electives		3
		12-13
Minimum Hours Required:		60

+ Electives–must be selected from the following:

OFC 182	Introduction to Word Processing***	1
OFC 282	Word Processing Applications***	1
OFC 283	Specialized Software I or	
OFC 284	Specialized Software II***	1

+ + Electives–must be selected from the following:

BUS 105	Introduction to Business	3
BUS 234	Business Law	3
MGT 136	Principles of Management	3

*Students may be placed in typing courses based on proficiency level determined by previous training, experience, and/or placement tests.

**Note: OFC 145 equivalent to 143 and 144
OFC 190 Equivalent to 179, 182 and 185

***Must be repeated for credit two additional times using different emphasis/equipment/software.

#Richland students must take OFC 190.

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.

WELDING TECHNOLOGY

(Associate Degree)

The Welding Technology Program is designed to prepare the student in the basic processes of oxyacetylene and arc welding plus many specialized welding applications as options to fit the specific needs of the student. In addition, instruction is offered in related support areas such as metallurgy, tooling, drafting, pattern layout and characteristics of materials. Thus, the program offers preparation for both entry level jobs as well as welding inspectors.

The student will be required to purchase a basic set of tools which will be used in class and later on the job. Tool lists will be given out by the instructor during the first week of classes.

		CREDIT HOURS
SEMESTER I		
WE 111	Oxyfuel I	2
WE 112	Oxyfuel II	2
WE 113	Shielded Metal Arc Welding I	2
WE 114	Shielded Metal Arc Welding II	2
CAD 182	Technician Drafting	2
MTH 195	Technical Mathematics I	3
COM 131 / ENG 101	Applied Communications or Composition I	3
		16
SEMESTER II		
WE 115	Shielded Metal Arc Welding II	4
WE 117	General Metal Layout	3
WE 118	Welding Inspection and Quality Control	4
PSY 131	Applied Psychology and Human Relations	3
WE 704	Cooperative Work Experience or	(4)
+ Elective		3
SC 101	Introduction to Speech Communication	3
		17-18
SEMESTER III		
WE 211	Gas Tungsten Arc Welding I	2
WE 212	Gas Tungsten Arc Welding II	2
WE 214	Gas Metal Arc Welding I	2
WE 215	Gas Metal Arc Welding II	2
WE 217	Basic Welding Metallurgy	3
PHY 131	Applied Physics	4
		15
SEMESTER IV		
WE 116	Shielded Metal Arch Welding IV	4
WE 213	Gas Tungsten Arc Welding III	4
WE 216	Gas Metal Arc Welding III	4
WE 219	Welding Design	3
+ + Elective		3
		18

Minimum Hours Required: 65

+ Electives–must be selected from the following:

WE 218	Applied Welding Metallurgy	3
WE 221	Special Welding Applications	1
WE 222	Special Welding Applications	2
WE 223	Special Welding Applications	3
MTH 111	Mathematics for Business and Economics I	3

+ + Electives–must be selected from the following:

ACC 131	Bookkeeping I	3
BUS 105	Introduction to Business	3
CIS 103	Introduction to Computer Information Systems	3
GVT 201	American Government	3
HST 101	History of the United States	3
HD 105	Basic Processes of Interpersonal Relationships	3
HD 106	Personal and Social Growth	3
HUM 101	Introduction to the Humanities	3
MGT 136	Principles of Management	3
MGT 153	Small Business Management	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.

WELDING TECHNOLOGY

(Certificate)

		CREDIT HOURS
SEMESTER I		
WE 111	Oxyfuel I	2
WE 112	Oxyfuel II	2
WE 113	Shielded Metal Arc Welding I	2
WE 114	Shielded Metal Arc Welding II	2
WE 211	Gas Tungsten Arc Welding I	2
WE 212	Gas Tungsten Arc Welding II	2
WE 214	Gas Metal Arc Welding I	2
WE 215	Gas Metal Arc Welding II	2
		16
SEMESTER II		
WE 115	Shielded Metal Arc Welding III	4
WE 116	Shielded Metal Arc Welding IV	4
WE 117	General Metal Layout	3
WE 213	Gas Tungsten Arc Welding III*	4
WE 216	Gas Metal Arc Welding III*	4
		19

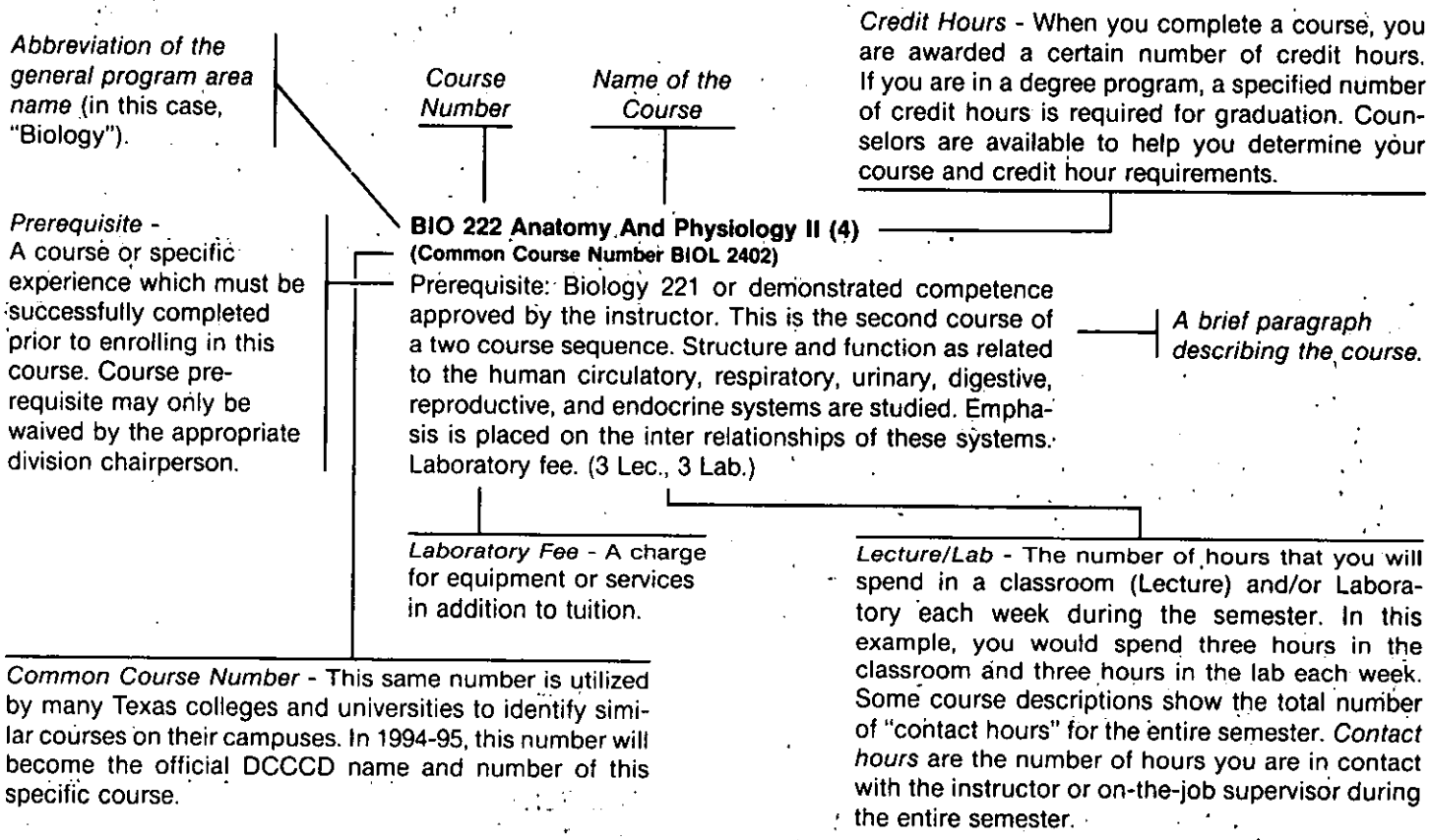
Minimum Hours Required: 35

* WE 704 Cooperative Work Experience may be substituted for WE 213 or WE 216.

How To Read Course Descriptions

- All courses listed in the District catalog are not available at every college. The District catalog contains descriptions of all courses offered collectively by the seven colleges of the Dallas County Community College District. The listing is alphabetical by course subject title.
- Each campus within the District publishes a catalog which reflects courses and programs that are offered on that campus.
- All courses listed in this catalog may not be offered during the current year. It is suggested that students plan their schedules with the help of a college counselor or advisor well in advance of registration.

Understanding The Course Descriptions



In the following course descriptions, the number of credit hours for each course is indicated in parenthesis opposite the course number and the title. Courses numbered 100 (except Music 199, Art 199, Theater 199, CLS 100, DC 120, HD 100, HD 110 and LS 101) or above may be applied to requirements for associate degrees. Courses numbered 099 and below are developmental in nature and may not be applied to degree requirements. Students are urged to consult their counselor or advisor for specific information about transferability of courses to four-year institutions.

ACCOUNTING

ACC 131 Bookkeeping I (3)
The fundamental principles of double-entry bookkeeping are presented and applied to practical business situations. Emphasis is on financial statements, trial balances, work sheets, special journals, and adjusting and closing entries. A practice set covering the entire business cycle is completed. (3 Lec.)

ACC 132 Bookkeeping II (3)
Prerequisite: Accounting 131. This course covers accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations is introduced. (3 Lec.)

ACC 201 Principles Of Accounting I (3)
(Common Course Number ACCT 2301)
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.)

ACC 202 Principles Of Accounting II (3)
(Common Course Number ACCT 2302)
Prerequisite: Accounting 201. This course is a continuation of Accounting 201. 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.)

ACC 203 Intermediate Accounting I (3)
Prerequisite: Accounting 202. This course is an intensive study of the concepts, principles, and practice of modern financial accounting. Included are the purposes and procedures underlying financial statements. (3 Lec.)

ACC 204 Managerial Accounting (3)
Prerequisite: Accounting 202. This course is a study of accounting practices and procedures used to provide information for business management. Emphasis is on the preparation and internal use of financial statements and budgets. Systems, information, and procedures used in management planning and control are also covered. (3 Lec.)

ACC 205 Business Finance (3)
Prerequisites: Economics 201 or 202 and Accounting 201. This course focuses on the financial structure in the free enterprise system. Topics include interest rates, value analysis, the financing of business firms and government, and security markets. Financial requirements for decision-making and capital formation are analyzed. (3 Lec.)

ACC 207 Intermediate Accounting II (3)
This course continues Accounting 203. Principles and problems in fixed liabilities and capital stock are examined. Equities, business combinations, and the analysis and interpretation of supplementary statements are also included. (3 Lec.)

ACC 238 Cost Accounting (3)
Prerequisite: Accounting 202. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and factory overhead are studied. Budgets, variance analysis, standard costs, and joint and by-product costing are also included. (3 Lec.)

ACC 239 Income Tax Accounting (3)
Prerequisite: Accounting 202 or demonstrated competence approved by the instructor. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, capital gains and losses. Emphasis is on common problems. (3 Lec.)

ACC 250 Microcomputer-Based Accounting Applications (3)
Prerequisites: Accounting 202 and Computer Information Systems 103 or 108 or demonstrated competence approved by the instructor. This course is designed to provide students with an overview of microcomputer-based accounting systems for small businesses. Actual "hands-on" experience will be provided utilizing an integrated general ledger accounting package, including accounts receivable and accounts payable. In addition, various electronic spreadsheet applications and other topics will be covered. Laboratory fee. (2 Lec., 2 Lab.)

ACC 703 Cooperative Work Experience (3)
Prerequisites: Completion of Accounting 201 and 202 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 15 Lab.)

ACC 704 Cooperative Work Experience (4)
Prerequisites: Completion of Accounting 201 and 202 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 20 Lab.)

ACC 713 Cooperative Work Experience (3)
Prerequisite: Completion of Accounting 703 or 704. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three new objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 15 Lab.)

ACC 714 Cooperative Work Experience (4)
Prerequisite: Completion of Accounting 703 or 704. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four new objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 20 Lab.)

ANTHROPOLOGY

ANT 100 Introduction To Anthropology (3)
(Common Course Number ANTH 2346)
This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status. (3 Lec.)

ANT 101 Cultural Anthropology (3)
Cultures of the world are surveyed, and emphasis is given to those of North America. Included are the concepts of culture, social and political organization, language, religion and magic, and elementary anthropological theory. (3 Lec.)

ANT 104 American Indian Culture (3)
Native Americans are studied from three perspectives: Native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, The Bureau of Indian Affairs, self-determination, health care, etc. (3 Lec.)

ANT 110 The Heritage Of Mexico (3)
This course (cross-listed as History 110) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 110 or Anthropology 110 but may receive credit for only one of the two. (3 Lec.)

ANT 231 Introduction To Archeology (3)
(Common Course Number ANTH 2302)
This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologists retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through neolithic times. (3 Lec.)

ART

ART 104 Art Appreciation (3)
(Common Course Number ARTS 1301)
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.)

ART 105 Survey Of Art History (3)
(Common Course Number ARTS 1303)
This course covers the history of art from prehistoric time through the Renaissance. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

ART 106 Survey Of Art History (3)
(Common Course Number ARTS 1304)
This course covers the history of art from the Baroque period through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

ART 110 Design I (3)
(Common Course Number ARTS 1311)
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.)

ART 111 Design II (3)
(Common Course Number ARTS 1312)
Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture is considered. Laboratory fee. (2 Lec., 4 Lab.)

ART 114 Drawing I (3)
(Common Course Number ARTS 1316)
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.)

ART 115 Drawing II (3)
(Common Course Number ARTS 1317)
Prerequisite: Art 114. This course is an expansion of Art 114. It stresses the expressive and conceptual aspects of drawing, including advanced compositional arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)

ART 199 Problems In Contemporary Art (1)
(Common Course Number ARTS 2143)
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.)

ART 201 Drawing III (3)
(Common Course Number ARTS 2323)
Prerequisites: Art 110, Art 111, Art 115, sophomore standing, or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

ART 202 Drawing IV (3)
(Common Course Number ARTS 2324)
Prerequisites: Art 201, sophomore standing, or demonstrated competence approved by the instructor. This course continues Art 201. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

ART 205 Painting I (3)
Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. 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.)

ART 206 Painting II (3)
Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression. (2 Lec., 4 Lab.)

ART 208 Sculpture I (3)
(Common Course Number ARTS 2326)
Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

ART 209 Sculpture II (3)
(Common Course Number ARTS 2327)
Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

ART 215 Ceramics I (3)
(Common Course Number ARTS 2346)
Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)

ART 216 Ceramics II (3)
(Common Course Number ARTS 2347)
Prerequisite: Art 215 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)

ART 217 Watercolor I (3)
(Common Course Number ARTS 2366)
Prerequisites: Art 110, Art 111, and Art 115 or demonstrated competence approved by the instructor. 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. (2 Lec., 4 Lab.)

ART 218 Watercolor II (3)
(Common Course Number ARTS 2367)
Prerequisite: Art 217. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

ART 227 Design III (3)
(Common Course Number ARTS 2311)
Prerequisites: Art 110, 111, 114, and 115. This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

ART 229 Design IV (3)
(Common Course Number ARTS 2312)
Prerequisite: Art 227. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

ASTRONOMY

AST 101 Descriptive Astronomy (3)
(Common Course Number PHYS 1311)
This course surveys the fundamentals of astronomy. Emphasis is on the solar system. Included is the study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors, and meteorites. (3 Lec.)

AST 102 General Astronomy (3)
(Common Course Number PHYS 1312)
Stellar astronomy is emphasized. Topics include a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way Galaxy, and external galaxies. (3 Lec.)

AST 103 Astronomy Laboratory I (1)
(Common Course Number PHYS 1111)
Prerequisite: Credit or concurrent enrollment in Astronomy 101. The student uses simple equipment to make elementary astronomical observations of the motions of celestial objects. Also covered are elementary navigational techniques, graphical techniques of calculating the position of a planet or comet, and construction of simple observing equipment. This laboratory includes night observations. Laboratory fee. (3 Lab.)

AST 104 Astronomy Laboratory II (1)
(Common Course Number PHYS 1112)
Prerequisite: Credit or concurrent enrollment in Astronomy 102. The student makes and uses elementary astronomical observations. Topics include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. Laboratory fee. (3 Lab.)

AVIATION TECHNOLOGY

AVT 110 Introduction To Aviation (3)
This course introduces various aspects of the aviation industry. It covers the history, development, and advances in aircraft from balloon flight to the supersonic transport. The industry's economic and sociological effects on people and communities are also included. Special emphasis is on the origin and growth of airlines and the aviation industry. (3 Lec.)

AVT 121 Ground School Private (3)
This course includes the study of Federal Aviation Regulations, flight dynamics, meteorology, navigation, use of the radio, and general service of aircraft. This course is designed to fulfill the Ground School Requirements for the FAA Private Pilot Certificate. (3 Lec.)

AVT 122 Aviation Law (3)
Prerequisite: Aviation Technology 110 or concurrent enrollment in Air Transportation. Procedural laws and regulations are studied. Local, national, and international procedures are included as well as those relating both to public and private sectors of air commerce. Topics include the development of aviation law, regulatory agencies, and quasi-official study and advisory groups. Special emphasis is on flight procedures (flight plans), ports of entry, customs, clearances, contraband, quarantines, aviation hazards, and liabilities. The present legal structure and possible future changes are covered, including reciprocity agreements. (3 Lec.)

AVT 123 Ground School Commercial (3)
Prerequisite: Private Pilot (Airplane) Certificate with Instrument Rating or completion of Aviation Technology 121 and completion of or concurrent enrollment in Aviation Technology 224. This course is an in-depth analysis of all topics covered in the Commercial Pilot written examination. Emphasis is on problem development and solutions. Advanced exercises are included in the areas of aircraft operation, meteorology, navigation, communications, theory and hazards of attitude instrument flight, flight physiology, and emergency procedures. This course and the prerequisites fulfill the Ground School Requirements of FAR Part 141 for the Commercial Pilot Certificate. (3 Lec.)

AVT 128 Aero Engines And Systems (3)
Prerequisite: Credit or concurrent enrollment in Aviation Technology 110. Electronics Technology 235, or the equivalent. Basic power plant types and principles of operation are presented. Reciprocating, rotary, jet, and rocket engines are included. Also covered are configurations, such as in-line, radial, vee and horizontally opposed, turbo-prop, turbo-jet, fan-jet, and ramjet. Also included are numerous systems, such as the fuel ignition, electrical, environmental, lubrication, hydraulics, pneumatics, fire detection and extinguishing, cooling, tachometer, monitoring, manual control, and power boosted systems. (3 Lec.)

AVT 135 Flight Basic (2)
This course provides 25 hours of flight instruction (15 hours dual, 10 hours solo flight). Two hours in the synthetic flight trainer are required. A current Second-Class Medical Certificate is required. Flight and laboratory fee. (9 Lab., 25 Flight)

AVT 137 Flight Private Pilot (1)
This course provides 20 hours of flight instruction (10 hours dual and 10 hours solo flight). Preflight instruction and briefing are included. Students receive credit for the course upon completion of the flight prerequisite for the Private Pilot Flight Examination. One hour in the synthetic flight trainer is required. Flight and simulator fee. (24 Contact Hours)

AVT 210 Federal Aviation Regulations, Airspace And Air Traffic Control (3)
It is recommended that this course be taken concurrently with one of the ground school courses. This course is an in-depth study of Federal Aviation Regulations, Air Traffic Control Procedures, the National Airspace System, and NTSB Regulations. Rated pilots may take this course to prepare for the 24-month flight review. (3 Lec.)

AVT 212 Airport Management (3)
Prerequisites: Required core courses and Management 136. The major functions of airport management are presented. Topics include the adequacy of facilities and services, organization, personnel, maintenance, planning and zoning, operations, revenues and expenses, public relations, ecology, and safety. A study of the socio-economic effect of airports on the communities they serve is also covered. (3 Lec.)

AVT 220 Aero Dynamics (3)
Prerequisite: Credit or concurrent enrollment in Mathematics 196. The aeronautical applications of physical laws are studied. Areas considered include gravitational laws, forces and stresses, Bernoulli's principle, gyroscopic principles, and velocity-sonic relationships. The dynamics of airfoils, high efficiency lift devices, energy conversion to reactive forces related to aerobatics, and precision flight are also covered. (3 Lec.)

AVT 221 Advanced Navigation (3)
Prerequisite: Credit or concurrent enrollment in Aviation Technology 226 or demonstrated competence approved by the instructor. This course covers flight planning. Consideration is given to adverse atmospheric conditions, navigational capabilities, and safety. The course also includes the analysis of atmospheric maps, charts, and weather radar. The interpretation and use of all operational data are also presented. (3 Lec.)

AVT 223 Airline Management (3)
Prerequisites: Required core courses and Management 136. This course covers the organization, operation, and management of an airline. Topics include planning, facility requirements, financing, aircraft selection criteria, route feasibility studies, market and passenger trends, and population trends affecting load factors. Problems unique to airline operations are explored. (3 Lec.)

AVT 224 Ground School Instrument (3)
Prerequisite: Private or Commercial Pilot Certificate. This course presents aircraft attitude control, flight procedures, and maneuvering by reference solely to cockpit instruments. Completion of this course will qualify the student to take the FAA Instrument Rating Written Examination. (3 Lec.)

AVT 225 Aviation Marketing (3)
Prerequisites: Required core courses. The significance and functions of marketing are stressed from the airline viewpoint. Topics include market research, sales, advertising and promotion concepts, traffic, demand analysis, and price determination theory. (3 Lec.)

AVT 226 Meteorology (3)
Basic concepts of meteorology are studied. Weather data and measuring devices are covered. Topics include weather maps and symbols, U.S. Weather Bureau documents, structure and general circulation of the atmosphere, theories of air mass, fronts, pressure areas, temperature gradients and inversions, violent atmospheric activities, and ecological considerations. (3 Lec.)

AVT 249 Air Transportation, Traffic And Cargo (3)
Prerequisites: Required core courses and credit or concurrent enrollment in Management 136. Transportation methods of passengers and cargo are examined. The need, nature and structure of the air transportation segment of the aviation industry are studied. Emphasis is on the diagnosis and solution of problems at terminals. Topics include air cargo, air mail, air express, air freight, air taxi, air carrier, commuter, business and pleasure. (3 Lec.)

AVT 250 Flight Instructor Ground School (2)
Prerequisite: Commercial Pilot Certificate or Private Pilot Certificate with 200 hours logged flight time. Principles of flight and ground school instruction are presented. Instructional techniques, analysis of maneuvers, and Federal Aviation Regulations are included. Completion of this course should qualify the student to pass the Flight Instructor Written Examination. (2 Lec.)

AVT 251 Flight Instructor Airplane/Single Or Multi-Engine (2)
Prerequisite: Commercial Pilot Certificate or Private Pilot Certificate with 200 hours logged flight time. This course focuses on the science of flight instruction. Evaluation of student performance and maneuver analysis are included. The required instructional flight disciplines are covered in order to qualify students for the FAA Flight Instructor Rating. Simulator fee. (40 Contact Hours)

AVT 252 Instrument Flight Instructor Ground School (3)
Prerequisites: Instrument Rating and Commercial Pilot Certificate; pass written examination on airspace and regulations or concurrent enrollment in Aviation Technology 210. Instructional techniques of the synthetic flight trainer are presented. Included are instrument flight rules, instrument charts, instrument procedures, and the use of aircraft instruments for instrument flight. Emphasis is on developing instructional techniques and materials. The course is designed to prepare students for the FAA Instrument Flight Instructor Flight Test and Written Test. Students will be required to conduct instruction in Synthetic Ground Trainers. (48 Contact Hours)

AVT 253 Flight Instructor-Airplane Instrument (1)
Prerequisite: Certified Flight Instructor Rating. This course including evaluation of student performance and maneuver analysis. The required flight disciplines that qualify the student for the FAA Flight Instructor-Airplane Instrument Rating are covered. Flight fee. (20 Contact Hours)

AVT 254 Flight Advanced I (1)
Prerequisite: A Private Pilot Certificate or a Commercial Pilot Certificate. This course includes 10 hours of flight instruction. All flying is in modern twin-engine aircraft and is designed to give the advanced pilot a greater depth of aircraft experience. The course includes preflight instruction and briefing. It leads to the FAA Multi-Engine Pilot Rating. Flight fee. (16 Contact Hours)

AVT 255 Type Rating Turbo Jet Ground School (3)
Prerequisites: Commercial Pilot Certificate and Instrument Rating. This course will provide an analysis of normal, abnormal and emergency operation of the flight control, engine, fuel, electrical, pneumatic, navigation and auxiliary systems and use of the manufacturer's performance data for a specific make and model (type) of small, multi-engine, turbo-jet powered airplane. A review of procedures related to preflight, takeoffs, endue flight, landings, engine-out procedures, no-flap landings, collision avoidance and wake turbulence avoidance will also be included. (48 Contact Hours)

AVT 256 Flight Advanced II-Jet Type Rating (1)
Prerequisites: Commercial Pilot Certificate and Instrument Rating. This course includes ten hours of flight instruction, and ten hours of pre- and post-flight instruction. All flying is in a small multi-engine, turbo-jet powered airplane. It leads to the FAA Multi-Engine Jet airplane type rating. Flight fee. (13 Contact Hours)

AVT 261 Aircraft Dispatcher I (3)
This course includes a survey of FAA regulations and duties of an aircraft dispatcher plus basic flight planning for transport category aircraft. (48 Contact Hours)

AVT 262 Practical Dispatching (3)
Prerequisite: Aviation Technology 261. The content of this course is described in the current FAA Aircraft Dispatcher Circular. The content is designed to prepare the student for the FAA written exam for aircraft dispatcher. Simulator fee. (48 Contact Hours)

AVT 263 Flight Engineer Ground School (3)
Prerequisites: Aviation Technology 261 and Aviation Technology 262 or the equivalent experience and/or credentials. This course includes FAA regulations, flight theory and aerodynamics, basic meteorology with respect to engine operations, center of gravity computations, airplane systems and equipment, and normal and emergency operating procedures. This information prepares the student for the flight engineer's written tests. Specific emphasis is placed on the Boeing 727 and Boeing 707 as aircraft which are used for flight engineer training by civil United States air carriers. (48 Contact Hours)

AVT 264 Air Transport Pilot Ground School (3)
Prerequisites: Aviation Technology 261 and Aviation Technology 262 or the equivalent experience and/or credentials. This course is designed to prepare the student for the Air Transport Pilot Written Test and includes operations of air carrier aircraft, navigation by instruments, the general system and material relative to weather information collection and dissemination, meteorology, weather conditions, air navigation facilities, airplane weather observations and influence of terrain on meteorological conditions, radio communications, and basic principles of loading and weight distribution. (48 Contact Hours)

AVT 265 Flight Commercial I (2)
Prerequisite: Private Pilot Certificate. This course provides 30 hours of flight instruction (10 hours dual and 20 hours solo flight) to apply toward the Commercial Pilot Certificate. Pre- flight instruction and briefing are included. A current Second- Class Medical Certificate is required. Flight and laboratory fee. (8 Lab., 30 Flight)

AVT 266 Flight Commercial II (3)
Prerequisites: Aviation Technology 265 and concurrent enrollment in Aviation Technology 123. This course provides 46 hours of flight instruction (10 hours dual instrument instruction and 36 hours of solo flight) to apply toward the Commercial Pilot Certificate. Preflight instruction and briefing are included, as are 5 hours of night flight. Flight and laboratory fee. (8 Lab., 46 Flight)

AVT 267 Flight Commercial III - Instrument (3)
Prerequisites: Private Pilot Certificate, Aviation Technology 266 and completion of or concurrent enrollment in Aviation Technology 224. This course provides 45 hours of instrument flight instruction. Preflight instruction and briefing are included. Flight fee. (46 Flight)

AVT 268 Flight Commercial IV (3)
Prerequisites: Aviation Technology 123 and 267. This course provides 46 hours flight instruction (6 hours dual flight, 30 hours solo flight, and 10 hours dual and practice flight in a more sophisticated aircraft) to fulfill flight law requirements for the Commercial Pilot Certificate. Preflight instruction and briefing are included. Students receive course credit upon completion of the flight prerequisites to the Commercial Pilot Flight Examination. Flight fee and laboratory fee. (4 Lab., 46 Flight)

AVT 704 Cooperative Work Experience (4)
Prerequisite: 15 Credit Hours. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

AVT 714 Cooperative Work Experience (4)
Prerequisite: 15 Credit Hours. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include dressing for success, how to advance in the job through off-duty education, and utilizing role models to achieve goals. (1 Lec., 20 Lab.)

AVT 804 Cooperative Work Experience (4)
Prerequisite: 15 Credit Hours. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 20 Lab.)

AVIONICS TECHNOLOGY

AV 129 Introduction To Aircraft Electronic Systems (3)
This course relates aircraft electronic systems to aircraft flight and navigation. Emphasis is on the operation and function of the electronic systems. The laboratory requirements include demonstrations of the operation of the systems and the use of some ramp test equipment. Laboratory fee. (2 Lec., 2 Lab.)

AV 132 Aircraft Electrical And Electronic Systems Installation (4)
Prerequisite: Avionics Technology 129. Suggested prerequisites: Electronics Technology 191 or Electronics Technology 135. This is a course of study and practical experience in the installing of avionic systems in aircraft, mounting of electronic equipment, construction and installation of electrical wiring and cables, proper use of tools, selection of materials, and accepted methods and procedures to insure aircraft safety, mechanical integrity, electrical reliability, and compliance with applicable FAA regulations. Laboratory fee. (3 Lec., 3 Lab.)

AV 235 Operational Testing Of Aircraft Electronic Systems (4)
Prerequisite: Avionics Technology 129. Suggested prerequisites: Electronics Technology 191 or Electronics Technology 135. This course integrates technical drawing interpretation, wiring interface checkout and the application of ramp test equipment in common usage. In the laboratory, the student will perform functional checks of aircraft electrical and electronic systems using appropriate procedures for determining the operating condition of the equipment and techniques for correcting equipment malfunctions. The students will gain practical experience in avionics equipment in aircraft and on the bench. Laboratory fee. (3 Lec., 3 Lab.)

BIOLOGY

BIO 101 General Biology (4)
(Common Course Number BIOL 1406)
This course is the first of a two semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. Laboratory fee. (3 Lec., 3 Lab.)

BIO 102 General Biology (4)
(Common Course Number BIOL 1407)
This course is a continuation of Biology 101 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. Laboratory fee. (3 Lec., 3 Lab.)

BIO 115 Biological Science (4)
(Common Course Number BIOL 1408)
This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. Laboratory fee. (3 Lec., 3 Lab.)

BIO 116 Biological Science (4)
(Common Course Number BIOL 1409)
This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. Laboratory fee. (3 Lec., 3 Lab.)

BIO 120 Introduction To Human Anatomy And Physiology (4)
Prerequisite: Prior enrollment in Biology 115 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

BIO 121 Introduction To Human Anatomy And Physiology (4)
Prerequisite: Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

BIO 216 General Microbiology (4)
(Common Course Number BIOL 2420)
Prerequisite: Biology 102 or 121 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

BLUEPRINT READING

BPR 177 Blueprint Reading (2)
Engineering drawings are described and explained. Topics include multi view projection, sections, auxiliaries, bill of materials, symbols, notes, conventions, and standards. The skills of visualization, dimensioning, and sketching of machine parts are covered. (1 Lec., 3 Lab.)

BPR 178 Blueprint Reading (2)
Prerequisite: Blueprint Reading 177. The different types of prints are read. More complex prints are included. Types of prints include machine, piping, architectural, civil, structural, electrical, electronic, numerical control documents, and aircraft. Calculations required in blueprint reading are emphasized. (1 Lec., 3 Lab.)

BUSINESS

BUS 105 Introduction To Business (3)
(Common Course Number BUSI 1301)
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.)

BUS 143 Personal Finance (3)
(Common Course Number BUSI 1307)
Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

BUS 234 Business Law (3)
(Common Course Number BUSI 2301)
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.)

CHEMISTRY

CHM 101 General Chemistry (4)
(Common Course Number CHEM 1411)
Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or the equivalent. This course is for science and science- related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

CHM 102 General Chemistry (4)
(Common Course Number CHEM 1412)
Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

CHM 115 Chemical Science (4)
(Common Course Number CHEM 1413)
Prerequisite: Developmental Mathematics 091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

CHM 116 Chemical Science (4)
(Common Course Number CHEM 1414)
Prerequisite: Chemistry 115 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

CHM 201 Organic Chemistry I (4)
(Common Course Number CHEM 2423)
Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stero- chemistry, nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. Laboratory fee. (3 Lec., 4 Lab.)

CHM 202 Organic Chemistry II (4)
(Common Course Number CHEM 2425)
Prerequisite: Chemistry 201. This course is for science and science-related majors. It is a continuation of Chemistry 201. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)

COLLEGE LEARNING SKILLS

CLS 100 College Learning Skills (1)
This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. (1 Lec.)

COMPUTER AIDED DESIGN & DRAFTING

CAD 101 CAD Operations (2)
This course provides instruction in hardware selection, setup and use of a CAD station. Emphasis is placed on control of the operating system, file management and keyboarding. Other topics include software installation, hardware installation and configuration, such as mouse, tablet, printers, plotters, graphics adapters and other configurable items such as communication ports, and serial ports. An introduction to word processing and spread sheets is included. Laboratory fee. (1 Lec., 2 Lab.)

CAD 135 Reproduction Processes (2)
Equipment, media and processes used to print, plot and reproduce multiple copies of technical drawings and art are studied. Topics include preparing drawings to be offset printed in multiple colors; techniques of shading and varying line weights for laser printers; sizing and inserting electronic art into files created by word processors; preparing silk screen art for panels, printed circuit boards, etc. and the use of screened prints for technical art works such as PCB and shade line drawings and other current topics in CAD. (1 Lec., 3 Lab.)

CAD 136 Civil Design (3)
Prerequisites: Computer Aided Design 183 or the equivalent and Mathematics 196. Equivalence is based on high school drafting courses or on student's work experience. Sample of drawings and/or high school transcript must be presented. This is a specialty course to prepare one to work in civil drafting. Various drawings are completed, such as relief maps, plan and profile drawings, roadways, pipelines, and petroleum and geophysical maps. Calculations are made from surveyor's notes to plot traverse and contour lines and to determine areas and volume. A set of drawings is prepared for a residential subdivision, a shopping center, or some other type of land development. The use of the computer to produce drawings is encouraged. Laboratory fee. (2 Lec., 4 Lab.)

CAD 161 Manufacturing Fundamentals (3)
Manufacturing fundamentals and production methods including NC-CNC concepts are studied. Emphasis is on automation and set up for operation of CNC machines. The student will be able to interpret and describe information required to produce a CNC program. The functions and role of CAD and its relationship to computer aided manufacturing are studied. Laboratory fee. (2 Lec., 4 Lab.)

CAD 182 Technician Drafting (2)
This course focuses on the reading and interpretation of engineering drawings. Topics include multi view drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams, and printed circuit boards. Laboratory fee. (1 Lec., 3 Lab.)

CAD 183 Basic Drafting (4)
This course is for students who have had little or no previous experience in conventional drafting procedures or computer aided drafting. Topics include orthographic projection, dimensioning, tolerancing, sections, auxiliaries and fasteners. Emphasis will be on learning drafting conventions to produce technical sketches and drawings while the student learns the basic operations of interactive CAD systems. Experience is provided in using handbooks and other resource materials. No previous background in the use of computers is required. Laboratory fee. (2 Lec., 6 Lab.)

CAD 185 Architectural Design (4)
This course begins with architectural lettering and drafting of construction details. Emphasis is on technique and use of appropriate material symbols and conventions. Working drawings are prepared, including plans, elevations, sections, and details. Drawings for buildings using steel, concrete, and timber structural components are covered. Reference materials are used to provide skills in locating data and in using handbooks. The use of the computer to produce drawings is encouraged. Laboratory fee. (2 Lec., 6 Lab.)

CAD 230 Structural Design (3)
Prerequisites: Computer Aided Design 183. Stresses and thermal and elastic qualities of various materials are studied. Beams, columns, and other materials are included. Structural plans, details, and shop drawings of components are developed for buildings using steel, reinforced concrete, and timber structures. Emphasis is on drafting appropriate drawings for fabrication and erection of structural components. The use of the computer to produce drawings is encouraged. Laboratory fee. (2 Lec., 4 Lab.)

CAD 231 Electronic Design (3)
Prerequisite: Computer Aided Design 183. This course focuses on drawings used in the electronics industry. Topics include block and logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed circuit boards, integrated circuits, component packaging, chassis design and current practices. The use of the computer to produce drawings is encouraged. Laboratory fee. (2 Lec., 4 Lab.)

CAD 232 CAD Illustration (3)
Prerequisite: Computer Aided Design 245. The rendering and creation of three-dimensional drawings and models are covered. Engineer sketches and orthographic drawings are developed into isometric, oblique and perspective drawings and models. Exploded views and cutaway drawings are created and fully indexed as required by repair and installation description or part lists. Models are shaded using current software programs. Laboratory fee. (2 Lec., 4 Lab.)

CAD 235 Facilities Management Design (3)
Prerequisite: Computer Aided Design 245. Students completing this course have the basic knowledge for the job of facilities drafter. Commercial space plans and extracting of data from these plans is covered. Details of modular furniture, free standing furnishings, reflected ceiling, plans including heating ventilating and air conditioning vents are drawn. Locating and specifying of these elements is examined in detail. After commercial spaces are drawn, and furniture, lighting and HVAC elements are located on the drawing, a computer generated listing of all items is created. The student is required to create the form for this list from commonly used software. Plans for spaces such as offices, restaurants, manufacturing areas, banks and etc. are assigned. Laboratory fee. (2 Lec., 4 Lab.)

CAD 236 Pipe Design (3)
Prerequisites: Computer Aided Design 183 and Mathematics 195 or the equivalent. This course presents the methods of piping of fluids for refineries, petrochemical plants, and industrial facilities. ASME codes are applied to the design of pressure vessels, pipe fitting, welded and seamless piping, pumps, and heat exchanges. Drawing techniques are emphasized in orthographic isometric projections. The use of the computer to produce drawings is encouraged. Laboratory fee. (2 Lec., 4 Lab.)

CAD 237 Advanced 3-D Illustration (3)
Prerequisites: Computer Aided Design 232 and 245. The creation, rendering and animation of technical art for technical publications is pursued in-depth. Slide shows, VCR output and hard copies of complex drawings and models are produced. Complex exploded views, cutaways, and external views of current industrial equipment and products are produced in black and white and color. Laboratory fee. (2 Lec., 4 Lab.)

CAD 245 Computer Aided Design (3)
Prerequisite: Computer Aided Design 183 or the equivalent. Capabilities and limitations of the electronic computer as an aid to the designer are studied. Drafting procedures using an interactive system with computer graphics are practiced. Forms and uses of computer aided products are viewed in perspective with the overall design process. Laboratory fee. (2 Lec., 4 Lab.)

CAD 246 Advanced CAD-Electronic (3)
Prerequisites: Computer Aided Design 231. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to printed circuit board design. Menu and library construction will be practiced while using the interactive graphic system. Laboratory fee. (2 Lec., 4 Lab.)

CAD 247 Applied Printed Circuit Design (3)
Prerequisite: Computer Aided Design 240. Special applications of printed circuit design techniques and principles in particular systems of design are studied. Specialization may be focused by classification of the electronic circuits, of resources for design, and of processes for manufacture of the printed circuits. Laboratory fee. (2 Lec., 4 Lab.)

CAD 248 Advanced CAD-Mechanical (3)
Prerequisite: Computer Aided Design 245 or the equivalent. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to three-dimensional design, specifically mechanical. Menu and library construction will be practiced while using the interactive graphic systems. Laboratory fee. (2 Lec., 4 Lab.)

CAD 249 Advanced CAD-Architectural (3)
Prerequisites: Computer Aided Design 185 and 245 or the equivalent. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to architectural drafting as it relates to the single-family residence. Menu and library construction will be practiced while using the interactive graphic system. Laboratory fee. (2 Lec., 4 Lab.)

CAD 250 Electromechanical Packaging Design (3)
Prerequisite: Computer Aided Design 245. This course includes layout and design of electromechanical equipment from engineering notes, sketches and catalogs. Full size design layouts are created using parts drawn and saved in a parts library. Detail drawings of sheet metal parts and complete parts lists are developed from the design layout. Practical wiring diagrams are created from sketches and notes. The computer is used to produce all drawings in this course. Laboratory fee. (2 Lec., 4 Lab.)

CAD 252 Advanced CAD-Menu Customizing And LISP (3)
Prerequisite: Computer Aided Design 245. Advanced CAD software for personal computers is studied. Increasing productivity of computer drafting and design systems through task analysis and the creation of menus, macros, and programmed routines is the emphasis in this course. Extracting data from drawings containing blocks with attributes is also covered. Laboratory fee. (2 Lec., 4 Lab.)

CAD 253 Geometric Dimensioning And Tolerancing (3)
This course provides instruction in geometric dimensioning and tolerancing as described in the ANSI-Y-14.5 standard. The topics of true position, form, tolerances data and accurate tolerancing from a given point are covered in detail. Using problems developed by professional designers, students will design accurate parts to meet accepted industry standards. (2 Lec., 4 Lab.)

CAD 255 Selected Topics In Drafting (3)
Prerequisite: Demonstrated competence approved by the instructor. Special topics in advanced drafting are covered. Topics will be those with current industry applications and may be individualized for each student. Laboratory fee. (2 Lec., 4 Lab.)

CAD 704 Cooperative Work Experience (4)
Prerequisites: Completion of two courses in the Computer Aided Design and Drafting program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of an introduction to cooperative education, orientation to learning on the job, writing the learning plan, college resources available, and college degree plans. (1 Lec., 20 Lab.)

CAD 714 Cooperative Work Experience (4)
Prerequisites: Completion of two courses in the Computer Aided Design and Drafting program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the world of education, work and retirement; setting goals; writing a resume; and how to look for a job. (1 Lec., 20 Lab.)

CAD 803 Cooperative Work Experience (3)
Prerequisites: Completion of two courses in the Computer Aided Design and Drafting program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of transitions in life, communication skills, performance appraisals, and effective use of power. (1 Lec., 15 Lab.)

CAD 813 Cooperative Work Experience (3)
Prerequisites: Completion of two courses in the Computer Aided Design and Drafting program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of human potential, motivation, what to look for in a career, and trends in drafting occupations. (1 Lec., 15 Lab.)

COMPUTER INFORMATION SYSTEMS

CIS 103 Introduction To Computer Information Systems (3)
This course presents an overview of computer information systems with an emphasis on business applications. Topics include terminology, systems and procedures, and the role of computers and their evolution in an information-oriented society. The fundamentals of computer problem solving are applied through the use of the BASIC programming language and application software packages. Laboratory fee. (This course is offered on campus and may be offered via television.) (3 Lec., 1 Lab.)

CIS 108 PC Software Applications (4)
This course surveys the use of the microcomputer in conducting professional activities and solving business problems. Topics include the study of hardware and software components of a microcomputer, the function of operating systems and the study and use of contemporary software application packages. Laboratory fee. (3 Lec., 4 Lab.)

CIS 111 Data Entry Applications And Concepts (3)
Prerequisite: Office Careers 176 or one year typing in high school or demonstrated competence approved by the instructor. This course provides hands on experience using a personal computer for data entry applications. Students will learn to use a data entry utility program to create, change, and modify data sets, as well as enter variable data. Speed and accuracy will be stressed. Laboratory fee. (2 Lec., 4 Lab.)

CIS 114 Problem Solving With The Computer (4)
Prerequisites: Business 105 or Management 136 and Computer Information Systems 103 or Computer Information Systems 108, or demonstrated proficiency approved by instructor. This course explores methods of solving business problems with the use of a microcomputer. Analysis and design methods are studied and applied to practical situations involving various business functions. Data security and privacy issues are also considered. (3 Lec., 2 Lab.)

CIS 119 Text Processing Applications (3)
Prerequisite: Computer Information Systems 103 or 108 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, utilities including spelling checkers, outliners, and office productivity tools. Office automation concepts including desk top publishing, facsimile and networking are covered. Students will learn to use commercially available text processors. Laboratory fee. (2 Lec., 4 Lab.)

CIS 150 Computer Program Logic And Design (3)
Prerequisite: Computer Information Systems 103 or demonstrated competence approved by the instructor. This course presents basic logic needed for problem solving with the computer. Topics include structured design tools and their application to general business problems. (3 Lec.)

CIS 160 Data Communications (3)
Prerequisite: Computer Information Systems 103 or 108. This course provides an introduction to data communications vocabulary, concepts, and uses. Topics include data communications hardware, software, networks, and protocols. (3 Lec.)

CIS 162 COBOL Programming I (4)
Prerequisites: Computer Information Systems 103, credit or concurrent enrollment in Computer Information Systems 150, or demonstrated competence approved by the instructor. This course develops structured programming skills using the COBOL language. Topics include input/output, comparisons, control breaks, introductory table concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

CIS 164 COBOL Programming II (4)
Prerequisites: Computer Information Systems 150 and 162 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the COBOL language. Topics include advanced table concepts, sort techniques, disk file organizations and maintenance, debugging techniques, copy techniques, and subprograms. Laboratory fee. (3 Lec., 4 Lab.)

CIS 169 4th Generation Languages (4)
Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course presents an introduction to 4th generation languages and their relationship to software productivity. Topics include survey and definition of available products and their uses, current functions, evaluation standards, selection and implementation. Laboratory fee. (3 Lec., 4 Lab.)

CIS 172 BASIC Programming (3)
Prerequisite: Computer Information Systems 103 or Computer Information Systems 108 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, Input/Output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

CIS 173 Pascal Programming For Business (3)
Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course is an introduction to the Pascal programming language. Topics will include structured programming and problem-solving techniques as they apply to business applications. Laboratory fee. (2 Lec., 2 Lab.)

CIS 200 Fundamentals Of Networking (3)
Prerequisite: CIS 160 or demonstrated competence approved by the instructor. This course presents the fundamentals of computer networking. Topics include network planning, cost evaluation, design, and implementation. (3 Lec., 1 Lab.)

CIS 205 Control Language And Operating Environments (4)
Prerequisite: Computer Information Systems 162 or 116 or demonstrated competence approved by the instructor. This course introduces mainframe operating system concepts, terminology, job control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

CIS 210 Assembly Language I (4)
Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current mainframe assembler language and structured programming techniques. Topics include decimal features, fixed point operations using registers, selected macro instructions, introductory table concepts, editing printed output, and reading memory dumps. Laboratory fee. (3 Lec., 4 Lab.)

CIS 212 C Programming (4)
Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

CIS 218 Spreadsheet Applications (4)
Prerequisites: Computer Information Systems 108 and 114 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

CIS 221 PC Operating Systems And Utilities (4)
Prerequisites: Six credit hours in Computer Information Systems or demonstrated competence approved by the instructor. This course covers operating system concepts and includes scheduling, data and memory management, the use of batch files, and "path techniques" to facilitate efficient use of secondary storage. Back-up techniques, operating system commands, and operating system enhancer programs and utilities will be analyzed. Laboratory fee. (3 Lec., 3 Lab.)

CIS 224 PC Hardware (3)
Prerequisite: Credit or concurrent enrollment in Computer Information Systems 221 or demonstrated competence approved by the instructor. This course presents a functional systems-level review of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, trouble-shoot minor hardware problems, modify and patch short assembler language programs. Laboratory fee. (2 Lec., 3 Lab.)

CIS 225 Systems Analysis And Design (4)
Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing business systems, to design new systems using structured methodology, and to prepare documentation. Emphasis is on a case study involving all facets of systems analysis and design. (3 Lec., 4 Lab.)

CIS 228 Database Applications (4)
Prerequisites: Computer Information Systems 108 and 114 or demonstrated competence approved by the instructor. This course covers microcomputer database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

CIS 254 Data Base Systems (4)
Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a data base environment with emphasis on loading, modifying, and querying a data base. Topics include data base design, data management, and structured query language. Laboratory fee. (3 Lec., 4 Lab.)

CIS 258 On-Line Applications (4)
Prerequisites: Computer Information Systems 160 and 164 or demonstrated competence approved by the instructor. This course introduces the concepts required to program on-line applications. Topics include on-line applications design, program coding techniques, testing methods, and file handling. Laboratory fee. (3 Lec., 4 Lab.)

CIS 265 Special Topics In Computer Information Systems (4)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated as topics vary. Laboratory fee. (3 Lec., 4 Lab.)

CIS 280 Applied Studies (3)
Prerequisites: Computer Information Systems 224 and twelve additional credit hours from this option or demonstrated competence approved by instructor. This course applies PC analyst skills to business situations. Topics include planning and implementing solutions to business-related problems, incorporating student knowledge of hardware, software, applications packages, training, documentation, communication skills, and problem solving skills. (3 Lec.)

CIS 701 Cooperative Work Experience (1)
Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 5 Lab.)

CIS 703 Cooperative Work Experience (3)
Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

CIS 704 Cooperative Work Experience (4)
Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)

CIS 713 Cooperative Work Experience (3)
Prerequisite: Completion of one course in Computer Information Systems 701, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

CIS 714 Cooperative Work Experience (4)
Prerequisite: Completion of one course in Computer Information Systems 701, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 20 Lab.)

COMPUTER SCIENCE

CS 111 Computing Science I (3)
(Common Course Number COSC 1315)
Prerequisite: Two years of high school algebra or Developmental Math 093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. Topics covered include computer organization and storage, number systems, and problem-solving using structured programming in Pascal. Laboratory fee. (3 Lec.)

CS 112 Computing Science II (3)
(Common Course Number COSC 2318)
Prerequisites: Computer Science 111 and Math 101 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 111 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of Pascal programming, structured problem-solving, elementary data structures including arrays, records, files, and the use of pointer variables. Laboratory fee. (2 Lec., 2 Lab.)

CS 121 Introduction To FORTRAN Programming (3)
(Common Course Number COSC 1317)
Prerequisite: Math 102 or demonstrated competence approved by the instructor. This course is intended primarily for students pursuing a degree in an engineering, science, or related field which requires a one-semester course in FORTRAN programming. Emphasis is on the use of the FORTRAN language in technical applications. Topics include input/output, structures, and formatting. Laboratory fee. (2 Lec., 2 Lab.)

CS 122 Introduction To BASIC Programming (3)
(Common Course Number COSC 1310)
Prerequisite: Developmental Math 093 or demonstrated competence approved by the instructor. This course is an introduction to the BASIC programming language. Topics include input/output, looping, decision structures, functions, arrays, disk files, and formatting. Emphasis is placed on structured programming techniques and algorithm development. Laboratory fee. (2 Lec., 2 Lab.)

CS 123 Introduction To PL/I Programming (3)
Prerequisites: Developmental Math 093 and Computer Science 111 or Computer Information Systems 103 or demonstrated competence approved by the instructor. This course is an introduction to the PL/I programming language. Emphasis is placed upon the structured approach to program design using both mathematical and business applications. Topics include string processing, simple data structures, internal search/sort techniques, and sequential file processing. Laboratory fee. (2 Lec., 2 Lab.)

COMPUTERIZED NUMERICAL CONTROL TECHNOLOGY

CNC 100 Introduction to C.N.C. Programming (3)
This course is designed to teach the student the basics of C.N.C. programming. By doing this, the student will understand the set up and operation of C.N.C. machining centers and turning centers to a higher degree. A series of exercises will provide the student with enough knowledge of C.N.C. programming so as to assist them in detecting errors in a C.N.C. program during the set up and first run operation of the C.N.C. equipment. (3 Lec.)

CNC 101 Introduction To Turning Center C.N.C. Programming (3)
This course is designed to teach the student the basics for C.N.C. programming of turning centers. The students will learn through various exercises using engineering drawings the machine coordinate system, machine codes, cutter path, cutter compensation, multiple repetitive cycles and how to combine all of the above with proper spindle speeds and cutter feeds to create a workable and practical C.N.C. turning program. (3 Lec.)

CNC 102 Introduction To Machining Center C.N.C. Programming (3)
This course is designed to teach the student the basics for C.N.C. programming of machining centers. The student will learn through various exercises using engineering drawings the machine coordinate system, machine codes, cutter path, cutter compensation, canned cycles and how to combine all of the above with proper spindle speeds and cutter feeds to create a workable and practical C.N.C. milling program. (3 Lec.)

CNC 103 Introduction to Computer Aided Manufacturing, (C.A.M.) (2)
Capabilities and limitations of the electronic computer as an aid to the C.N.C. programmer are studied. Computer graphics are practiced and combined with post processors to assist in producing C.N.C. machining center and turning center programs. (1 Lec., 3 Lab.)

CNC 110 Basic Turning Center (5)
This is a basic course designed to provide practical and theoretical experience on the two axis C.N.C. turning center. A series of lab exercises will provide the student with hands on experience in set up and operation of the machine. All lab exercises will be produced using engineering drawings. Precision tools will be used to measure drawing tolerances. Special emphasis will be placed on safety and good housekeeping in a machine shop environment. (1 Lec., 8 Lab.)

CNC 111 Basic Machining Center (5)
This is a basic course designed to provide practical and theoretical experience on the three axis C.N.C. machining center. A series of lab exercises will provide the student with hands on experience in set up and operation of the machine. All lab exercises will be produced using engineering drawings. Precision tools will be used to measure drawing tolerances. Special emphasis will be placed on safety and good housekeeping in a machine shop environment. (1 Lec., 8 Lab.)

CNC 201 Advanced Turning Center C.N.C. Programming (3)
Additional knowledge is developed and added to the basics for C.N.C. programming of turning centers. Previously learned skills are reinforced and speed is encouraged. (3 Lec.)

CNC 202 Advanced Machining Center C.N.C. Programming (3)
Additional knowledge is developed and added to the basics for C.N.C. programming of machining centers. Previously learned skills are reinforced and speed is encouraged. (3 Lec.)

CNC 210 Advanced Turning Center (4)
Additional skills are developed in the set up and operation of the C.N.C. turning center. Previously learned skills are reinforced and speed in encouraged. Job planning will be stressed. Safety and good housekeeping will continue to be important. There will be special emphasis placed on problem solving at the turning center. (1 Lec., 6 Lab.)

CNC 211 Advanced Machining Center (4)
Additional skills are developed in the set up and operation of the C.N.C. machining center. Previously learned skills are reinforced and speed is encouraged. Job planning will be stressed. Safety and good housekeeping will continue to be important. There will be special emphasis placed on problem solving at the machining center. (1 Lec., 6 Lab.)

CNC 723 Cooperative Work Experience (3)
This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency based learning plan with varied learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations and employer expectations of employees. (1 Lec., 15 Lab.)

DANCE

DAN 116 Rehearsal and Performance (1)
(Common Course Number DANC 1151)
This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage--stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

DAN 155 Jazz I (1)
(Common Course Number DANC 1147)
The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (3 Lab.)

DAN 156 Jazz II (1)
(Common Course Number DANC 1148)
Prerequisite: Dance 155 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

DAN 161 Beginning Ballet I (2)
(Common Course Number DANC 1241)
This course explores basic ballet techniques. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet are also studied. Barre exercises and centre floor combinations are given. Laboratory fee. (1 Lec., 3 Lab.)

DAN 163 Beginning Ballet II (2)
(Common Course Number DANC 1242)
Prerequisite: Dance 161. This course is a continuation of Dance 161. Emphasis is on expansion of combinations at the barre. Connecting steps learned at centre are added. Jumps and pirouettes are introduced. Laboratory fee. (1 Lec., 3 Lab.)

DAN 200 Rehearsal and Performance (1)
(Common Course Number DANC 1152)
Prerequisite: Dance 116 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 116 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)

DAN 234 Introduction to Composition I (1)
(Common Course Number DANC 1101)
Prerequisite: Demonstrated competence approved by the instructor. Development of basic principles and theories involved in composition are studied. Emphasis is placed on movement principles, group and structural forms. (2 Lab.)

DAN 252 Coaching and Repertoire (1)
Prerequisite: Demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee. (2 Lab.)

DAN 253 Improvisation (1)
Prerequisite: Dance 156 or 163. This course consists of creative problem-solving utilizing basic elements of design. This course may be repeated for credit. Laboratory fee. (2 Lab.)

DAN 255 Jazz III (1)
(Common Course Number DANC 2147)
Prerequisite: Dance 156. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. Laboratory fee. (3 Lab.)

DAN 256 Jazz IV (1)
(Common Course Number DANC 2148)
Prerequisite: Dance 255. This course is a further exploration of Dance 255. This course may be repeated for credit. Laboratory fee. (3 Lab.)

DAN 258 Intermediate Ballet I (2)
(Common Course Number DANC 2241)
Prerequisite: Dance 163. The development of ballet techniques is continued. More complicated exercises at the barre and centre floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. Laboratory fee. (1 Lec., 3 Lab.)

DAN 260 Intermediate Ballet II (2)
(Common Course Number DANC 2242)
Prerequisite: Dance 258. This course begins pointe work for women. Specialized beats and tour are begun for men. Individual proficiency and technical virtuosity are developed. This course may be repeated for credit. Laboratory fee. (1 Lec., 3 Lab.)

DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 111, 115, 116 and 117. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130 and 195.

DM 090 Pre Algebra Mathematics (3)
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.)

DM 091 Elementary Algebra (3)
Prerequisite: Developmental Mathematics 090 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.)

DM 093 Intermediate Algebra (3)
Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091. 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.)

DEVELOPMENTAL READING

Students can improve their performance in English courses by enrolling in Developmental Reading courses. Developmental Reading 090 and 091 are valuable skill development courses for English 101. Reading 101 is especially helpful in courses that require a considerable amount of college-level reading. See the catalog descriptions in reading for full course content.

DR 090 Basic Reading Skills (3)
Development of comprehension and vocabulary skills, based on individual needs, is the focus of this course. Basic study skills are introduced. A score of 12 to 19 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

DR 091 Preparation For College Reading (3)
This course emphasizes development of comprehension and vocabulary skills, according to individual needs. Also included are critical reading, rate flexibility, and basic study skills. A score of 20 to 27 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

DW 090 Developmental Writing (3)
This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

DW 091 Developmental Writing (3)
This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

DW 093 Developmental Writing (3)
This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. This course may be offered independently or in conjunction with English 101 or other courses requiring writing. (3 Lec.)

EARTH SCIENCE

ES 117 Earth Science (4)
This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. This course is also offered as Physical Science 119. Laboratory fee. (3 Lec., 3 Lab.)

ECONOMICS

ECO 201 Principles Of Economics I (3)
(Common Course Number ECON 2301)
Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, macroeconomic applications of international trade and finance, economic fluctuations, and growth. (3 Lec.)

ECO 202 Principles Of Economics II (3)
(Common Course Number ECON 2302)
Prerequisite: Economics 201 or demonstrated competence approved by the instructor. 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.)

ECO 203 Economics of Global Issues (3)
(Common Course Number ECON 2311)
Prerequisite: ECO 201 or demonstrated competence approved by the instructor. This course is an analytical study of global economic relationships with historical development of various production and distribution activities. The interaction of social and political factors as well as physical and monetary resources in determining the location, and relocation, of particular economic activities will be investigated. This course will emphasize critical inquiry into the major issues currently affecting the global economy at large as well as the diverse individual cultures within its spread. (3 Lec.)

ELECTRONICS TECHNOLOGY

ET 135 DC-AC Theory And Circuit Analysis (6)
Prerequisite: Credit or concurrent enrollment in Mathematics 195 or the equivalent. This is an accelerated course combining DC circuits (ET 190) and AC circuits (ET 191) in one semester for students with previous electronics experience or a good mathematics background. Topics include the analysis of resistive, capacitive, inductive, and combination circuits. Magnetism, resonance, schematic symbols, and sine wave analysis are also included. Series, parallel, and series-parallel circuits are covered. Laboratory fee. (5 Lec., 3 Lab.)

ET 170 Printed Circuit Board Manufacturing (1)
The student will build a working printed circuit board. The course will begin with a schematic and parts list and progress through all steps necessary to produce a single sided photographically produced board. Laboratory fee. (1 Lec., 1 Lab.)

ET 172 Soldering (1)
This course is intended to ensure that the student understands the theory and use of tools and equipment for proper industrial soldering techniques. The prime emphasis is to build the student's skill in soldering. Laboratory fee. (1 Lec., 1 Lab.)

ET 174 Oscilloscope Utilization (1)
This course will cover all front panel controls on basic laboratory calibrated oscilloscopes. Emphasis will be placed on utilization of oscilloscope in trouble-shooting a circuit. Laboratory fee. (1 Lec., 1 Lab.)

ET 190 DC Circuits And Electrical Measurements (4)
The mathematical theory of direct current circuits is presented in combination with laboratory fundamentals. Emphasis is on elementary principles of magnetism, electric concepts and units, diagrams, and resistance. Electromagnetism, series and parallel circuits, simple meter circuits, conductors, and insulators are also stressed. Laboratory fee. (3 Lec., 3 Lab.)

ET 191 A.C. Circuits (4)
Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Mathematics 195 or the equivalent. This course covers the fundamental theories of alternating current. The theories are applied in various circuits. Included are laboratory experiments on power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism, and resistance. Laboratory fee. (3 Lec., 3 Lab.)

ET 193 Active Devices (4)
Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Electronics Technology 191. Semiconductors (active devices) are the focus of this course. Topics include composition, parameters, linear and nonlinear characteristics, in-circuit action, amplifiers, rectifiers, and switching. Laboratory fee. (3 Lec., 3 Lab.)

ET 194 Instrumentation (3)
Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Electronics Technology 191 and 193. Electrical devices for measurement and instrumentation are studied and applied to work situations. Included are basic AC and DC measurement meters, impedance bridges, oscilloscopes, signal generators, signal-tracers, and tube and transistor testers. The course concludes with a study of audio frequency test methods and equipment. Laboratory fee. (2 Lec., 3 Lab.)

ET 200 Special Applications Of Electronics (4)
This course is intended for use by any given group of students that desire specific topics to be covered. This course may substitute for any 200 level electronics course with the demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (3 Lec., 3 Lab.)

ET 201 Automated Manufacturing (4)
This course provides an introduction to automated manufacturing and robotics. Areas of study include the types of equipment and devices used in industry, their construction, operation, programming methods and applications for use in manufacturing. The student develops skills in system operation and program analysis in the lab. Laboratory fee. (3 Lec., 3 Lab.)

ET 202 Industrial Power Systems (4)
This course examines predominant power systems used in industrial applications. Topics covered include electric motors and their control circuits, mechanical devices and systems, and fluid power principles and systems, including pneumatic and hydraulic operations. Fundamental theory of operation, control and application are studied in each of these areas as well as developing skills and techniques of use with hands-on experience. Laboratory fee. (3 Lec., 3 Lab.)

ET 203 Industrial Controls (4)
Prerequisite: Electronics Technology 193. This course examines the devices and systems used in industrial controls. Topics covered include electromechanical devices, various types of transducers, signal conditioning, modulation and demodulation methods, and interfacing and data communications techniques. The student gains operational experience working with the devices and equipment in the lab. Laboratory fee. (3 Lec., 3 Lab.)

ET 210 Basic CRT Display And Television Theory and Service (4)
Prerequisite: Electronics Technology 190, 191, 193 and 194. This course is designed to introduce CRT display and television theory and to give the student hands on experience in basic servicing of all major sections of modern television receivers and CRT displays for computers. Laboratory fee. (3 Lec., 3 Lab.)

ET 231 Special Circuits With Communications Applications (4)
Prerequisites: Electronics Technology 193 and 194. Active devices are applied to circuitry common to most communications equipment. Both the theory of operation and practical applications of the circuits in laboratory experiments are included. Circuits including power supplies, voltage regulators, tuned and untuned amplifiers, filters, oscillators, modulators, and detectors, with application to various types of intelligence transmission and reception are emphasized in the course. Laboratory fee. (3 Lec., 3 Lab.)

ET 232 Analysis Of Electronic Logic And Switching Circuits (4)
Prerequisites: Electronics Technology 193 and 194. The course presents circuitry common to electronic control systems and automatic measuring systems. Typical circuit systems functions covered include clamping, gating, switching, and counting. Circuits include voltage discriminators, multi-vibrators, dividers, counters, and gating circuits. Boolean algebra and binary numbers are reviewed. Emphasis is on semiconductor devices. Fluidic switching devices are introduced. Laboratory fee. (3 Lec., 3 Lab.)

ET 234 Electronic Circuits And Systems (3)
Prerequisites: Completion of all electronics technology courses up to and including Electronics Technology 231; and may take Electronics Technology 232 and Electronics Technology 231 concurrently with Electronics Technology 234. The design, layout construction, and calibration of an electronic project are covered. Students develop independent project and prepare term papers on functions of components, operating specifications and schematics. Laboratory fee. (6 Lab.)

ET 237 Modular Memories And Microprocessors (4)
Prerequisite: Electronics Technology 232. Read only memories (ROM's), random access memories (RAM's) and microprocessors are presented. Emphasis is on specifications, applications, and operation. Control busses, data busses, addressing, coding, and programming of typical microprocessor units are included. Micro processor system is tested, coded, and programmed. Laboratory fee. (3 Lec., 3 Lab.)

ET 238 Linear Integrated Circuits (4)
Prerequisites: Electronics Technology 190, 191, and 193. Differential amplifiers, operational amplifiers, and integrated circuit timers are investigated. Topics include comparators, detectors, inverting and non-inverting amplifiers, OP. AMP adders, differentiating and integrating amplifiers, and instrumentation amplifiers. Digital to analog converters, analog to digital converters, special OP. AMP applications, and integrated circuits timers are also included. Limitations and specifications of integrated circuits are covered. Laboratory fee. (3 Lec., 3 Lab.)

ET 239 Microwave Technology (3)
Prerequisites: Electronics Technology 194 and Electronics Technology 231. Microwave concepts such as propagation, transmission lines including waveguides, standing waves, impedance matching, basic antennas and various basic microwave measurements are covered. Microwave measurement techniques such as power and frequency meter measurements and calibration, VSWR determinations, klystron characteristics, and waveguide tuning will be demonstrated. A basic radar system is discussed as time permits. (3 Lec.)

ET 240 Electronic Theory And Application Of Digital Computers (4)
Prerequisites: Mathematics 196 and Electronics Technology 193. The course presents the electronic switching circuits for digital computer systems. Logic symbology, gates, and related Boolean algebra are covered. Computer terminology and number systems are included. An introduction to BASIC language programming for electronic circuit analysis is also included. Laboratory experiments in addition to computer programming include basic logic gate analysis and test procedures. Laboratory fee. (3 Lec., 3 Lab.)

ET 268 Microprocessor Trouble-shooting And Interface (4)
Prerequisite: Electronic Technology 267. This course studies trouble-shooting techniques on microprocessor, disk controls, CRT controls and interfaces. Emphasis is on hardware trouble-shooting and peripheral interface. Laboratory fee. (3 Lec., 3 Lab.)

ET 704 Cooperative Work Experience (4)
Prerequisites: Completion of two courses in the Electronics Technology, Digital Electronics Technology, or Electronic Telecommunications Technology programs, or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences related to the electronics field. The seminar consists of group or individual meetings with the instructor, individualized plans for job-related or self improvement (i.e. job interview, job application procedures, job site interpersonal relations, employer expectations of employees) or combinations of both. (1 Lec., 20 Lab.)

ENGINEERING

EGR 106 Descriptive Geometry (3)
(Common Course Number ENGR 1305)
Prerequisite: Computer Aided Design 183 or Engineering 105. This course provides instruction in the visualization of three dimensional structures and computer transformations of geometric models. Emphasis is on accurately representing these structures in drawings by analyzing the true relationship between points, lines, and planes. Included are the generation and classification of lines, surfaces, intersections, development, auxiliaries, and revolutions. Laboratory fee. (2 Lec., 4 Lab.)

EGR 186 Manufacturing Processes (2)
This course introduces the student enrolled in technical programs to the many steps involved in manufacturing a product. This is accomplished by involving the class in producing a device with precision. The student gains practical experience with working drawings, a variety of machine tools and the assembly of components. The student is made aware of the factors involved in selecting materials and economical utilization of materials. Laboratory fee. (1 Lec., 2 Lab.)

EGR 187 Manufacturing Processes (2)
Prerequisite: Engineering 186. This course is a continuing study of the metalworking processes with emphasis on automation, programming and operation of CNC machines. Laboratory fee. (1 Lec., 2 Lab.)

ENGINEERING TECHNOLOGY

EGT 141 Basic Hydraulics And Fluid Mechanics (4)
Principles of hydraulics and fluid mechanics are examined. Hydraulic pumps, motors, cylinders, and values are studied. Emphasis is on the application of formulas related to the properties of fluids and the laws which govern fluid flow. Various hydraulic components are tested, and basic hydraulic circuits are set up and evaluated. (3 Lec., 3 Lab.)

EGT 143 Technical Programming (4)
Prerequisite: Mathematics 195 or demonstrated competence approved by the instructor. This course introduces the engineering technician to the world of technology. Skills are developed in using hand calculators and computers to solve engineering problems. Basic computer programming techniques are introduced in the microcomputer laboratory using high-level languages such as BASIC. Laboratory fee. (3 Lec., 3 Lab.)

EGT 144 Instrumentation And Testing (4)
Prerequisite: Credit or concurrent enrollment in Electronics Technology 191. Industrial instrumentation and testing are introduced. The characteristics of various instruments are emphasized. Included are characteristics of basic AC and DC measurement meters, digital meters, impedance bridges, oscilloscopes, and electronic counters. Analog-to-digital and digital-to-analog measuring systems are introduced. Laboratory fee. (3 Lec., 3 Lab.)

EGT 225 Advanced Fluid Power Systems (4)
This course examines fluid power systems. Included is the design of hydraulic and pneumatic systems. Circuit calculations are made for force, torque, power, speed, fluid pressure, flow rate, and velocity. Emphasis is on the selection of pumps, cylinders, valves; motors, compressors, filters, and other fluid power components. The setup, operation, and testing of various fluid power circuits are covered. Laboratory fee. (3 Lec., 3 Lab.)

EGT 228 Amplifier And Analog Control Circuits (4)
Prerequisite: Electronics Technology 193. This course treats analog circuits including conventional amplifiers and operational amplifiers. The use of these circuits in controls, sensing, and testing is stressed. The laboratory emphasis is on application and characteristics of these circuits as applied to electro mechanical controls. Reliance on preassembled or commercially available circuits is emphasized, especially semiconductor and integrated circuits. Laboratory fee. (3 Lec., 3 Lab.)

EGT 230 Digital Machine Control (4)
Prerequisite: Electronics Technology 191. This course emphasizes electromechanical controls, solid state industrial controls, and programmable controllers. Control components, control and power circuit diagrams, manual and automatic AC and DC machine control, solid state logic elements and programmable controllers are studied. Laboratory fee. (3 Lec., 3 Lab.)

EGT 232 Applied Mechanics (4)
Prerequisite: Mathematics 196 or the equivalent. The theory and applications of mechanics are presented. Basic static and dynamic concepts are included. Topics include forces, vectors, equilibrium, moments, friction, moment of inertia, rectilinear and angular motion, work, energy and power. The construction, testing and analysis of linkage and drive elements in laboratory supports lecture material on related topics. (3 Lec., 3 Lab.)

EGT 233 Electrical Machinery (3)
Prerequisite: Electronics Technology 191 or concurrent enrollment in Electronics Technology 191. The theory and function of power electricity, including AC and DC machines. Electrical and mechanical aspects are stressed. The laboratory provides hands-on experience in operation of machinery, quantitative analysis of performance characteristics, electrical measurements on power circuits and demonstration of principles discussed in class. Safety practices are stressed. Laboratory fee. (2 Lec., 3 Lab.)

EGT 239 Principles Of Microcomputer Control (4)
Prerequisite: Electro-Mechanical Technology 242. The control of automated industrial systems with digital elements as subsystems is studied. Included are the functions of the various control elements and their interface with other components. The conversion of control information between analog and binary forms is examined. The use and implementation of logical decision elements are covered. Emphasis is on the operation and function of microcomputers in modern control systems. Laboratory fee. (3 Lec., 3 Lab.)

EGT 242 Digital Control Circuits (4)
Prerequisite: Electronics Technology 193 or the equivalent. This course covers number systems used in computer systems. Alphanumeric and interchange codes are included. Binary arithmetic, including octal, hexadecimal and BCD, is covered with logic functions and Boolean algebra presented at a conceptual level. Logic gates, flip-flops, registers, encoders, decoders, counters, timing circuits, ALU's and memory units are included. Lecture material is supported by laboratory work. Laboratory fee. (3 Lec., 3 Lab.)

EGT 243 Robotics I (3)
This course provides an introduction to robot technology. The basic components and systems used in industrial robots are studied. The setup and operation of robots and associated automatic control systems are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

EGT 247 Robotics II (3)
Prerequisite: Engineering Technology 243 or demonstrated competence approved by the instructor. This course includes a study of robot end effectors, sensors, programmable controllers, power systems and software. The development of workcells and complete robotic systems is emphasized. Laboratory fee. (2 Lec., 3 Lab.)

EGT 248 Computer Aided Design (4)
Prerequisite: Computer Aided Design 183 or Engineering 105 or demonstrated competence approved by the instructor. This course is an introductory course in computer aided design (CAD) systems. Emphasis will be on producing technical drawings which will help the student master the basic operations of interactive state-of-the-art CAD systems. The use of graphic commands, library storage, screen and tablet menus, digitizers and plotters will be included. No previous background in the use of computers is required. (2 Lec., 6 Lab.)

EGT 249 Applications In Computer-Aided Design (4)
Prerequisite: Engineering Technology 248 or demonstrated competence approved by the instructor. This course is an advanced applications course in computer aided design (CAD) systems. Emphasis will be on producing technical drawings which will optimize the decision process. The student will be introduced to the value and importance of an information bank (database) and the integration of drafting, design, and manufacturing. Laboratory fee. (2 Lec., 6 Lab.)

EGT 251 Advanced Robotics And Automated Systems (3)
Prerequisite: Engineering Technology 247 or demonstrated competence approved by the instructor. In this course, the student will interface industrial robots with programmable controllers and other types of equipment used in automated manufacturing. An introduction to Computer Integrated Manufacturing and Artificial Intelligence related to robotics is included. Hands-on laboratory work is emphasized. Laboratory fee. (2 Lec., 3 Lab.)

EGT 252 Design For Manufacturing (4)
Prerequisites: Engineering Technology 188 and 249 or demonstrated competence approved by the instructor. This is an electro-mechanical design course which emphasizes integration of design and manufacturing. The student will study manufacturing from the viewpoint of the designer who must determine critical dimensions and provide tolerances which will allow economical manufacturing, proper assembly and function. Laboratory fee. (2 Lec., 6 Lab.)

EGT 268 Microprocessor Interfacing And Trouble-shooting (4)
Prerequisite: Engineering Technology 239. This course is a study of microcomputer hardware interface concepts and necessary input/output software. An overall system approach is used to learn practical trouble-shooting techniques that are applicable to any microprocessor system. Actual trouble-shooting tools are used. Laboratory fee. (3 Lec., 3 Lab.)

EGT 270 Computer Integrated Manufacturing (4)
This course introduces the concepts of Computer Integrated Manufacturing (CIM). Emphasis is placed on the use of computers to automate the total manufacturing system. Topics include manufacturing automation protocols, flexible manufacturing systems, artificial intelligence, and machine vision. Laboratory work provides hands-on experience in integrating CAD, robotics, NC machines, automated material handling, and automated testing in a CIM environment. (3 Lec., 3 Lab.)

EGT 704 Cooperative Work Experience (4)
Prerequisites: Completion of two courses in the Engineering Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of discussions on the writing of effective competency-based learning objectives and other work related skills such as time management, resume writing, and human relations. (1 Lec., 20 Lab.)

ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

ENG 101 Composition I (3)
(Common Course Number ENGL 1301)
Prerequisite: An appropriate assessment test score (ACT, DCCCD test, or SAT). 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. (This course is offered on campus and may be offered via television.) (3 Lec.)

ENG 102 Composition II (3)
(Common Course Number ENGL 1302)
Prerequisite: English 101. In this course students refine the writing, research, and reading skills introduced in English 101. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (This course is offered on campus and may be offered via television.) (3 Lec.)

English In The Sophomore Year
English 201, 202, 203, 204, 205, 206, 215, and 216 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

ENG 201 British Literature (3)
(Common Course Number ENGL 2322)
Prerequisite: English 102. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)

ENG 202 British Literature (3)
(Common Course Number ENGL 2323)
Prerequisite: English 102. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

ENG 203 World Literature (3)
(Common Course Number ENGL 2331)
Prerequisite: English 102. This course includes significant works of Continental Europe and may include works from other cultures. It covers the Ancient World through the Renaissance. (3 Lec.)

ENG 204 World Literature (3)
(Common Course Number ENGL 2332)
Prerequisite: English 102. This course includes significant works of Continental Europe and may include selected works of other cultures from the Renaissance to the present. (3 Lec.)

ENG 205 American Literature (3)
(Common Course Number ENGL 2326)
Prerequisite: English 102. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)

ENG 206 American Literature (3)
(Common Course Number ENGL 2327)
Prerequisite: English 102. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)

ENG 209 Creative Writing (3)
(Common Course Number ENGL 2307)
Prerequisite: English 102. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

ENG 210 Technical Writing (3)
(Common Course Number ENGL 2314)
Prerequisites: English 101 and English 102. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

ENG 215 Studies In Literature (3)
(Common Course Number ENGL 2352)
Prerequisite: English 102. 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.)

ENG 216 Studies In Literature (3)
(Common Course Number ENGL 2353)
Prerequisite: English 102. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

ENGLISH AS A SECOND LANGUAGE

The English-as-a-Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

ESL 031-034 (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 brief descriptions and small group discussions to formal oral presentations and debates.

ESL 041-044 (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.

ESL 051-054 (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.

ESL 061-064 (Grammar)
These courses are designed to complement the ESL 051-054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

INGLES COMO SEGUNDO IDIOMA

El programa de credito academico de Ingles Como Segundo Idioma ESL esta disenado 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.

ESL 031-034 (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.

ESL 041-044 (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.

ESL 051, ESL 052, ESL 053, ESL 054
Estos cursos estan disenados 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.

ESL 061, ESL 062, ESL 063, ESL 064
Estos cursos estan disenados para complementar la serie de Escritura 051-054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

ENGLISH-AS-A-SECOND LANGUAGE

ESL 031 ESL Listening/Speaking (3)
This course focuses on developing basic social and preacademic 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.) This course may be repeated for credit. (3 Lec.)

ESL 032 ESL Listening/Speaking (3)
This course develops intermediate social and preacademic 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.) This course may be repeated for credit. (3 Lec.)

ESL 033 ESL Speaking (3)
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.) This course may be repeated for credit. (3 Lec.)

ESL 034 ESL Academic Speaking (3)
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.) This course may be repeated for credit. (3 Lec.)

ESL 041 ESL Reading (3)
This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. This course may be repeated for credit. (3 Lec.)

ESL 042 ESL Reading (3)
This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. This course may be repeated for credit. (3 Lec.)

ESL 043 ESL Reading (3)
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. This course may be repeated for credit. (3 Lec.)

ESL 044 ESL Reading (3)
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. This course may be repeated for credit. (3 Lec.)

ESL 051 ESL Writing (3)
This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. This course may be repeated for credit. (3 Lec.)

ESL 052 ESL Writing (3)
This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. This course may be repeated for credit. (3 Lec.)

ESL 053 ESL Writing (3)
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. This course may be repeated for credit. (3 Lec.)

ESL 054 ESL Writing (3)
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. This course may be repeated for credit. (3 Lec.)

ESL 061 ESL Grammar (3)
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. This course may be repeated for credit. (3 Lec.)

ESL 062 ESL Grammar (3)
This course reviews basic elements of English grammar introduced in ESL 061 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. This course may be repeated for credit. (3 Lec.)

ESL 063 ESL Grammar (3)
This course reviews grammar points studied in ESL 061 and ESL 062 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. This course may be repeated for credit. (3 Lec.)

ESL 064 ESL Grammar (3)
This course reviews grammar points studied in ESL 061, ESL 062, and ESL 063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. This course may be repeated for credit. (3 Lec.)

FRENCH

FR 101 Beginning French (4)
(Common Course Number FREN 1411)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

FR 102 Beginning French (4)
(Common Course Number FREN 1412)
Prerequisite: French 101 or the equivalent. This course is a continuation of French 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

FR 201 Intermediate French (3)
(Common Course Number FREN 2311)
Prerequisite: French 102 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)

FR 202 Intermediate French (3)
(Common Course Number FREN 2312)
Prerequisite: French 201 or the equivalent. This course is a continuation of French 201. Contemporary literature and composition are studied. (3 Lec.)

GEOGRAPHY

GPY 101 Physical Geography (3)
(Common Course Number GEOG 1301)
The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)

GPY 102 Economic Geography (3)
(Common Course Number GEOG 2312)
The relation of humans to their environment is studied. Included is the use of natural resources. Problems of production, manufacturing, and distributing goods are explored. Primitive subsistence and commercialism are considered. (3 Lec.)

GPY 103 Cultural Geography (3)
This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion. (3 Lec.)

GPY 104 World Regional Geography (3)
(Common Course Number GEOG 1303)
A study of major developing and developed regions with emphasis on awareness of prevailing world conditions and developments, including emerging conditions and trends, and awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. (3 Lec.)

GEOLOGY

GEO 101 Physical Geology (4)
(Common Course Number GEOL 1403)
This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec.,3 Lab.)

GEO 102 Historical Geology (4)
(Common Course Number GEOL 1404)
This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)

GEO 103 Introduction To Oceanography (3)
(Common Course Number GEOL 1345)
The physical and chemical characteristics of ocean water, its circulation, relationship with the atmosphere, and the effect on the adjacent land are investigated. The geological development of the ocean basins and the sediment in them is also considered. Laboratory fee. (2 Lec., 2 Lab.)

GEO 205 Field Geology (4)
Prerequisites: Eight credit hours of geology or demonstrated competence approved by the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 3 Lab.)

GOVERNMENT

GVT 201 American Government (3)
(Common Course Number GOVT 2301)
Prerequisite: Sophomore standing recommended. 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. (3 Lec.)

GVT 202 American Government (3)
(Common Course Number GOVT 2302)
Prerequisite: Sophomore standing recommended. 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. (3 Lec.)

HISTORY

HST 101 History Of The United States (3)
(Common Course Number HIST 1301)
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. (This course is offered on campus and may be offered via television.) (3 Lec.)

HST 102 History Of The United States (3)
(Common Course Number HIST 1302)
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. (This course is offered on campus and may be offered via television.) (3 Lec.)

HST 103 World Civilizations (3)
(Common Course Number HIST 2321)
This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

HST 104 World Civilizations (3)
(Common Course Number HIST 2322)
This course is a continuation of History 103. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

HST 105 Western Civilization (3)
(Common Course Number HIST 2311)
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.)

HST 106 Western Civilization (3)
(Common Course Number HIST 2312)
This course is a continuation of History 105. It follows the development of 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.)

HST 205 Advanced Historical Studies (3)
(Common Course Number HIST 2341)
Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. (3 Lec.)

HUMAN DEVELOPMENT

HD 092 Student Success (3)
In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)

HD 100 Educational Alternatives (1)
The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision- making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

HD 104 Educational And Career Planning (3)
This course is designed to teach students the ongoing process of decision-making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

HD 105 Basic Processes Of Interpersonal Relationships (3)
This course is designed to help the student develop a self-awareness that will enable him/her to relate more effectively to others. Students are made aware of their feelings, values, attitudes, verbal and nonverbal behaviors. The course content, which utilizes an experiential model, also focuses on developing communication and problem-solving skills. (3 Lec.)

HD 106 Personal And Social Growth (3)
This course focuses on the interactions between the individual and the social structures in which he/she lives. Roles, social influences and personal adjustments to the world around us are explored in readings and classroom discussion. Human behavior, the diversity of lifestyles and the components of a healthy personality are studied in an effort to develop a pattern for growth that demonstrates a responsibility to self and society. (3 Lec.)

HD 107 Developing Leadership Behavior (3)
The basic purpose of this course is to help the student develop leadership and human relation skills. Topics include individual and group productivity, value systems, appropriate communication skills, and positive attitudes in a group environment. The concepts of leadership are explored through both theory and practice. These leadership activities can be applied to the student's personal, business, and professional interactions. (3 Lec.)

HD 108 The Master Student Course (3)
This course will provide an opportunity for the student to learn, practice and adopt specific strategies to support his or her success in college. Topics include individual learning skills, self-monitoring, goal-setting, problem solving, critical thinking, stress/time management, understanding motivation and procrastination, test anxiety, memory, creativity, and the importance of supportive relationships. (3 Lec.)

HD 110 Assessment Of Prior Learning (1)
Prerequisite: Limited to students in Technical-Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related noncollegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

HUMANITIES

HUM 101 Introduction To The Humanities (3)
(Common Course Number HUMA 1301)
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.)

HUM 102 Advanced Humanities (3)
(Common Course Number HUMA 1302)
Prerequisite: Humanities 101 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.)

INTERNATIONAL BUSINESS AND TRADE

IBT 275 Introduction to International Business and Trade (3)
The techniques for entering the international marketplace are covered. The impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors on the foreign trade environment are emphasized. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. (3 Lec.)

IBT 276 International Marketing Management (3)
Recommended prerequisites: International Business & Trade 275 and Marketing 206. Opportunities for international trade are explored. Market trends, forecasting, pricing, sourcing, and distribution factors are utilized in the analysis of international marketing strategies. An international export/import marketing and financial plan is developed. (3 Lec.)

IBT 277 International Comparative Management (3)
Recommended prerequisite: International Business & Trade 275. Cross-cultural comparisons of management and trade practices are made. Cultural and geographic distinctions and antecedents that affect individual, group, and organizational behavior are emphasized. The sociocultural, demographic, economic, technological, and political-legal environments of cluster countries grouped by culture are related to organizational communication and decision making. (3 Lec.)

IBT 278 International Finance (3)
Recommended prerequisites: Economics 201 and International Business & Trade 275. This course covers the international monetary system, financial markets, flow of capital, foreign exchange and financial institutions. Export-import payments and financing including the preparation of letters of credit, shipping documentation, and electronic transfers are provided. An introduction to multinational financial decisions, such as financing foreign investment or working capital, is made. (3 Lec.)

IBT 279 International Business Law (3)
Recommended prerequisites: Business 234 and International Business & Trade 275. This course focuses on law as it applies to international business transactions in the global political-legal environment. Study is made of interrelationships among laws of different countries and the legal effects on individuals and business organizations. Topics introduced include international contracts and administration, regulation of exports and imports, technology transfers, regional transactions, intellectual property, and product liability. (3 Lec.)

JOURNALISM

JN 101 Introduction To Mass Communications (3)
This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)

JN 102 News Gathering And Writing (3)
Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

MACHINE SHOP

MS 130 Introduction To Turning And Milling (3)
This is a basic course designed to provide practical and theoretical experience on the lathe and milling machine. A series of lab exercises will provide the student with hands on experience in set up and operation of the machines. All lab exercises will be produced using engineering drawings. Precision tools will be used to measure drawing tolerances. Special emphasis will be placed on safety and good housekeeping in a machine shop environment. (1 Lec., 4 Lab.)

MS 133 Basic Lathe (5)
Practical experience is provided in the use of hand tools, layout, and hand threading. Various types of drill press work and engine lathe operations are introduced. Emphasis is on safety measures. The types and uses of machine oils, greases, coolants, and cutting oils are also included. Laboratory fee. (1 Lec., 8 Lab.)

MS 134 Basic Milling Machine (5)
This course focuses on hand threading. Drill press work and milling machine operations are presented. Machine parts, cutters, and arbors are covered. Emphasis is on safety measures. The types and uses of machine oils, greases, coolants, and cutting oils are also included. Laboratory fee. (1 Lec., 8 Lab.)

MS 233 Advanced Lathe (5)
This course is the advanced study of the engine lathe. Skill is developed in making open setups and in locating holes by means of layout and triangulation. Various attachments and accessories are used. Surface grinding and grinding wheel safety are introduced. Laboratory fee. (1 Lec., 8 Lab.)

MS 234 Advanced Milling Machine (5)
This course is the advanced study of the milling machine. Skill is developed in making open setups and in locating holes by means of layout and triangulation. Various attachments and accessories are used. Surface grinding and grinding wheel safety are introduced. Laboratory fee. (1 Lec., 8 Lab.)

MANAGEMENT

MGT 136 Principles Of Management (3)
This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (3 Lec.)

MGT 153 Small Business Management (3)
Small Business Management presents an introductory view of the basic entrepreneurial strategies for planning, financing, establishing, and operating a small business. Resources for both initial start-up and day-to-day operations are emphasized including market research, site selection, and such services as financial, legal, and accounting. (3 Lec.)

MGT 171 Introduction To Supervision (3)
This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, leading, motivating, communicating, and counseling. (3 Lec.)

MGT 210 Small Business Capitalization, Acquisition And Finance (3)
Prerequisite: Accounting 201 or demonstrated competence approved by instructor. The student studies alternative strategies of financial planning, capitalization, profits, acquisition, ratio analysis, and other related financial operations required of small business owners. The preparation and presentation of a loan proposal are included. (3 Lec.)

MGT 211 Small Business Operations (3)
Skills in decision making necessary for the operation of a small business are covered. Topics include strategic planning, forecasting, organizational structure, and the expansion of such business functions as human resources, marketing, finance and accounting, purchasing, and control processes. (3 Lec.)

MGT 212 Special Problems In Business (1)
Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed on relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three credit hours. (1 Lec.)

MGT 237 Organizational Behavior (3)
The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

MGT 242 Human Resources Management (3)
This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor/management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered. (3 Lec.)

MGT 244 Problem Solving And Decision-Making (3)
The decision-making process and problem-solving as key components are the focus of this course. Topics include: individual, group, and organizational decision-making; logical and creative problem- solving techniques; and the use of decision aids by managers. Application of theory is provided by experiential activities such as small group discussions, case studies, and simulations. (3 Lec.)

MGT 704 Cooperative Work Experience (4)
Prerequisite: Previous credit in or concurrent enrollment in Management 171 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving leadership skills and goal-setting. (1 Lec., 20 Lab.)

MGT 714 Cooperative Work Experience (4)
Prerequisite: Previous credit in or concurrent enrollment in Management 242 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on the role of managers in job analysis/job descriptions and interviewing techniques. (1 Lec., 20 Lab.)

MGT 804 Cooperative Work Experience (4)
Prerequisite: Previous credit in or concurrent enrollment in Management 237 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving motivational techniques and communicating. (1 Lec., 20 Lab.)

MGT 814 Cooperative Work Experience (4)
Prerequisite: Previous credit in or concurrent enrollment in Management 244 or demonstrated competence approved by the instructor. This course is designed to develop the competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on individual and group decision-making and rational and creative problem solving. (1 Lec., 20 Lab.)

(PSA) See POSTAL SERVICE ADMINISTRATION

MARKETING

MKT 137 Principles Of Retailing (3)
The operation of the retail system of distribution is examined. Topics include consumer demand, requirements, computer use, store location and layout, and credit policies. Interrelationships are emphasized. (3 Lec.)

MKT 206 Principles Of Marketing (3)
The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed. (3 Lec.)

MKT 230 Salesmanship (3)
The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach, and sales techniques are studied. (3 Lec.)

MKT 233 Advertising And Sales Promotion (3)
This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, and methods of stimulating sales people and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities. (3 Lec.)

MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the Learning Resources Center.)

MTH 101 College Algebra (3)
(Common course number MATH 1314)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. 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.)

MTH 102 Plane Trigonometry (3)
(Common course number MATH 1316)
Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

MTH 111 Mathematics For Business And Economics I (3)
(Common course number MATH 1324)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. 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.)

MTH 112 Mathematics For Business And Economics II (3)
(Common course number MATH 1325)
Prerequisite: Mathematics 111. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

MTH 115 College Mathematics I (3)
(Common course number MATH 1332)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. 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.)

MTH 116 College Mathematics II (3)
(Common course number MATH 1333)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. 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.)

MTH 121 Analytic Geometry (3)
(Common course number MATH 1348)
Prerequisite: Mathematics 102 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.)

MTH 124 Calculus I (5)
(Common course number MATH 2513)
Prerequisite: Mathematics 109 or 121 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

MTH 130 Business Mathematics (3)
Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 or the equivalent. This course is intended primarily for students in specialized occupational programs. It is a study of simple and compound interest, bank discount, payrolls, taxes, insurance, mark up and mark down, corporate securities, depreciation, and purchase discounts. (3 Lec.)

MTH 195 Technical Mathematics I (3)
Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 or the equivalent. This course is designed for technical students. It covers the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

MTH 196 Technical Mathematics II (3)
Prerequisite: Mathematics 195. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions, and the solution of triangles. (3 Lec.)

MTH 202 Introductory Statistics (3)
(Common course number MATH 1342)
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.)

MTH 225 Calculus II (4)
(Common course number MATH 2414)
Prerequisite: Mathematics 124 or the 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.)

MTH 226 Calculus III (3)
(Common course number MATH 2315)
Prerequisite: Mathematics 225 or the equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

MTH 230 Differential Equations (3)
(Common course number MATH 2320)
Prerequisite: Mathematics 225 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

MUSIC

MUS 104 Music Appreciation (3)
(Common course number MUSI 1306)
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.)

MUS 110 Music Literature (3)
(Common course number MUSI 1308)
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.)

MUS 111 Music Literature (3)
(Common course number MUSI 1309)
This course is a continuation of Music 110. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

MUS 113 Foundations Of Music I (3)
(Common course number MUSI 1300)
This course is the initial course to prepare students with limited music training for Music 145. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

MUS 114 Foundations Of Music II (3)
Prerequisite: Music 113 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 145 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

MUS 117 Piano Class I (1)
(Common course number MUSI 1181)
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.)

MUS 118 Piano Class II (1)
(Common course number MUSI 1182)
Prerequisite: Music 117 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.)

MUS 119 Guitar Class I (1)
(Common course number MUSI 1192)
This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)

MUS 120 Guitar Class II (1)
(Common course number MUSI 1193)
Prerequisite: Music 119 or demonstrated competence approved by the instructor. This course is a continuation of Music 119. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

MUS 121-143 Applied Music-Minor (1)
This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

MUS 121 Applied Music-Piano (1)
(Common Course Number MUAP 1169)

MUS 122 Applied Music-Organ (1)
(Common Course Number MUAP 1165)

MUS 123 Applied Music-Voice (1)
(Common Course Number MUAP 1181)

MUS 128 Applied Music-Flute (1)
(Common Course Number MUAP 1117)

MUS 129 Applied Music-Oboe (1)
(Common Course Number MUAP 1121)

MUS 130 Applied Music-Clarinet (1)
(Common Course Number MUAP 1129)

MUS 131 Applied Music-Bassoon (1)
(Common Course Number MUAP 1125)

MUS 132 Applied Music-Saxophone (1)
(Common Course Number MUAP 1133)

MUS 133 Applied Music-Trumpet (1)
(Common Course Number MUAP 1137)

MUS 134 Applied Music-French Horn (1)
(Common Course Number MUAP 1141)

MUS 135 Applied Music-Trombone (1)
(Common Course Number MUAP 1145)

MUS 136 Applied Music-Baritone (1)
(Common Course Number MUAP 1149)

MUS 137 Applied Music-Tuba (1)
(Common Course Number MUAP 1153)

MUS 138 Applied Music-Percussion (1)
(Common Course Number MUAP 1157)

MUS 140 Applied Music-Guitar (1)
(Common Course Number MUAP 1161)

MUS 141 Applied Music-Electric Bass (1)
(Common Course Number MUAP 1115)

MUS 143 Applied Music-Drum Set (1)
(Common Course Number MUAP 1158)

MUS 145 Music Theory I (3)
(Common Course Number MUSI 1311)
Prerequisite: Music 113 and 114 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 161 enroll in this course. (3 Lec.)

MUS 146 Music Theory II (3)
(Common Course Number MUSI 1312)
Prerequisite: Music 145 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 162 enroll in this course. (3 Lec.)

MUS 150 Chorus (1)
(Common Course Number 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.)

MUS 151 Voice Class I (1)
(Common Course Number MUSI 1183)
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.)

MUS 152 Voice Class II (1)
(Common Course Number MUSI 1184)
This course is a continuation of Music 151. 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.)

MUS 153 Digital Music Production (3)
(Common Course Number COMM 2303)
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. (2 Lec., 1 Lab.)

MUS 154 Digital Music Production (3)
Prerequisite: Successful completion of Music 153 or demonstrated competence approved by the instructor. This course is a continuation of Music 153 and will present advanced concepts in music production. (2. Lec., 1 Lab.)

MUS 156 Madrigal Singers (1)
(Common Course Number MUSI 1152)
A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

MUS 160 Band (1)
(Common Course Number MUSI 1237)
Prerequisite: Demonstrated competence approved by the instructor. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)

MUS 161 Musicianship I (1)
(Common Course Number MUSI 1116)
Prerequisite: Music 113 and 114 or demonstrated competence approved by the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 145 enroll in this course. (3 Lab.)

MUS 162 Musicianship II (1)
(Common Course Number MUSI 1117)
Prerequisite: Music 161. This course is a continuation of Music 161. It is recommended that students enrolled in Music 146 enroll in this course. (3 Lab.)

MUS 174 Keyboard Ensemble (1)
(Common Course Number 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.)

MUS 181 Lab Band (1)
(Common Course Number MUSI 2237)
Prerequisite: Demonstrated competence approved by the instructor. Students study and perform various forms of commercial music, such as jazz, pop, avant-garde, and fusion. Student arranging, composing, and conducting are encouraged. This course may be repeated for credit. (3 Lab.)

MUS 217 Piano Class III (1)
(Common Course Number MUSI 2181)
Prerequisite: Music 117 and 118 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.)

MUS 218 Piano Class IV (1)
(Common Course Number MUSI 2182)
Prerequisite: Music 217 or demonstrated competence of the instructor. This course is a continuation of functional keyboard skills in Music 217 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.)

MUS 221-241 Applied Music-Concentration (2)
This course is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of one hour of instruction per week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

MUS 221 Applied Music-Piano (2)
(Common Course Number MUAP 2269)

MUS 222 Applied Music-Organ (2)
(Common Course Number MUAP 2265)

MUS 223 Applied Music-Voice (2)
(Common Course Number MUAP 2281)

MUS 228 Applied Music-Flute (2)
(Common Course Number MUAP 2217)

MUS 229 Applied Music-Oboe (2)
(Common Course Number MUAP 2221)

MUS 230 Applied Music-Clarinet (2)
(Common Course Number MUAP 2229)

MUS 231 Applied Music-Bassoon (2)
(Common Course Number MUAP 2225)

MUS 232 Applied Music-Saxophone (2)
(Common Course Number MUAP 2233)

MUS 233 Applied Music-Trumpet (2)
(Common Course Number MUAP 2237)

MUS 234 Applied Music-French Horn (2)
(Common Course Number MUAP 2241)

MUS 235 Applied Music-Trombone (2)
(Common Course Number MUAP 2245)

MUS 236 Applied Music-Baritone (2)
(Common Course Number MUAP 2249)

MUS 237 Applied Music-Tuba (2)
(Common Course Number MUAP 2253)

MUS 238 Applied Music-Percussion (2)
(Common Course Number MUAP 2257)

MUS 240 Applied Music-Guitar (2)
(Common Course Number MUAP 2261)

MUS 241 Applied Music-Electric Bass (2)
(Common Course Number MUAP 2215)

MUS 245 Music Theory III (3)
(Common Course Number MUSI 2311)
Prerequisite: Music 145 and 146 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 271 enroll in this course. (3 Lec.)

MUS 246 Music Theory IV (3)
(Common Course Number MUSI 2312)
Prerequisite: Music 245 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 245. 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 272 enroll in this course. (3 Lec.)

MUS 251-270 Applied Music-Major (3)
This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's major instrument and consists of one hour of instruction per week. Laboratory fee. (1 Lec.)

MUS 251 Applied Music-Piano (3)
(Common Course Number MUAP 2369)

MUS 252 Applied Music-Organ (3)
(Common Course Number MUAP 2365)

MUS 253 Applied Music-Voice (3)
(Common Course Number MUAP 2381)

MUS 258 Applied Music-Flute (3)
(Common Course Number MUAP 2317)

MUS 259 Applied Music-Oboe (3)
(Common Course Number MUAP 2321)

MUS 260 Applied Music-Clarinet (3)
(Common Course Number MUAP 2329)

MUS 261 Applied Music-Bassoon (3)
(Common Course Number MUAP 2325)

MUS 262 Applied Music-Saxophone (3)
(Common Course Number MUAP 2333)

MUS 263 Applied Music-Trumpet (3)
(Common Course Number MUAP 2337)

MUS 264 Applied Music-French Horn (3)
(Common Course Number MUAP 2341)

MUS 265 Applied Music-Trombone (3)
(Common Course Number MUAP 2345)

MUS 266 Applied Music-Baritone (3)
(Common Course Number MUAP 2349)

MUS 267 Applied Music-Tuba (3)
(Common Course Number MUAP 2353)

MUS 268 Applied Music-Percussion (3)
(Common Course Number MUAP 2357)

MUS 270 Applied Music-Guitar (3)
(Common Course Number MUAP 2361)

MUS 271 Musicianship III (1)
(Common Course Number MUSI 2116)
Prerequisite: Music 161 and 162 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 245 enroll in this course. (3 Lab.)

MUS 272 Musicianship IV (1)
(Common Course Number MUSI 2118)
Prerequisite: Music 271 or demonstrated competence approved by the instructor. This course is a continuation of Music 271. It is recommended that students enrolled in Music 246 enroll in this course. (3 Lab.)

OFFICE TECHNOLOGY

OFC 143 Contemporary Topics In Office Technology (1)
Prerequisites: Demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office technology fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours. (1 Lec.)

OFC 144 Contemporary Topics In Office Technology (2)
Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. (2 Lec.)

OFC 145 Contemporary Topics In Office Technology (3)
Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. (3 Lec.)

OFC 150 Automated Filing Procedures (3)
Prerequisite: Office Technology 172 or demonstrated competence approved by the instructor. This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

OFC 159 Beginning Shorthand (4)
Prerequisite: Credit or concurrent enrollment in Office Technology 172 or demonstrated competence approved by the instructor. The principles of Gregg Shorthand are introduced. Included is the development of the ability to read, write, and transcribe shorthand outlines. Knowledge of the mechanics of English is also developed. Laboratory fee. (3 Lec., 2 Lab.)

OFC 160 Office Calculating Machines (3)
This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Laboratory fee. (3 Lec.)

OFC 162 Office Procedures (3)
Prerequisites: Office Technology 173 or concurrent enrollment or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

OFC 166 Intermediate Shorthand (4)
Prerequisites: Office Technology 159 and Office Technology 172 or demonstrated competence approved by the instructor. The principles of Gregg Shorthand are studied. Emphasis is on increased speed dictation, accuracy in typing from shorthand notes, and beginning techniques of transcription skills. Also included are oral reading, speed building, and grammar. Office Careers 166 is equivalent to Office Technology 187, 188, and 189. Laboratory fee. (3 Lec., 2 Lab.)

OFC 167 Legal Terminology And Transcription (3)
Prerequisites: Office Technology 173 and Office Technology 185 or concurrent enrollment or demonstrated competence approved by the instructor. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

OFC 172 Beginning Typing (3)
This course is for students with no previous training in typing. Fundamental techniques in typing are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Office Technology 172 is equivalent to Office Technology 176, 177, and 178. Laboratory fee. (2 Lec., 3 Lab.)

OFC 173 Intermediate Typing (3)
Prerequisites: Office Technology 172 or demonstrated competence approved by the instructor. Typing techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in typing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

OFC 176 Keyboarding (1)
This course is for students with no previous training in typing. The course introduces the typewriter parts. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

OFC 179 Office Information Systems Concepts (2)
Prerequisite: Office Technology 172. This course introduces information/word processing and describes its effect on traditional office operations. Basic information/word processing principles, concepts, terminology and advantages of word processing systems are introduced. This course does not include the operation of a wordprocessor or microcomputer. (2 Lec.)

OFC 182 Introduction To Word Processing (1)
Prerequisites: Office Technology 173 and Office Technology 179 or concurrent enrollment. This course introduces the fundamental techniques required in the operation of word processing software. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different emphasis. Laboratory fee. (2 Lab.)

OFC 183 Keyboarding For Speed And Accuracy (1)
This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Typing or Advanced Typing Applications. May be repeated for credit. Laboratory fee. (2 Lab.)

OFC 185 Basic Machine Transcription (1)
Prerequisites: Office Technology 173 or concurrent enrollment. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Automated equipment and audio transcription machines are used. Laboratory fee. (1 Lec., I Lab.)

OFC 192 Office Machines I (1)
Business mathematical skills needed to operate office calculators are reviewed. Speed and accuracy skills using ten-key touch are developed. Laboratory fee. (1 Lec.)

OFC 231 Business Communications (3)
Prerequisites: Office Technology 172 or demonstrated competence approved by the instructor and English 101. This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence, proposals, and reports is made. (3 Lec.)

OFC 266 Advanced Shorthand (4)
Prerequisites: Office Technology 166 and Office Technology 173 or demonstrated competence approved by the instructor. Emphasis is on building dictation speed. Producing mailable, typed transcriptions under timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed. Laboratory fee. (3 Lec., 2 Lab.)

OFC 273 Advanced Typing Applications. (2)
Decision-making and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

OFC 274 Legal Secretarial Procedures (3)
Prerequisite: Completion of, or concurrent enrollment in, Office Technology 167, or demonstrated competence approved by the instructor. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a legal secretary are described. (3 Lec.)

OFC 282 Word Processing Applications (1)
Prerequisites: Office Technology 190 or 182 and completion of or concurrent enrollment in Office Technology 185. This course is designed for students who have a basic knowledge of word processing. Advanced word processing concepts and machine functions are developed. Special emphasis is placed on producing mailable documents. May be repeated for credit using different emphasis. Laboratory fee. (2 Lab.)

OFC 283 Specialized Software I (1)
Prerequisites: Office Technology 282 or demonstrated competence approved by the instructor. Current information/word processing technology is presented. Specialized applications are performed using automated equipment which the student has previously mastered. Applications may include graphics, math functions, spreadsheets, databases, desk top publishing, and the use of other software packages. Microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

OFC 284 Specialized Software II (1)
Prerequisite: Office Technology 283 or demonstrated competence approved by the instructor. Current information/word processing technology is presented. Specialized applications are performed using automated equipment that the student has previously mastered. More advanced applications may include graphics, math functions, spreadsheets, databases, and desk top publishing. This course may be repeated for credit using different emphasis/equipment. (2 Lab.)

OFC 285 Applied Machine Transcription (1)
Prerequisites: Office Technology 173 or 190 and Office Technology 185 or demonstrated competence approved by the instructor. This course is designed for students with basic skills in machine transcription. Emphasis is placed on increasing accuracy and speed in the timed transcription of recorded information. Composing and dictating business communications are introduced. Laboratory fee. (1 Lec., 1 Lab.)

OFC 703 Cooperative Work Experience (3)
Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 15 Lab.)

OFC 704 Cooperative Work Experience (4)
Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 20 Lab.)

OFC 713 Cooperative Work Experience (3)
Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 15 Lab.)

OFC 714 Cooperative Work Experience (4)
Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 20 Lab.)

OFC 803 Cooperative Work Experience (3)
Prerequisites: Completion of previous Office Technology 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

OFC 804 Cooperative Work Experience (4)
Prerequisites: Completion of previous Office Technology 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 20 Lab.)

PHILOSOPHY

PHI 101 Introduction To Philosophy (3)
(Common Course Number PHIL 1301)
The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

PHI 105 Logic (3)
(Common Course Number PHIL 2303)
The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.)

PHI 203 Ethics (3)
(Common Course Number PHIL 2306)
The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life. (3 Lec.)

PHI 207 History Of Ancient Philosophy (3)
(Common Course Number PHIL 2316)
The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre- Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)

PHI 208 History Of Modern Philosophy (3)
(Common Course Number PHIL 2317)
The history of philosophy from the Renaissance through the 19th century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)

PHOTOGRAPHY

PHO 110 Introduction To Photography And Photojournalism (3)
Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. Laboratory fee. (2 Lec., 4 Lab.)

PHO 111 Advanced Photography And Photojournalism (3)
Prerequisite: Photography 110 or demonstrated competence approved by the instructor. Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)

PHO 122 Commercial Photography I (3)
Prerequisites: Photography 110 and 111 or demonstrated competence approved by the instructor. Commercial or contract photography is studied. Field, studio, and darkroom experiences for various kinds of photography are discussed. Social, portrait, studio, fashion, publicity, landscape, and product photography, as well as portfolio development, are included. The use of natural and artificial lighting is covered. Laboratory fee. (2 Lec., 4 Lab.)

PHO 123 Commercial Photography II (3)
Prerequisites: Photography 110 and 111 or demonstrated competence approved by the instructor. This course is a continuation of Photography 122. Publicity, architectural, interior, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges may be made with sample clients, employers, studios, and agencies. Laboratory fee. (2 Lec., 4 Lab.)

PHYSICAL EDUCATION

PEH 100 Lifetime Sports Activities (1)
(Common Course Number PHED 1100)
Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

PEH 101 Health For Today (3)
(Common Course Number PHED 1304)
Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. (This course is offered on campus and may be offered via television.) (3 Lec.)

PEH 104 Beginning Soccer (1)
(Common Course Number PHED 1102)
Course content emphasizes the basic playing skills of both indoor and outdoor soccer at the beginner level, as well as rules, strategies, safety, offensive and defensive patterns of play, and competitive activities. Laboratory fee. (3 Lab.)

PEH 112 Beginning Softball (1)
(Common Course Number PHED 1104)
Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. Laboratory fee. (3 Lab.)

PEH 113 Beginning Racquetball (1)
(Common Course Number PHED 1105)
Basic racquetball skills, rules and strategies are taught and class tournaments are conducted. Laboratory fee. (3 Lab.)

PEH 115 Physical Fitness (1)
(Common Course Number PHED 1164)
Students are introduced to health 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. Laboratory fee. (3 Lab.)

PEH 118 Beginning Golf (1)
(Common Course Number PHED 1109)
Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping, and etiquette are included. Equipment is furnished. Laboratory fee. (3 Lab.)

PEH 119 Beginning Tennis (1)
(Common Course Number PHED 1110)
This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Equipment is furnished. Laboratory fee. (3 Lab.)

PEH 120 Beginning Bowling (1)
(Common Course Number PHED 1111)
Basic bowling skills at the beginner level as well as rules, strategies, safety, scoring and competitive activities are emphasized. All classes are conducted at an off-campus bowling lane. Lane fee. Laboratory fee. (3 Lab.)

PEH 122 Beginning Gymnastics (1)
(Common Course Number PHED 1113)
Beginning level skills in both men's and women's all-around gymnastic events are emphasized. Men's events include horizontal bar, pommel horse, rings, vaulting, floor exercise, and parallel bars. Women's events include floor exercise, vaulting, balance beam, and uneven parallel bars. Basic tumbling skills are also included. All appropriate events will be incorporated into a beginner's level routine. Laboratory fee. (3 Lab.)

PEH 123 Beginning Swimming (1)
(Common Course Number PHED 1114)
This course is designed to teach a non-swimmer or a shallow water swimmer to become a safe and efficient deep water swimmer. After the development of sufficient skills to perform a modified crawl stroke, the elementary back stroke, survival floating, jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. Laboratory fee. (3 Lab.)

PEH 125 Conditioning Exercise (1)
(Common Course Number PHED 1116)
This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. Laboratory fee. (3 Lab.)

PEH 127 Beginning Basketball And Volleyball (1)
(Common Course Number PHED 1117)
Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. Laboratory fee. (3 Lab.)

PEH 131 Weight Training And Conditioning (1)
(Common Course Number PHED 1119)
Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)

PEH 133 Jogging for Fitness (1)
(Common Course Number PHED 1121)
Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)

PEH 135 Walking For Fitness (1)
(Common Course Number PHED 1123)
This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. (3 Lab.)

PEH 137 Aerobic Dance (1)
(Common Course Number PHED 1124)
This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. Laboratory fee. (3 Lab.)

PEH 142 Divemaster (2)
Prerequisite: Physical Education 228 or demonstrated competence approved by the instructor and current CPR and First Aid certification. This course is designed for the advanced diver who seeks additional training as an instructional assistant responsible for the organization, teaching and safety of scuba divers. Students who successfully complete this course will receive divemaster certification. Laboratory fee. (1 Lec., 2 Lab.)

PEH 143 Aquatic Fitness (1)
(Common Course Number PHED 1125)
This course is designed to promote fitness through the use of water-related activities compatible with a pool environment. Emphasis is placed on water resistant exercises, lap swimming utilizing various kicks and strokes, relays, and a variety of aquatic games. Laboratory fee. (3 Lab.)

PEH 144 Introduction To Physical Education (3)
(Common Course Number PHED 1301)
This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. (3 Lec.)

PEH 200 Lifetime Sports Activities II (1)
(Common Course Number PHED 1130)
Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 200 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

PEH 204 Intermediate Soccer (1)
(Common Course Number PHED 1131)
Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of strategies, safety, offensive and defensive patterns of play and competitive activities are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. (3 Lab.)

PEH 212 Intermediate Softball (1)
(Common Course Number PHED 1132)
Prerequisite: Demonstrated competence approved by the instructor. Emphasis is placed on game strategy, base coaching, preparing a lineup, conducting drills, and performance on hitting, catching, and throwing. Laboratory fee. (3 Lab.)

PEH 213 Intermediate Racquetball (1)
(Common Course Number PHED 1133)
Prerequisite: Demonstrated competence approved by the instructor. This activity course is designed for students seeking to advance their racquetball skill level. The course content covers advanced shot execution, strategy, and the doubles game. Emphasis is placed on improved skill and strategy. Laboratory fee. (3 Lab.)

PEH 215 Intermediate Physical Fitness (1)
(Common Course Number PHED 1134)
Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques of fitness-related activities are developed beyond the beginner level. Laboratory fee. (3 Lab.)

PEH 218 Intermediate Golf (1)
(Common Course Number PHED 1136)
Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual golf course playing are emphasized. Equipment is furnished. Green fees. Laboratory fee. (3 Lab.)

PEH 219 Intermediate Tennis (1)
(Common Course Number PHED 1137)
Prerequisite: Demonstrated competence approved by the instructor. Emphasis is placed on refinement of basic skills and specialty shots. Competitive activities in singles, doubles and mixed doubles will be included. Equipment is furnished. Laboratory fee. (3 Lab.)

PEH 220 Intermediate Bowling (1)
(Common Course Number PHED 1150)
This course is designed for students seeking improvement in the lifetime sport of bowling. The course covers a review of history, etiquette, care and selection of equipment, rules and scoring. Additional information will be provided on handicapping, league play, variation of grips, spot bowling and alley textures. Laboratory fee. (3 Lab.)

PEH 222 Intermediate Gymnastics (1)
(Common Course Number PHED 1139)
Prerequisite: Demonstrated competence approved by the instructor. Basic tumbling and the all-around events for men and women will be emphasized at the intermediate performance level. Course emphasis is placed on the development, preparation and presentation of gymnastic routines. Laboratory fee. (3 Lab.)

PEH 223 Intermediate Swimming (1)
(Common Course Number PHED 1140)
Prerequisite: Demonstrated competence approved by the instructor. The correct performance of the crawl, elementary back stroke, side and breast strokes will be emphasized. Some speed and endurance swimming will be required. Laboratory fee. (3 Lab.)

PEH 225 Scuba Diving (2)
Prerequisite: Demonstrated competence approved by the instructor. This course includes instruction in the proper use of equipment, safety, physiology and open water diving. Students completing course requirements receive certification through one of several major accredited associations. Equipment rental fee. Laboratory fee. (1 Lec., 2 Lab.)

PEH 231 Intermediate Weight Training (1)
(Common Course Number PHED 1141)
Prerequisite: Demonstrated competence approved by the instructor. Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)

PEH 233 Intermediate Jogging (1)
(Common Course Number PHED 1143)
Prerequisite: Demonstrated competence approved by the instructor. Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

PEH 235 Walking For Physical Fitness (1)
(Common Course Number PHED 1144)
Prerequisite: Demonstrated competence approved by the instructor. Students participate in a low impact exercise walking program beyond the beginning level. Laboratory fee. (3 Lab.)

PEH 237 Intermediate Aerobic Dance (1)
(Common Course Number PHED 1145)
Prerequisite: Demonstrated competence approved by the instructor. This course emphasizes the development of cardiovascular endurance through a combination of walking, jogging, jumping, etc. Individual fitness levels are developed beyond the beginner level. (3 Lab.)

PEH 257 Advanced First Aid And Emergency Care (3)
(Common Course Number PHED 1306)
This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. (3 Lec.)

PHYSICS

PHY 111 Introductory General Physics (4)
(Common Course Number PHYS 1401)
Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)

PHY 112 Introductory General Physics (4)
(Common Course Number PHYS 1402)
Prerequisite: Physics 111. This course is a continuation of Physics 111. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)

PHY 117 Concepts In Physics (4)
(Common Course Number PHYS 1405)
This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)

PHY 118 Concepts In Physics (4)
(Common Course Number PHYS 1407)
This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)

PHY 131 Applied Physics (4)
Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. This course is primarily for students in technical programs. The properties of matter, mechanics, and heat are introduced. Emphasis is on uses and problem-solving. Laboratory fee. (3 Lec., 3 Lab.)

PHY 201 General Physics (4)
(Common Course Number PHYS 2425)
Prerequisite: Credit or concurrent enrollment in Mathematics 124. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

PHY 202 General Physics (4)
(Common Course Number PHYS 2426)
Prerequisites: Physics 201 and credit or concurrent enrollment in Mathematics 225. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

POSTAL SERVICE ADMINISTRATION

PSA 110 Introduction To Postal Service (3)
This course depicts and compares the private, corporate, and government agencies which have been responsible for mail services throughout the world. The current U.S. Postal Organization, mandated by public law, is studied as well as postal philosophy, policies, procedures, rules, regulations, planning, and organization cost control. (3 Lec.)

PSA 120 Mail Processing (3)
Through discussions of mail processing and transportation procedures of the U.S. Postal Service, this course will provide the student with an in-depth view of flow characteristics involved in movement of mail from sender to recipient. The course will also include a study of the systems devised to attain maximum efficiency in mail handling with a minimum of errors. (3 Lec.)

PSA 122 Customer Services (3)
This course provides functional information about mail delivery and collection systems and in-depth information about services provided for postal customers. Included in the course are rural and city delivery/systems, marketing of postal products and service, and techniques of effective public relations. (3 Lec.)

PSA 216 Postal Management (3)
This course will provide an overview of the laws and practices leading to the current labor situation in the postal service. Discussion will focus on the Equal Employment Opportunity Act, the development of labor unions, national and local agreements, grievance procedures and disciplinary action procedures. The student is given an opportunity to apply practical Postal Service and management theories in system analysis, problem solving grids and other tools of management decision making to arrive at solutions of Postal Service problems. (3 Lec.)

PSYCHOLOGY

PSY 101 Introduction To Psychology (3)
(Common Course Number PSYC 2301)
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.)

PSY 103 Human Sexuality (3)
(Common Course Number PSYC 2306)
Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

PSY 131 Applied Psychology And Human Relations (3)
Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

PSY 201 Developmental Psychology (3)
(Common Course Number PSYC 2314)
Prerequisite: Psychology 101. 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.)

QUALITY CONTROL TECHNOLOGY

QCT 121 Introduction To Quality Control (2)
Prerequisite: Credit or concurrent enrollment in Math 195. This course introduces some of the concepts and techniques currently being used by industry to prevent defective products from reaching the consumer. Included are reliability analysis, control charts, inspection and sampling plans. The language, terminology and organization of typical industry quality control functions are studied. Elementary probability and statistics concepts are presented as background. (2 Lec.)

QCT 122 Dimensional Measurement (3)
Prerequisite: Credit or concurrent enrollment in Quality Control Technology 121 or demonstrated competence approved by the instructor. This course provides an opportunity to obtain a practical and theoretical understanding of many types of mechanical and optical measuring devices which are used in dimensional inspection. Laboratory fee. (2 Lec., 2 Lab.)

READING

RD 101 College Reading And Study Skills (3)
Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, note taking, underlining, concentrating, and memory. (3 Lec.)

RELIGION

REL 101 Religion In American Culture (3)
This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life. (3 Lec.)

REL 102 Contemporary Religious Problems (3)
Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)

REL 201 Major World Religions (3)
This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)

SOCIOLOGY

SOC 101 Introduction To Sociology (3)
(Common Course Number SOCI 1301)
This course is a study of the nature of society and the sources of group life, culture and social conflict. Topics include institutions, social change, processes, and problems. (3 Lec.)

SOC 102 Social Problems (3)
(Common Course Number SOCI 1306)
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.)

SOC 203 Marriage And Family (3)
(Common Course Number SOCI 2301)
Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included. (3 Lec.)

SOC 204 American Minorities (3)
(Common Course Number SOCI 2319)
Prerequisite: Sociology 101 or six hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

SPANISH

SPA 101 Beginning Spanish (4)
(Common Course Number SPAN 1411)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

SPA 102 Beginning Spanish (4)
(Common Course Number SPAN 1412)
Prerequisite: Spanish 101 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

SPA 201 Intermediate Spanish (3)
(Common Course Number SPAN 2311)
Prerequisite: Spanish 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

SPA 202 Intermediate Spanish (3)
(Common Course Number SPAN 2312)
Prerequisite: Spanish 201 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 201. Contemporary literature and composition are studied. (3 Lec.)

SPEECH COMMUNICATION

SC 101 Introduction To Speech Communication (3)
(Common Course Number SPCH 1311)
Theory and practice of speech communication behavior in one-to- one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

SC 105 Fundamentals Of Public Speaking (3)
(Common Course Number SPCH 1315)
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.)

SC 109 Voice And Articulation (3)
(Common Course Number SPCH 1342)
Students may register for either Speech Communication 109 or Theatre 109 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.)

THEATRE

THE 102 Contemporary Theatre (3)
This course is a study of the modern theatre. The historical background and traditions of each style are included. Emphasis is on understanding the social, culture, and aesthetic significance of each style. A number of modern plays are read and selected video tapes are viewed. (3 Lec.)

THE 103 Stagecraft I (3)
(Common Course Number DRAM 1330)
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.)

THE 105 Make-Up For The Stage (3)
(Common Course Number DRAM 1341)
The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)

THE 106 Acting I (3)
(Common Course Number DRAM 1351)
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.)

THE 107 Acting II (3)
(Common Course Number DRAM 1352)
Prerequisite: Theatre 106 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 106. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

THE 109 Voice And Articulation (3)
Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

THE 110 History Of Theatre I (3)
(Common Course Number DRAM 2361)
Theatre is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

THE 112 Beginning Dance Technique In Theatre (3)
(Common Course Number DANC 1345)
Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements. Body balance, manipulation of trunk and limbs, and the rhythmic flow of physical energy are developed. (2 Lec., 3 Lab.)

THE 113 Intermediate Dance (3)
(Common Course Number DANC 1346)
Prerequisite: Theatre 112 or demonstrated competence approved by the instructor. Various aspects of dance are surveyed. Topics include the role of dance in total theatre, the evolution of dance styles, and the jazz style. Emphasis is on the flow of movement, body placement, dynamic intensity, level, focus, and direction. (2 Lec., 3 Lab.)

THE 114 Rehearsal And Performance I (1)
(Common Course Number DRAM 1120)
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.)

THE 199 Demonstration Lab (1)
Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)

THE 201 Television Production I (3)
Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and videotape recording. (2 Lec., 3 Lab.)

THE 202 Television Production II (3)
Prerequisite: Theatre 201. This course is a continuation of Theatre 201. Emphasis is on the concept and technique of production in practical situations. (2 Lec., 3 Lab.)

THE 205 Scene Study I (3)
(Common Course Number DRAM 2351)
Prerequisites: Theatre 106 and 107. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)

THE 207 Scene Study II (3)
(Common Course Number DRAM 2352)
Prerequisite: Theatre 205. This course is a continuation of Theatre 205. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

THE 210 Rehearsal And Performance II (2)
(Common Course Number DRAM 1221)
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.)

THE 236 Theatre Workshop (3)
(Common Course Number DRAM 1323)
A course in theatre with emphasis on performance techniques in musical and repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)

WELDING

WE 101 Basic Welding And Cutting Practices (3)
This course is for students who need welding on the job, such as in auto body, auto mechanics, or air conditioning. Emphasis is on setting up and using oxyfuel equipment. Cutting up to and including 3/8" mild steel, welding up to and including 1/8" mild steel, and brazing up to and including 16 ga. mild steel are all included. Setting up and using arc welding equipment are also included. Welding 1/4" through 3/8" mild steel in the flat and vertical position using E60's series electrodes is covered. Laboratory fee. (96 Contact Hours)

WE 111 Oxyfuel I (2)
This course gives both theory and practice in basic tools, equipment and processes used in welding and brazing gauge materials. Lab work includes preparation and performance of welded and brazed joints. Laboratory fee. (60 Contact Hours)

WE 112 Oxyfuel II (2)
Prerequisite: Welding 111. This course give both theory and practice in the basic tools, equipment and procedures used in layout, cutting, shaping, forming and the heat treating of metals. Lab work includes the selection and use of fuel gases for heat treating and the setup and usage of semiautomatic and manual cutting equipment. Laboratory fee. (60 Contact Hours)

WE 113 Shielded Metal Arc Welding I (2)
This course gives both theory and practice in the identification and usage of shielded metal arc welding electrodes. Laboratory work includes the use of E60 and E70 series including low hydrogen electrodes primarily in the flat and horizontal position. Laboratory fee. (60 Contact Hours)

WE 114 Shielded Metal Arc Welding II (2)
Prerequisite: Welding 113. This course includes both theory and laboratory work, emphasizing the production and properties of mild steel alloys. Arc welding equipment setup and operation are also included. Laboratory work will include the use of E60 and E70 series electrodes primarily in the vertical and overhead position. Laboratory fee. (60 Contact Hours)

WE 115 Shielded Metal Arc Welding III (4)
Prerequisite: Welding 114. This course gives both the theory and practice in code quality welding. Laboratory work includes passing standard tests according to the American Welding Society and American Society of Mechanical Engineers for certifying procedures for 3/16" - 3/4" thickness range material in all positions. Laboratory fee. (120 Contact Hours)

WE 116 Shielded Metal Arc Welding IV (4)
Prerequisite: Welding 115. This course is designed to introduce the basis of shielded metal arc welding of pipe. Lab work includes welding 3" through 10" schedule 40 mild steel pipe. The vertical, horizontal rolled and fixed using E60 and E70 series electrodes are included. Laboratory fee. (120 Contact Hours)

WE 117 General Metal Layout (3)
Prerequisite: Computer Aided Design 182 or equivalent. This course gives both theory and practice in blueprint reading, welding symbols, layout work and fabrication techniques of metal weldments. Lab work consists of developing shop drawing and fabrication of designed structures. Laboratory fee. (90 Contact Hours)

WE 118 Welding Inspection And Quality Control (4)
Prerequisites: Welding 117 and six credit hours of welding lab courses or equivalent. This course is both theory and practical application of welding codes, processes, testing procedures, testing equipment and weld discontinuities. Lab work emphasis is on inspection and qualification of welds and welding procedures. (120 Contact Hours)

WE 211 Gas Tungsten Arc Welding I (2)
This course gives both theory and practice in the setup and use of gas-tungsten arc welding of plate. Laboratory work will include setting up and using 18 gauge through 3/8" thick mild steel, stainless and aluminum. Welds will be made primarily in the flat and horizontal positions. Laboratory fee. (60 Contact Hours)

WE 212 Gas Tungsten Arc Welding II (2)
Prerequisite: Welding 211 or equivalent. This course gives both theory and practice in the setup and use of gas tungsten arc welding of pipe. Lab work includes the welding of thin wall tubing and schedule 40 pipe. Welding is primarily in the vertical, horizontal rolled and horizontal fixed positions. Laboratory fee. (60 Contact Hours)

WE 213 Gas Tungsten Arc Welding III (4)
Prerequisite: Welding 212 or equivalent. This is an advanced theory and skills course in the use of gas tungsten arc welding of plate and pipe. Lab work will include passing the standard qualification test in a variety of metals in all positions. Laboratory fee. (120 Contact Hours)

WE 214 Gas Metal Arc Welding I (2)
This course gives both theory and practice in the setup and use of gas metal arc welding processes of plate. Lab work will be on setting up and using gas metal arc welding equipment in welding 18 gauge 3/8" thick mild steel, stainless and aluminum, primarily in the flat and horizontal position. Laboratory fee. (60 Contact Hours)

WE 215 Gas Metal Arc Welding II (2)
Prerequisite: Welding 214. This course gives both theory and practice in the setup and use of gas metal arc welding processes of pipe. Lab work includes the welding of schedule 40 mild steel pipe in the vertical, horizontal rolled and fixed positions. Laboratory fee. (60 Contact Hours)

WE 216 Gas Metal Arc Welding III (4)
Prerequisite: Welding 215. This is an advanced theory and skills course in the use of gas metal arc welding of plate and pipe. Lab work will be on passing the standard qualification test in plate and pipe on plate and pipe in a variety of metals and thickness ranges in all positions. Laboratory fee. (120 Contact Hours)

WE 217 Basic Welding Metallurgy (3)
This is a theory type course designed to assist those students in welding and related industries to refresh and extend their knowledge of the behavior of the various fabricating metals during welding. The effects of the joining processes and procedures on the fabrication and service performance of weldments are also considered. Laboratory fee. (90 Contact Hours)

WE 218 Applied Welding Metallurgy (3)
Prerequisites: Welding 217 and six credit hours of welding lab courses. This course is designed to assist the student in improving communication skills with welding engineers and metallurgists. The course includes a study of welding processes and their relationship to and effect upon metals and why they can or cannot be used for certain applications; the theory of heat treating and its many uses; the value of preheat, interpass temperature, and post-heat in welding procedures. This course should increase the student's knowledge of what metals are made of and why they are used for specific industrial applications; to strengthen the knowledge and understanding of the grain structure of metals and the effect that welding processes have on them. Laboratory fee. (90 Contact Hours)

WE 219 Welding Design (3)
Prerequisites: Welding 117 and six credit hours of welding lab courses or equivalent. Concepts in designing products for welding, joint design and selection, weld size determination, welding costs, codes and applications in welding. A design project is chosen and carried to completion using the design team concept. Laboratory fee. (90 Contact Hours)

WE 221 Special Welding Applications (1)
This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This will permit the student to upgrade present skills or develop a new skill. This course may be repeated for credit as topics vary. Laboratory fee. (30 Contact Hours)

WE 222 Special Welding Applications (2)
This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This will permit the student to upgrade present skills or develop a new skill. This course may be repeated for credit as topics vary. Laboratory fee. (60 Contact Hours)

WE 223 Special Welding Applications (3)
This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This will permit the student to upgrade present skills or develop a new skill. This course may be repeated for credit as topics vary. Laboratory fee. (90 Contact Hours)

WE 704 Cooperative Work Experience (4)
Prerequisites: Completion of two courses in Welding Technology or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences related to the welding field. The seminar consists of group or individual meetings with the instructor, individualized plans for job- related or self improvement (i.e. preparation of job applications, job interview, job site interpersonal relations, employer expectations of employees), or combinations of both. (1 Lec., 20 Lab.)

WE 714 Cooperative Work Experience (4)
Prerequisites: Completion of two courses in Welding Technology or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences related to the welding field. The seminar consists of group or individual meetings with the instructor, individualized plans for job-related or self improvement (i.e. preparation of resumes, changing jobs, supervising subordinates, building self-esteem), or combinations of both. (1 Lec., 20 Lab.)

COMMON COURSE NUMBER INDEX

The following DCCCD courses have been assigned Common Course Numbers (CCN #). The Common Course Numbering scheme is an attempt by a number of Texas colleges and universities to identify similar courses by utilizing the same number in order to facilitate the transfer of courses between and among institutions. A course, however, may transfer even if it does not have a Common Course Number.

ACC	201	ACCT	2301
ACC	202	ACCT	2302
AGR	100	AGRI	1231
AGR	103	AGRI	1407
AGR	105	AGRI	1419
AGR	107	AGRI	1415
AGR	111	AGRI	2317
AGR	124	AGRI	1327
AGR	203	AGRI	2303
AGR	202	AGRI	2301
AGR	204	AGRI	1311
AGR	205	AGRI	1329
AGR	211	AGRI	1309
AGR	250	AGRI	1413
ANT	100	ANTH	2346
ANT	101	No CCN #	
ANT	104	No CCN #	
ANT	110	No CCN #	
ANT	231	ANTH	2302
ARC	237	No CCN #	
ART	104	ARTS	1301
ART	105	ARTS	1303
ART	106	ARTS	1304
ART	110	ARTS	1311
ART	111	ARTS	1312
ART	114	ARTS	1316
ART	115	ARTS	1317
ART	116	ARTS	2341
ART	117	ARTS	2342
ART	118	No CCN #	
ART	119	No CCN #	
ART	165	ARCH	1403
ART	199	ARTS	2143
ART	201	ARTS	2323
ART	202	ARTS	2324
ART	203	No CCN #	
ART	204	No CCN #	
ART	205	No CCN #	
ART	206	No CCN #	
ART	208	ARTS	2326
ART	209	ARTS	2327
ART	210	No CCN #	
ART	215	ARTS	2346
ART	216	ARTS	2347
ART	217	ARTS	2366
ART	218	ARTS	2367
ART	220	ARTS	2333
ART	222	ARTS	2334
ART	227	ARTS	2311
ART	229	ARTS	2312
ART	232	ARTS	2336
ART	233	ARTS	2337
AST	101	PHYS	1311
AST	102	PHYS	1312
AST	103	PHYS	1111
AST	104	PHYS	1112
AST	111	PHYS	1411
AST	112	PHYS	1412
BIO	101	BIOL	1406
BIO	102	BIOL	1407
BIO	110	BIOL	1411
BIO	115	BIOL	1408
BIO	116	BIOL	1409
BIO	120	No CCN #	
BIO	121	No CCN #	
BIO	203	No CCN #	
BIO	211	BIOL	2418
BIO	216	BIOL	2420
BIO	218	No CCN #	
BIO	221	BIOL	2401
BIO	222	BIOL	2402
BIO	223	BIOL	2306
BIO	226	BIOL	2416
BIO	230	BIOL	2403
BIO	235	No CCN #	
BUS	105	BUSI	1301
BUS	143	BUSI	1307
BUS	234	BUSI	2301
CHI	101	CHIN	1411
CHI	102	CHIN	1412
CHI	201	CHIN	2311
CHI	202	CHIN	2312
CHM	101	CHEM	1411
CHM	102	CHEM	1412
CHM	115	CHEM	1413
CHM	116	CHEM	1414
CHM	201	CHEM	2423
CHM	202	CHEM	2425
CHM	203	CHEM	2401
CHM	205	CHEM	1207
CHM	234	CHEM	2402
CJ	130	CRIJ	1310
CJ	132	CRIJ	1306
CJ	139	CRIJ	1307
CJ	140	CRIJ	1301
CJ	148	CRIJ	2333
CJ	150	CRIJ	2334
CJ	232	CRIJ	2335
CJ	240	CRIJ	2314
CJ	242	CRIJ	2322
CJ	244	CRIJ	2331
CJ	247	CRIJ	2323
CJ	248	CRIJ	2328
CJ	250	CRIJ	2313
CJ	251	CRIJ	2301
COM	131	ENGL	2311
COM	132	SPCH	1321
CS	111	COSC	1315
CS	112	COSC	2318
CS	121	COSC	1317
CS	122	COSC	1310
CS	123	No CCN #	
CS	211	COSC	2325
CS	221	COSC	1306
CS	222	COSC	2315
DAN	116	DANC	1151
DAN	155	DANC	1147
DAN	156	DANC	1148
DAN	160	DANC	2303
DAN	161	DANC	1241
DAN	163	DANC	1242
DAN	165	DANC	1245
DAN	166	DANC	1246
DAN	200	DANC	1152
DAN	234	DANC	1101
DAN	235	DANC	1102
DAN	252	No CCN #	
DAN	253	No CCN #	
DAN	255	DANC	2147
DAN	256	DANC	2148
DAN	258	DANC	2241
DAN	260	DANC	2242
DAN	265	DANC	2245
DAN	266	DANC	2246
ECO	105	ECON	1303
ECO	201	ECON	2301
ECO	202	ECON	2302
ECO	203	ECON	2311

ECY	291	...	GEOL	1305	GRK	102	...	GREE	1312	MTH	124	...	MATH	2513
EGR	101	...	ENGR	1201	GRK	201	...	GREE	2311	MTH	202	...	MATH	1342
EGR	105	...	ENGR	1304	GRK	202	...	GREE	2312	MTH	215	...	MATH	2305
EGR	106	...	ENGR	1305	GVT	201	...	GOVT	2301	MTH	221	...	MATH	2318
EGR	107	...	ENGR	2301	GVT	202	...	GOVT	2302	MTH	225	...	MATH	2414
EGR	201	...	ENGR	2302	GVT	211	...	GOVT	2331	MTH	226	...	MATH	2315
EGR	202	...	ENGR	2332	HD	105	...	No CCN	#	MTH	230	...	MATH	2320
EGR	204	...	ENGR	2305	HD	106	...	No CCN	#	MUS	103	...	MUSI	1137
EGR	205	...	ENGR	1307	HD	107	...	No CCN	#	MUS	104	...	MUSI	1306
EGR	206	...	ENGR	2105	HD	108	...	No CCN	#	MUS	105	...	MUSI	1160
EGR	207	...	No CCN	#	HST	101	...	HIST	1301	MUS	106	...	MUSI	2161
ENG	101	...	ENGL	1301	HST	102	...	HIST	1302	MUS	107	...	MUSI	2160
ENG	102	...	ENGL	1302	HST	103	...	HIST	2321	MUS	108	...	MUSI	1161
ENG	201	...	ENGL	2322	HST	104	...	HIST	2322	MUS	110	...	MUSI	1308
ENG	202	...	ENGL	2323	HST	105	...	HIST	2311	MUS	111	...	MUSI	1309
ENG	203	...	ENGL	2331	HST	106	...	HIST	2312	MUS	112	...	No CCN	#
ENG	204	...	ENGL	2332	HST	110	...	HIST	2380	MUS	113	...	MUSI	1300
ENG	205	...	ENGL	2326	HST	112	...	HIST	2331	MUS	114	...	No CCN	#
ENG	206	...	ENGL	2327	HST	120	...	HIST	2381	MUS	115	...	MUSI	1263
ENG	209	...	ENGL	2307	HST	204	...	HUMA	2319	MUS	117	...	MUSI	1181
ENG	210	...	ENGL	2314	HST	205	...	HIST	2341	MUS	118	...	MUSI	1182
ENG	215	...	ENGL	2352	HUM	101	...	HUMA	1301	MUS	119	...	MUSI	1192
ENG	216	...	ENGL	2353	HUM	102	...	HUMA	1302	MUS	120	...	MUSI	1193
ES	117	...	No CCN	#	JN	101	...	No CCN	#	MUS	121	...	MUAP	1169
FR	101	...	FREN	1411	JN	102	...	No CCN	#	MUS	122	...	MUAP	1165
FR	102	...	FREN	1412	JN	103	...	No CCN	#	MUS	123	...	MUAP	1181
FR	201	...	FREN	2311	JN	104	...	No CCN	#	MUS	124	...	MUAP	1101
FR	202	...	FREN	2312	JN	105	...	No CCN	#	MUS	125	...	MUAP	1105
FR	203	...	FREN	2303	JN	106	...	No CCN	#	MUS	126	...	MUAP	1109
FR	204	...	FREN	2304	JN	202	...	No CCN	#	MUS	127	...	MUAP	1113
FR	207	...	FREN	2306	JN	203	...	No CCN	#	MUS	128	...	MUAP	1117
FR	208	...	FREN	1310	JN	204	...	No CCN	#	MUS	129	...	MUAP	1121
FR	209	...	No CCN	#	JPN	101	...	JAPN	1411	MUS	130	...	MUAP	1129
FR	211	...	No CCN	#	JPN	102	...	JAPN	1412	MUS	131	...	MUAP	1125
FR	212	...	No CCN	#	JPN	201	...	JAPN	2311	MUS	132	...	MUAP	1133
GEO	101	...	GEOL	1403	JPN	202	...	JAPN	2312	MUS	133	...	MUAP	1137
GEO	102	...	GEOL	1404	LAT	101	...	LATI	1411	MUS	134	...	MUAP	1141
GEO	103	...	GEOL	1345	LAT	102	...	LATI	1412	MUS	135	...	MUAP	1145
GEO	201	...	GEOL	2409	LAT	201	...	LATI	2311	MUS	136	...	MUAP	1149
GEO	205	...	No CCN	#	LAT	202	...	LATI	2312	MUS	137	...	MUAP	1153
GEO	207	...	GEOL	2407	LS	102	...	No CCN	#	MUS	138	...	MUAP	1157
GEO	209	...	No CCN	#	MTH	101	...	MATH	1314	MUS	139	...	MUAP	1177
GER	101	...	GERM	1411	MTH	102	...	MATH	1316	MUS	140	...	MUAP	1161
GER	102	...	GERM	1412	MTH	103	...	No CCN	#	MUS	141	...	MUAP	1115
GER	201	...	GERM	2311	MTH	109	...	MATH	2312	MUS	143	...	MUAP	1158
GER	202	...	GERM	2312	MTH	111	...	MATH	1324	MUS	145	...	MUSI	1311
GPY	101	...	GEOG	1301	MTH	112	...	MATH	1325	MUS	146	...	MUSI	1312
GPY	102	...	GEOG	2312	MTH	115	...	MATH	1332	MUS	147	...	No CCN	#
GPY	103	...	No CCN	#	MTH	116	...	MATH	1333	MUS	148	...	No CCN	#
GPY	104	...	GEOG	1303	MTH	117	...	MATH	1335	MUS	150	...	MUSI	2143
GRK	101	...	GREE	1311	MTH	121	...	MATH	1348	MUS	151	...	MUSI	1183

MUS	152	MUSI	1184
MUS	153	COMM	2303
MUS	154	No CCN	#
MUS	155	MUSI	1143
MUS	156	MUSI	1152
MUS	160	MUSI	1237
MUS	161	MUSI	1116
MUS	162	MUSI	1117
MUS	166	MUSI	1310
MUS	170	MUSI	1123
MUS	171	MUSI	1133
MUS	172	MUSI	1134
MUS	173	MUSI	1138
MUS	174	MUSI	1132
MUS	175	MUSI	1139
MUS	176	MUSI	1140
MUS	177	MUSI	1151
MUS	181	MUSI	2237
MUS	184	MUSI	1125
MUS	199	No CCN	#
MUS	203	MUSI	1186
MUS	205	MUSI	2192
MUS	217	MUSI	2181
MUS	218	MUSI	2182
MUS	221	MUAP	2269
MUS	222	MUAP	2265
MUS	223	MUAP	2281
MUS	224	MUAP	2201
MUS	225	MUAP	2205
MUS	226	MUAP	2209
MUS	227	MUAP	2213
MUS	228	MUAP	2217
MUS	229	MUAP	2221
MUS	230	MUAP	2229
MUS	231	MUAP	2225
MUS	232	MUAP	2233
MUS	233	MUAP	2237
MUS	234	MUAP	2241
MUS	235	MUAP	2245
MUS	236	MUAP	2249
MUS	237	MUAP	2253
MUS	238	MUAP	2257
MUS	239	MUAP	2277
MUS	240	MUAP	2261
MUS	241	MUAP	2215
MUS	243	MUAP	2258
MUS	245	MUSI	2311
MUS	246	MUSI	2312
MUS	251	MUAP	2369
MUS	252	MUAP	2365
MUS	253	MUAP	2381
MUS	254	MUAP	2301
MUS	255	MUAP	2305
MUS	256	MUAP	2309
MUS	257	MUAP	2313
MUS	258	MUAP	2317
MUS	259	MUAP	2321
MUS	260	MUAP	2329
MUS	261	MUAP	2325
MUS	262	MUAP	2333
MUS	263	MUAP	2337
MUS	264	MUAP	2341
MUS	265	MUAP	2345
MUS	266	MUAP	2349
MUS	267	MUAP	2353
MUS	268	MUAP	2357
MUS	269	MUAP	2377
MUS	270	MUAP	2361
MUS	271	MUAP	2116
MUS	272	MUSI	2118
NTR	101	No CCN	#
PEH	100	PHED	1100
PEH	101	PHED	1304
PEH	103	PHED	1101
PEH	104	PHED	1102
PEH	105	PHED	1103
PEH	109	PHED	1336
PEH	110	PHED	1337
PEH	112	PHED	1104
PEH	113	PHED	1105
PEH	114	PHED	1106
PEH	115	PHED	1164
PEH	116	PHED	1107
PEH	117	PHED	1108
PEH	118	PHED	1109
PEH	119	PHED	1110
PEH	120	PHED	1111
PEH	121	PHED	1112
PEH	122	PHED	1113
PEH	123	PHED	1114
PEH	124	PHED	1115
PEH	125	PHED	1116
PEH	127	PHED	1117
PEH	129	PHED	1118
PEH	131	PHED	1119
PEH	132	PHED	1120
PEH	133	PHED	1121
PEH	134	PHED	1122
PEH	135	PHED	1123
PEH	137	PHED	1124
PEH	142	No CCN	#
PEH	143	PHED	1125
PEH	144	PHED	1301
PEH	145	PHED	1126
PEH	146	PHED	1127
PEH	147	PHED	1308
PEH	148	PHED	1309
PEH	149	PHED	1128
PEH	150	PHED	1129
PEH	200	PHED	1130
PEH	204	PHED	1131
PEH	212	PHED	1132
PEH	213	PHED	1133
PEH	215	PHED	1134
PEH	217	PHED	1135
PEH	218	PHED	1136
PEH	219	PHED	1137
PEH	220	PHED	1150
PEH	222	PHED	1139
PEH	223	PHED	1140
PEH	225	No CCN	#
PEH	226	PHED	2155
PEH	228	No CCN	#
PEH	231	PHED	1141
PEH	232	PHED	1142
PEH	233	PHED	1143
PEH	234	PHED	2255
PEH	235	PHED	1144
PEH	236	PHED	1321
PEH	237	PHED	1145
PEH	239	PHED	1146
PEH	240	PHED	1147
PEH	241	PHED	1148
PEH	245	PHED	1149
PEH	257	PHED	1306
PHI	101	PHIL	1301
PHI	103	No CCN	#
PHI	105	PHIL	2303
PHI	202	No CCN	#
PHI	203	PHIL	2306
PHI	207	PHIL	2316
PHI	208	PHIL	2317
PHO	110	No CCN	#
PHO	111	No CCN	#
PHO	122	No CCN	#
PHO	123	No CCN	#
PHO	215	No CCN	#
PHY	111	PHYS	1401
PHY	112	PHYS	1402
PHY	117	PHYS	1405
PHY	118	PHYS	1407
PHY	131	No CCN	#
PHY	132	No CCN	#

PHY 201 ... PHYS 2425
PHY 202 ... PHYS 2426
PSC 118 ... PHYS 1415
PSC 119 ... PHYS 1417
PSY 101 ... PSYC 2301
PSY 103 ... PSYC 2306
PSY 131 ... No CCN #
PSY 201 ... PSYC 2314
PSY 202 ... PSYC 2302
PSY 205 ... PSYC 2316
PSY 207 ... PSYC 2319
RD 101 ... No CCN #
RD 102 ... No CCN #
REL 101 ... No CCN #
REL 102 ... No CCN #
REL 105 ... No CCN #
REL 201 ... No CCN #
RTV 210 ... COMM 1336
RTV 211 ... COMM 1337
SC 100 ... SPCH 1144
SC 101 ... SPCH 1311
SC 105 ... SPCH 1315
SC 109 ... SPCH 1342
SC 110 ... SPCH 1145
SC 201 ... SPCH 2144
SC 203 ... No CCN #
SC 205 ... SPCH 2335
SC 206 ... SPCH 2341
SC 208 ... No CCN #
SC 209 ... No CCN #
SOC 101 ... SOCI 1301
SOC 102 ... SOCI 1306
SOC 103 ... SOCI 2306
SOC 203 ... SOCI 2301
SOC 204 ... SOCI 2319
SOC 206 ... SOCW 2361
SOC 207 ... SOCI 2326
SOC 209 ... SOCI 2331
SOC 210 ... SOCI 2320
SOC 231 ... No CCN #
SPA 101 ... SPAN 1411
SPA 102 ... SPAN 1412
SPA 201 ... SPAN 2311
SPA 202 ... SPAN 2312
SPA 203 ... SPAN 2321
SPA 204 ... SPAN 2322
SPA 207 ... SPAN 2306
SPA 208 ... No CCN #
SPA 209 ... No CCN #
SPA 211 ... No CCN #
SPA 212 ... No CCN #
THE 101 ... DRAM 1310
THE 102 ... No CCN #
THE 103 ... DRAM 1330
THE 104 ... DRAM 2331
THE 105 ... DRAM 1341
THE 106 ... DRAM 1351
THE 107 ... DRAM 1352
THE 109 ... No CCN #
THE 110 ... DRAM 2361
THE 111 ... DRAM 2362
THE 112 ... DRAM 1345
THE 113 ... DRAM 1346
THE 114 ... DRAM 1120
THE 199 ... No CCN #
THE 201 ... No CCN #
THE 202 ... No CCN #
THE 205 ... DRAM 2351
THE 207 ... DRAM 2352
THE 208 ... No CCN #
THE 209 ... No CCN #
THE 210 ... DRAM 1221
THE 211 ... No CCN #
THE 212 ... No CCN #
THE 236 ... DRAM 1323

TELECOURSES

You may take a variety of college credit courses via television. While the content, credit and transferability of these courses are the same as for similar courses taken on campus, the learning activities may vary with each course. The telecourse program of study includes a textbook, study guide, and possibly some supplemental readings. You may also have writing assignments, lab assignments, discussion sessions and/or field trips.

(ACC) 201 Principles of Accounting I (3)
(Common Course Number ACCT 2301)
This course presents the processes of accounting, and introduces the theory, principles and language of business.

(ANT) 101 Cultural Anthropology (3)
"Faces of Culture" is an introduction to the study of cultures of the world including social, political and religious aspects.

(BUS) 105 Introduction to Business (3)
(Common Course Number BUSI 1301)
"The Business File" is an introduction to the fundamentals of business and how it operates today.

(BUS) 234 Business Law (3)
(Common Course Number BUSI 2301)
"Business and the Law" emphasizes contracts and the legal system. Topics include law of sales, commercial paper, government regulations, employment practices, consumer and environmental practices, giving students a comprehensive overview of law in the world of business.

(CIS) 103 Introduction to Computer Information Systems (3)
"The New Literacy" presents the concepts and applications of computers and data processing in today's computerized world.

(ECO) 201 Principles of Economics I (3)
(Common Course Number ECON 2301)
Designed by some of the nation's top economists, "Economics U.$.A." enables students to learn the principles of modern macroeconomics.

(ECO) 202 Principles of Economics II (3)
(Common Course Number ECON 2302)
Designed by some of the nation's top economists, "Economics U.$.A." further enables the students to learn the principles of modern microeconomics.

(ENG) 101 Composition I (3)
(Common Course Number ENGL 1301)
"The Write Course" is an introduction to college composition that can help you develop effective writing skills.

(ENG) 102 Composition II (3)
(Common Course Number ENGL 1302)
"Read, Write and Research" explores fiction, poetry, drama, film and more as it emphasizes composition skills.

(GVT) 201 American Government I (3)
(Common Course Number GOVT 2301)
"Government By Consent I" helps students understand both U.S. and Texas politics and political processes.

(GVT) 202 American Government II (3)
(Common Course Number GOVT 2302)
"Government By Consent II" examines both U.S. and Texas legislative processes, executive branches, bureaucratic structure and judicial systems.

(HST) 101 History of the United States (3)
(Common Course Number HIST 1301)
"The American Adventure" travels from America's beginning to 1877. Oral histories and diaries are visually enhanced.

(HST) 102 History of the United States (3)
(Common Course Number HIST 1302)
"America: The Second Century" covers the period between the Centennial to the Bicentennial. The course takes a topical approach.

(HUM) 101 Introduction to the Humanities (3)
(Common Course Number HUMA 1301)
"In Our Own Image" focuses on very basic notions about people and our feelings about the arts; creation, effect and criticism.

(MGT) 136 Principles of Management (3)
"The Business of Management" is designed to help you see the manager's point of view when organizing a business.

(PEH) 101 Health for Today (3)
(Common Course Number PHED 1304)
"Here's To Your Health" helps the student define a healthy lifestyle and earn credit in personal health/physical education.

(PSY) 101 Introduction to Psychology (3)
(Common Course Number PSYC 2301)
"Psychology: The Study of Human Behavior" draws upon years of international work in the field of psychology; many universally recognized authorities are interviewed.

(PSY) 201 Developmental Psychology (3)
(Common Course Number PSYC 2314)
"The Growing Years" uses dramatizations, experiments and interviews with experts to study the forces that shape human behavior.

(SOC) 101 Introduction to Sociology (3)
(Common Course Number SOCI 1301)
The primary goal of "The Sociological Imagination" is to develop the sociological imagination of students through thought-provoking documentaries and interviews with leading sociologists.

INDEX

Mountain View College
4849 West Illinois Avenue
Dallas, Texas 75211