MOUNTAIN VIEW COLLEGE

2002-2003 Catalog

LIVE & LEARN

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Dear Student:

Welcome, and thank you for selecting Mountain View College as the place to attain your goals and realize your dreams. You have chosen a college which provides excellent programs and services at the very affordable cost of about $300 for twelve credit hours per semester for Dallas County residents.

We offer many services to help you, and I encourage you to use them. Whether you intend to transfer to a four-year institution or prepare for a career in business and technology, you will find in your classrooms excellent professors who want you to succeed. For those who need to learn English, we have excellent credit and non-credit programs to help you. Also, if you have forgotten some basic skills, we offer developmental classes in math, reading and writing to prepare you for your college courses.

Counselors and advisors will assist you in identifying the courses which are best for you this semester. Tutors and mentors in the Learning Skills Center are prepared to review with you the lessons presented by your professors. Do not hesitate to ask questions to faculty and staff to make your learning at Mountain View easier and more productive. We are all here to ensure your success.

We welcome you to Mountain View College,

Monique Amerman, President

Estimado estudiante:

Bienvenido y gracias por elegir a Mountain View College como el mejor lugar para obtener sus objetivos y concretar sus sueños. Usted ha seleccionado una universidad que ofrece excelentes programas y servicios a un precio muy accesible: aprooximado $300 por doce horas de crédito por semestre, para los residentes del condado de Dallas.

Nuestra universidad ofrece una amplia gama de servicios para ayudar a los estudiantes y le recomiendo que los use. Tanto si desea transferirse a una institución de cuatro años como prepararse para una carrera en administración y tecnología, siempre encontrará en nuestras clases a excelentes profesores que desean que tenga éxito. Si necesita aprender inglés, disponemos de excelentes programas con y sin créditos. Además, si ha olvidado algunos conocimientos básicos, podemos ofrecerle clases de desarrollo en matemáticas, lectura y escritura para prepararlo para los cursos universitarios.

Nuestros consejeros y asesores le ayudarán a identificar los cursos a los que le conviene asistir en este semestre. Los tutores de nuestro centro de aprendizaje están a su disposición para repasar junto a usted las lecciones dadas por sus profesores. No vacile de hacer todas las preguntas necesarias a los profesores y al personal para que su aprendizaje en Mountain View sea más fácil y productivo. Estamos todos a su disposición para garantizar el logro de sus objetivos.

Bienvenido a Mountain View College.

Monique Amerman, Presidenta

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2002-2003 Catalog

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

You are invited to visit the Mountain View College campus:
4849 West Illinois Avenue
Dallas, Texas 75211
Telephone 214.860.8680

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

PLEASE NOTE:

This printed catalog is produced for your convenience. However, the official catalog is available online at: www.mvc.dcccd.edu along with other important information about the college.

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1. Apply

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

- Come by Mountain View College and fill out the application in person
- Get an application by mail. Just call toll-free metro 817-College and we'll send you an application and any other information you would like on Mountain View
- Apply online at our website at http://www.mvc.dcccd.edu

2. See an advisor

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

3. Register

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

- In-person registration during regular registration times, the week before the semester begins
- By telephone--telephone registration is easy and convenient
- Or, registration online through our website at;
  http://www.mvc.dcccd.edu

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Academic Calendar for 2002-2003

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

Fall Semester, 2002
Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Check the colleges for registration times.

August 19 (M)	Faculty Reports
August 24 (S)	TASP Test Administered
August 26 (M)	Classes Begin
September 2 (M)	Labor Day Holiday
September 9 (M)	12th Class Day
November 9 (S)	TASP Test Administered
November 14 (R)	Last Day to Withdraw with a Grade of "W"
November 28 (R)	Thanksgiving Holidays Begin
December 2 (M)	Classes Resume
December 9-12 (M-R)	Final Exams
December 12 (R)	Semester Closes
December 16 (M)	Grades due in Registrar's Office by 10 a.m.
December 24 (T)	College Buildings and Offices close for the Holidays at end of work day

Winter Term, 2002/2003
Contact Colleges for availability and schedules.

Spring Semester, 2003
Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Check the colleges for registration times.

January 2 (R)	College Buildings and Offices Open
January 6 (M)	Faculty Reports
January 13 (M)	Classes Begin
January 20 (M)	Martin Luther King, Jr. Day Holiday
January 27 (M)	12th Class Day
February 20 (R)	District Conference Day, Faculty & Administrators
February 21 (F)	Faculty Professional Development (TCCTA)
March 1 (S)	TASP Test Administered
March 10 (M)	Spring Break Begins
March 13 (R)	District Conference Day, Professional Support Staff
March 14 (F)	Spring Holiday for All Employees
March 17 (M)	Classes Resume
April 10 (R)	Last Day to Withdraw with a Grade of "W"

Spring Semester, 2003 (cont'd.)

April 21 (M)	Classes Resume
April 26 (S)	TASP Test Administered
May 5-8 (M-R)	Final Exams
May 8 (R)	Semester Closes
May 8 (R)	Graduation
May 12 (M)	Grades due in Registrar's Office by 10 a.m.

May Term, 2003
Contact Colleges for availability and schedules.

** Summer Sessions, 2003
DCCCD Colleges' summer sessions can vary. Please see your college's class schedule for updated times, dates and locations.

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

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

May 26 (M)	Memorial Day Holiday
June 2 (M)	Classes Begin
June 5 (R)	4th Class Day
June 6 (F)	Class Day (1st Friday class meeting)
June 19 (R)	Last Day to Withdraw with a Grade of "W"
June 21 (S)	TASP Test Administered
July 2 (W)	Final Exams
July 2 (W)	Semester Closes
July 4 (F)	Fourth of July Holiday
July 7 (M)	Grades due in Registrar's Office by 10 a.m.

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

July 8 (T)	Classes Begin
July 11 (F)	Class Day (1st Friday class meeting)
July 11 (F)	4th Class Day
July 26 (S)	TASP Test Administered
July 31 (R)	Last Day to Withdraw with a Grade of "W"
August 7 (R)	Final Exams
August 7 (R)	Semester Closes
August 11 (M)	Grades due in Registrar's Office by 10 a.m.

Calendar Calculations
Fall Semester, 2002
MWF - 43 meetings at 55 minutes each and final exam at 110 minutes (2475 total minutes)
MW & TR - 29 meetings at 80 minutes each and final exam 110 minutes (2430 total minutes)
Spring Semester, 2003
MWF - 42 meetings at 55 minutes each and final exam at 110 minutes (2420 total minutes)
MW & TR - 29 meetings at 80 minutes each and final exam at 110 minutes (2430 total minutes)
Summer Sessions, 2003
19 class meetings + exam equivalent to 1 class meeting = 20 total class meetings.
20 class meetings x 120 minutes = 2400 class minutes
Calendar calculations for all other classes are the responsibility of the college.

MOUNTAIN VIEW COLLEGE

Dallas County Community College District
Statement of Purpose

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

Mountain View College Mission Statement

Mountain View College is a comprehensive community college dedicated to delivering excellence in education and encouraging intellectual and personal growth. More specifically, Mountain View College provides:

- Technical programs leading to associate degrees or certificates.
- Vocational programs leading directly to employment in semi-skilled and skilled occupations.
- Freshman and sophomore courses in arts and sciences.
- Continuing adult education programs for occupational or cultural upgrading.
- Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
- A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
- Workforce development programs to meet local and statewide needs.
- Adult literacy and other basic skills programs for adults.
- Other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the District's Board in the best interest of post-secondary education in Texas.

Mountain View College Goals

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

2. Transfer Preparation
MVC students will obtain the freshman and sophomore level knowledge, skills, and services needed to succeed in earning a bacalaureate degree.

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

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

5. Access
MVC student body will reflect the diversity and size of the service area.

6. Economic Development
MVC in partnership with business, industry, and governmental entities prepares a quality workforce to enhance economic development.

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

8. Distance Learning
MVC will use existing and emerging telecommunication technologies to provide convenient and flexible access to accredited and lifelong learning opportunities to students and workforces.

9. Human Resources
MVC is committed to ensuring that its workforce is diverse, continuously trained, multi-skilled, adaptable, and empowered.

10. Continuous Improvement
MVC will ensure continuous process evaluation and improvement of educational programs and administrative processes and decision-making.

11. Financial Resources
MVC will possess sufficient financial resources to support current and future programs and services.

History

Since beginning in 1970 as the second of seven Dallas County Community College District campuses, Mountain View College has continued to serve as the center of learning for thousands of people in southwestern Dallas County including Oak Cliff, Duncanville, Cedar Hill, and parts of Grand Prairie. Mountain View meets a broad range of educational needs by providing a variety of academic, technical, cultural, and recreational programs.

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Currently, Mountain View College is proud to be the only Hispanic Serving Institution in the Dallas/Fort Worth area. As certified through the Department of Education, more than 25 percent of the campus' undergraduate full-time equivalent (FTE) students are Hispanic and not less than 50 percent of that population are low-income individuals.

Programs

Mountain View offers associate degrees in arts and sciences which meet freshmen and sophomore course requirements for a bachelor's degree at four-year colleges and universities. Additionally, Mountain View provides technical and occupational degrees & certificates for individuals entering the workforce. The college also offers hundreds of Continuing Education courses for students of all ages to enrich their lives through workshops, seminars and short-term classes in pursuit of cultural awareness, leisure-time activities, and personal and professional growth.

Mountain View addresses the educational needs of business and industry through its Contract Training Services Office. Seminars, workshops, and courses are tailored to a company's requirements, either on campus or at the workplace. Training can be provided at a time that is convenient for employees, in either a credit or non-credit format.

Mountain View also offers the following:

- Honors courses and an Honors Scholar Program;
- Emeritus Program for the mature adult;
- FIRST (Futures in Research, Science and Technology) Academy to new students interested in careers in science, engineering and technology;
- Tommorow's COPS Academy to support academic and career pursuits of students interested in law enforcement careers;
- Teacher Training Academy (TTA) for prospective teachers interested in a support program that adds continuity and depth to the teacher education process;
- TRIO/FOCUS provides first generation college students, low income students and students with disabilities with a comprehensive college experience through informational workshops designed to improve study skills and promote awareness of career and educational opportunities while preparing students to transfer to four-year colleges and universities;
- Math, Science and Technology Gateway Center, funded by Title V, a computer supported facility designed to strengthen mathematics teaching and access to science and technology career pathways;

- Student Programs and Resources to enhance the total college experience with numerous student clubs and organizations, performing arts presentations, vocal and instrumental concerts, art exhibits, lecture series, intramural sports, and many other opportunities for cultural and recreational experiences.

Accreditation

Mountain View College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; Telephone number 404-679-4501) to award the associate degree.

Institutional Membership

Other institutional memberships include American Association of Community Colleges, American College Health Association, Association for Career & Technology Education, American Health Information Management Association (AHIMA), Cedar Hill Chamber of Commerce, COMBASE, Community College Humanities Association, Continuous Quality Improvement Network (CQIN), Council for Higher Education Accreditation, Council for Resource Development (CRD), Dallas Black Chamber of Commerce, Duncanville Chamber of Commerce, French-American Chamber of Commerce, Grand Prairie Chamber of Commerce, Greater Dallas Asian American Chamber of Commerce, Dallas Hispanic Chamber of Commerce, Hispanic Association of Colleges and Universities (HACU), National Association of Colleges and Employers (NACE), National Community College Hispanic Council (NCCHC), National Council of Instructional Administrators, National Council for Marketing and Public Relations (NCMPR), National Intercollegiate Flying Association, National Junior College Athletic Association, NISOD - The University of Texas at Austin, National Social Science Association (NSSA), North Texas Chapter of National Coalition Building Institute, International (NCBI), Oak Cliff Lions Club, Oak Cliff Chamber of Commerce, Southern Association of Community Junior and Technical Colleges (SACJTC), Southern Association of Colleges & Schools, Texas Association of Community College Trustees and Administrators, Texas Administrators of Continuing Education for Community/Junior Colleges (TACE/JC), Texas Association of Chicanos in Higher Education (TACHE), Texas Association of Student Financial Aid Administrators (TASFAA), Texas Associate for College Admissions Counseling, Texas Community College Teachers Association, Texas Council for the Humanities, and University Aviation Association.

MOUNTAIN VIEW COLLEGE ADMINISTRATION

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*Pending Board Approval

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MOUNTAIN VIEW COLLEGE FACULTY AND ADMINISTRATORS

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Southern Methodist Univ., M.L.A.

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

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

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

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

Villarreal, Aimee .... Coordinator of Special Populations, TRIO
New Mexico State Univ., B.A.; Univ. of Texas, San Antonio, M.A.

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

Wickersham, Charles H. .... Developmental Mathematics
Kilgore College, A.A.; Univ. of North Texas, B.B.A.;
Texas A&M Univ. at Commerce, M.S.

Williams, Michelle .... Visiting Scholar, Developmental Writing
Paine College, B.A.

Willis, John A. .... 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. .... Photography/Mass Media
Southern Methodist Univ., B.A.; Univ. of California, Los Angeles, M.A.

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General Information

GUARANTEES OFFERED BY THE COLLEGE

Guarantee for Job Competency

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

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

• The graduate must have earned the Associate in Applied Science Degree or completed the certificate program beginning May 1992, or thereafter in a technical program identified in the college catalog. The graduate must have completed this degree or certificate program in the DCCCD (with a majority of the credits being earned at the college) and must have completed the degree or certificate within a four-year time span.

• Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Teaching and Learning.

• Employment must commence within 12 months of graduation.

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

• The employer, graduate, division administrator, job placement coordinator, and appropriate faculty member will develop a written educational plan for retraining. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

• All retraining must be completed within a calendar year from the time the educational plan is agreed upon. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, and other course-related expenses.

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

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

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

Guarantee For Transfer Credit

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

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

The college guarantees the transferability of course credit to private and out-of-state colleges and universities when the student pursues the Associate in College/University Transfer degree. This degree is composed of courses negotiated through a formal process

with private and out-of-state universities. Students interested in pursuing this degree should contact the Mountain View College Counseling Center early in their college career.

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

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

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

• For transfer to private and out-of-state institutions, a written plan with the receiving institution must be executed; and

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

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

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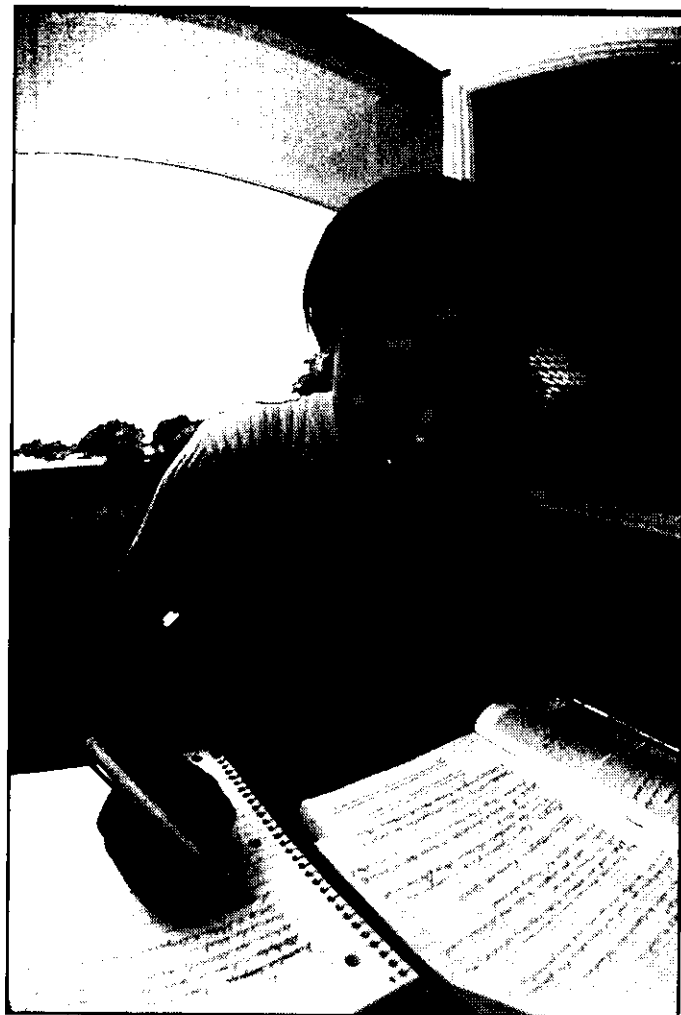
History

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

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

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

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

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

DCCCD Mission and Purpose

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

More specifically, the District's purpose is to provide:

• technical programs up to two years. in length leading to associate degrees or certificates;

• vocational programs leading directly to employment in semi-skilled and skilled occupations;

• freshman and sophomore courses in arts and sciences;

• continuing adult education programs for occupational or cultural upgrading;

• compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;

• a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;

• workforce development programs to meet local and statewide needs;

• adult literacy and other basic skills programs for adults; and

• other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the District's Board in the best interest of post-secondary education in Texas.

DCCCD Philosophy

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

To fulfill the public trust, the DCCCD:

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

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

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

• strives to provide its services by seeking full formula funding from the State and maintain a balance between the District's local revenue sources with about 40% from tuition sources and 60% tax revenues;

- seeks to maintain the highest possible credit ratings consistent with other institutional goals and objectives;

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

- sees its role as a weaver of a seamless fabric of learning opportunity for the people of Dallas County.

As a major employer, the DCCCD:

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

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

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

In its organizational culture, the DCCCD:

- places ultimate value on student success;

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

- uses technology not only to teach distant learners, but also to educate, train and re-tool both its students and its employees.

DCCCD Goals

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

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

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

Goal 3 - Basic Skills
DCCCD students will acquire basic literacy skills and developmental education to live more func-

tionally and become ready to participate successfully in college-level curricula.

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

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

Goal 6 - Economic Development
The DCCCD in partnership with business, industry, and governmental entities prepares a quality workforce to enhance economic development.

Goal 7 - Citizenship
DCCCD students will acquire the knowledge and skills needed to succeed in and contribute to a global community, to understand the value of lifelong learning, and to exercise their rights and responsibilities as citizens.

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

HOT TIP!

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

Commonly Used Terms & Abbreviations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Dual Credit: Credit earned for both high school and

college via concurrently enrolled high school students.

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

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

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

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

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

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

Grade points: See *Grades & Transcripts*.

Grades: See *Grades & Transcripts*.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

There's more than one way to find success in life. Dallas County Community Colleges have hundreds of courses and degree programs and one that's just right for you.

Getting Started

General Admissions Policy

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

How to Enroll

Follow these steps:

1. Complete an Application for Admission. Applications are also available from the Mountain View College Admissions/Registrar's Office or any other DCCCD Admissions Office and on the Internet at www.dcccd.edu.

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

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

Mountain View College does not require proof of immunizations for admission to most programs.

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

Important Information You Need to Know about Bacterial Meningitis

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

WHAT ARE THE SYMPTOMS?

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

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

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

HOW IS BACTERIAL MENINGITIS DIAGNOSED?

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

HOW IS THE DISEASE TRANSMITTED?

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

HOW DO YOU INCREASE YOUR RISK OF GETTING BACTERIAL MENINGITIS?

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

WHAT ARE THE POSSIBLE CONSEQUENCES OF THE DISEASE?

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

CAN THE DISEASE BE TREATED?

• Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.

• Vaccinations are available and should be considered for:
   •Those living in close quarters
   •College students 25 years old or younger

• Vaccinations are effective against 4 of the 5 most common bacterial types that cause 70% of the disease in the U.S. (but does not protect against all types of meningitis).

• Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.

• The cost of vaccine varies, so check with your health care provider.

• Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days.

• Vaccination is available at Dallas County Health Department, phone 214-819-2000.

HOW CAN I FIND OUT MORE INFORMATION?

• Contact your own health care provider.

• Contact the Mountain View College Health Center at 972-860-8699

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

• Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

Student Identification

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

Admission Requirements

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

For specific information about required documentation, contact the Admissions/Registrar's Office.

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

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

First Time Students

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

- You are a graduate of an accredited high school.

- You are a graduate of an unaccredited high school and are 18 years of age or older.

- You earned a General Education Diploma (G.E.D.).

- You are at least 18 years of age and do not have a diploma or G.E.D (may be admitted by individual approval).

- If you are under the age of 18, are no longer enrolled in high school of any kind, and do not have a diploma or a G.E.D., you may be admitted by *one* of the following:

- A written recommendation of the principal or superintendent of the last high school you attended, *or* TASP or alternative assessment results indicating you have the ability to benefit from the college's programs.

•If you are 16, did not graduate from an accredited school, but did graduate from a non-accredited high school, or were schooled in a non-traditional setting (i.e., home-schooled), you may be admitted if you meet *all* of the following conditions:

- Present a written recommendation of the principal or superintendent of the last school you attended, or TASP or alternative assessment results indicating you have the ability to benefit from the college's programs; *and*

- Present a notarized record of the high school equivalent work completed and the date of successful completion; *and*

- Complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within the college, *and*

- Agree to limitations on conditions of admission established by the college.

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

Students Concurrently Enrolled in High School and the College

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

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

- If you have not completed your junior year at an accredited high school, you may be admitted upon meeting *all* of the following conditions:
    •Submit your high school principal's written recommendation;
    •Present scores on TASP or alternative assessment with results indicating your ability to do college-level work;
    •Receive approval from the Mountain View College Vice President of Teaching and Learning or designate. Upon approval, you may take no more than two courses each semester. However, if you meet specific conditions, you may be permitted to enroll for three courses.

- If you are enrolled in non-accredited high schools or educated in a non-traditional setting (i.e., home-

schooled) and have completed the equivalent of the junior year (16 units) in high school, you may be admitted by meeting *all* the following conditions:

- •Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
- •Present scores on TASP or alternative assessment with results indicating your ability to do college-level work;
- •Complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within college;
- •Agree to limitations on conditions of admission. You may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses;
- •Receive approval from the Mountain View College Vice President of Teaching and Learning or designate.

• If you are enrolled in non-accredited high schools or educated in a non-traditional setting (i.e., home-schooled) and have not completed the equivalent of the junior year (16 units) in high school, you may be admitted by meeting *all* the following conditions:

- •Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
- •Present scores on TASP or alternative assessment with results indicating your ability to do college-level work;
- •Complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within the college;
- •Agree to limitations on conditions of admission. You may take no more than two courses each semester; *and*
- •Receive approval from the Mountain View College Vice President of Teaching and Learning or designate.

• High school students are generally not admitted into developmental courses unless a contract for such services exists between the college and the school.

High School Students Enrolled in Dual Credit Programs

Dual Credit Programs are instructional partner-

ships between a public school district, a private secondary school or a home school and the college. Concurrent course credit is provided to high school students for both high school and college credit. College credit may be for certificate or associate degree programs.

Eligibility requirements:

• To enroll in courses for an associate degree or level-two certificate (TASP eligible) program, you must present a passing score on TASP or the alternative assessment in at least one area (reading, writing, or math) as deemed applicable by the college for the intended course in which you wish to enroll. If you are exempt from TASP, you are also exempt from local assessment for the purposes of dual course credit. Public school students wishing to enroll in level–one certificate (TASP waived) programs must have met TAAS standards by passing all sections of the exit-level TAAS or through end-of-course exams.

• High school students are generally limited to enrolling in two dual credit courses per semester. You may be permitted to enroll in more than two courses if recommended to do so by your high school principal or appropriate home school "official" *and* under one of the following conditions:

- •Achieve a minimum GPA of 3.00 on at least two college courses taken in previous semesters; or
- •Prove you have passed all sections of TASP or the Alternative assessment; or
- •Prove your eligibility to be TASP exempt based upon TAAS, ACT, or SAT as approved by the Texas Higher Education Coordinating Board. (Note: these score standards are often altered by the THECB and the currently approved scores must be used.)

• High school students must meet all appropriate admissions criteria to the college.

• High school students must fulfill all prerequisite requirements to enrolling in a dual credit course.

Transfer Students

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

• You must present a complete transcript bearing the seal and signature of college/university official for each institution attended. Transcripts must be submitted before you enroll and should include the previous admission record and evidence of honorable dismissal. If you do not submit transcripts prior to enrolling, you can be blocked from a number of courses that require taking certain prerequisites. Transcripts received become the permanent property of the Mountain View College and the DCCCD. If you have earned a baccalaureate and/or graduate degrees from accredited colleges and universities, you may submit a copy of a college/university diploma in lieu of transcripts. However, documentation of prerequisites for specific courses must still be provided. If you are transferring from another college, you are not at liberty to disregard your collegiate record by applying as a beginning student. Mountain View College reserves the right to review academic credentials and/or transcripts from other higher education institutions for the purposes of evaluating the acceptability of credits. If you do not report all accredited college/university course work, you will be subject to disciplinary action, including expulsion and possible loss of credit for subsequent course work taken at the college.

• You must meet the minimum academic standards of Mountain View College and the DCCCD. If another institution enforced scholastic withdrawal or suspension, and you meet the minimum academic standards of Mountain View College, you may petition for admission in writing through the Admissions/Registrar's Office. Admission may be provisional, and credit hours and course work may be limited.

You must meet all TASP requirements, as follows, after you are admitted:

•If you are transferring from another Texas public college or university, you must present TASP or alternative assessment scores if you are not TASP exempt and wish to enroll in any college-level coursework, and

•If you are transferring from a private and/or out-of-state college or university, you must present TASP or alternative assessment scores unless you are TASP exempt or will be enrolled at this college for only one semester or two summer sessions.

Acceptance of Credit in Transfer

Credit for courses in which a passing grade ("D" or better) has been earned may be transferred to Mountain View College and the DCCCD from colleges and universities accredited through one of the following associations:

•Middle States Association of Colleges and Schools/Commission on Higher Education

•New England Association of Schools and Colleges

•North Central Association of Colleges and Schools

•Northwest Association of Colleges and Schools/Commission on Colleges

•Southern Association of Colleges and Schools/Commission on Colleges

•Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges

•Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

It is the college's responsibility not to accept in transfer credits received from any United States institution not so accredited except where signed agreements between the college and other institutions exist. However, if you have gained proficiency through completing coursework from non-accredited institutions, you may receive college credit through credit-by-examination and, in some circumstances, credit by experience.

During the semester in which a student's transcripts are received, the Admissions/Registrar's Office will complete a course-by-course evaluation. Individual courses transferred will not be posted to the college's student record. Official transcripts from all higher education institutions must be on file in the Admissions/Registrar's Office.

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

You must submit all official transcripts from all higher education institutions. 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 Admissions/Registrar's Office. If you are admitted with a grade point deficiency, you cannot graduate until you have cleared the deficiency by earning additional grade points.

Academic Forgiveness Policy

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

Former Students

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

Aliens Who are Residents of Texas

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

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

• Resided in Texas for at least three years as of the date you graduated from high school or received the equivalent of a high school diploma,

• Have not registered as an entering student at any college or university prior to the Fall Semester of 2001, and

• Sign the affidavit provided by the college stating that you will file an application to become a permanent resident at the earliest opportunity you are eligible to do so.

International Students

Mountain View College is authorized under federal law to enroll non-immigrant students carrying valid visas. International students are admitted once all admission requirements are complete. If you are an international student seeking F-1 visa status, you must:
Contact the college to request international student admission information;
Provide an official TOEFL (Test of English as a Foreign Language) score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version to meet the English proficiency requirement and be considered for academic credit. If you meet one of the following criteria, you will be excused from the TOEFL requirement:

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

Upon admission, all international students are required to:
• Complete the Mountain View College assessment for academic advisement and placement. If adequate English proficiency is not demonstrated through this assessment, placement in additional English language courses will be required;

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

• Provide written proof of negative tuberculin skin test or chest X-ray taken within the last one (1) year, diphtheria/tetanus immunizations taken within the last ten (10) years, measles and rubella vaccines taken since

January 1, 1968, and polio immunization if you are under nineteen (19) years of age;
Submit official transcripts from each high school, college or university previously attended with a minimum of "C" average;
Fulfill all admission requirements before the deadline designated by the college for international students and receive approval for admission from international admissions advisor.
In addition to the requirements stated above, if you are an international student wishing to transfer from another U.S. institution, you must also:
  •Present documentation indicating valid non-immigrant status;
  •Provide official transcripts or documented proof verifying that you are "in-status" and have been pursuing a full course of study during the term immediately preceding the transfer from the institution last authorized by INS for attendance. International students are subject to the requirements of the Texas Academic Skills Program (TASP).

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

Evaluation of Foreign Credentials

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

Evaluations of foreign credentials completed by individuals and/or by professional evaluation services are subject to review and approval by the Mountain View College Admissions/Registrar's Office.

Texas Academic Skills Program (TASP) and Alternative Assessments

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

When TASP Requirements Must Be Met

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

Meeting TASP Requirements

You may meet the TASP requirements in several ways:

• Pass all sections of TASP or QuickTASP;

• Pass all sections of the college alternate assessment on the initial attempt;

• In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of "C" or better, retake and fail the same section of TASP or QuickTASP, and then take and make a "B" or better in an approved, related college-level course; *or*

• In the exact following order, take and fail a section of the college alternate assessment, complete all required developmental coursework with a grade of "C" or

better, retest with TASP or QuickTASP and fail the same subject area originally failed on the college alternate assessment, and then take and make a grade of "B" or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods *must* check with the College TASP Coordinator to learn of all required steps to be met.

• The "B or Better" courses that can be used to satisfy TASP requirements (after having successfully completing Developmental coursework) are: English 1301, English 1302, History 1301, History 1302, English 2321, English 2322, English 2323, English 2331, English 2332, English 2333, English 2326, English 2327, English 2328, Psychology 2301, Government 2301, Government 2302, Government 2305, Government 2306, Math 1332, Math 1333, Math 1314, Math 1316, Math 1414 or a higher level math course for which any of the above Math courses are prerequisites.

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

Low Assessment Scores

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

If you fail a section of the TASP, QuickTASP or college alternate assessment, you must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. The Vice President of Teaching and Learning may exempt you from this requirement under limited circumstances (Concurrently enrolled high school students will not be mandated to take developmental courses while in high school.) You must continue to participate in mandated developmental coursework until:

1. You pass the failed section of TASP or QuickTASP test, (please note that the college alternate assessment cannot be used for retesting purposes), *or*

2. You have completed the developmental coursework required, at which time the college may release you from such coursework. The college is not required to release you from further developmental coursework.

Exemptions from TASP Requirements

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

• You have at least 3 hours of college credit prior to Fall 1989;

• You are blind/deaf and have at least 3 hours of college credit prior to Fall 1995;

• You enroll in certain certificate programs;

• You have a baccalaureate or higher degree;

• You have ACT/SAT or TAAS scores which meet state standards for an exemption;

• You enroll as a transient student from an out-of-state or private institution;

• You are not seeking a degree *and* are at least 55 years of age;

• You are not seeking a degree *and* are an international student;

• The Texas Higher Education Coordinating Board has certified you as being dyslexic or having a related disorder *or* as having a math disorder. If you seek this exemption, you must check with the Mountain View College TASP Coordinator to ascertain what documentation must be submitted to the Texas Higher Education Coordinating Board as only that agency may grant such an exemption;

• You are an out-of-state student enrolled in official distance education courses;

• You transfer from a private or out-of-state college or university with a transcript showing a grade of "A" or "B" in a course that the DCCCD believes is equivalent to a course on the "B or Better" list (See #5 in previous section, *Meeting TASP Requirements.*)

• You are a self-declared casual, enrichment, or non-degree seeking student. You must be tested on TASP, QuickTASP, or the college alternate assessment, but you do not have to participate in remediation. You must sign a form, available in the Admissions/Registrar's Office or Counseling Center each semester you are enrolled. You

will be restricted from enrolling in certain courses until TASP requirements for such courses have been met, and you will not be awarded a certificate or degree;

• You are a student who is serving full-time, active duty as a member of the armed forces of the United States. Members of the National Guard or other less-than-full-time military groups will not qualify;

• You are a student who graduates from a public high school or an accredited private high school in any state with a grade point average of 3.5 or higher on a 4.0 scale or the equivalent and completed the recommended or advanced high school curriculum or an equivalent or similar curriculum at an accredited private high school or at a high school outside of Texas. This exemption is effective only for a student who enrolls in an institution of higher education on or before the second anniversary of the date the student graduated from high school.

All other students are subject to TASP requirements.

When Tests Are Administered

The college alternate assessment and QuickTASP are offered at the Mountain View College Testing Center throughout the year at various times. Please contact the Testing Center, located in Room W230 (phone 214-860-8571) for specific information regarding college alternate assessment and QuickTASP test administration procedures. The TASP test is administered statewide at least six times a year. You *must* register on forms available in the Testing Center in order to take the TASP test. The on-time registration fee for TASP and QuickTASP is $29. A TASP study guide is available for purchase.

Transferring Assessment Scores

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

TASP Assistance

The Mountain View College TASP Coordinator, (phone 214-860-8557), can assist you with information about TASP requirements. The TASP Office, Room W164A, is located in the Learning Skills Center. Additional information can be obtained by calling Velma Hargis in the DCCCD District Office of Educational Affairs at (214) 860-2406.

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

And remember... TASP rules are always subject to change. For the latest TASP information, see the Mountain View College TASP Coordinator.
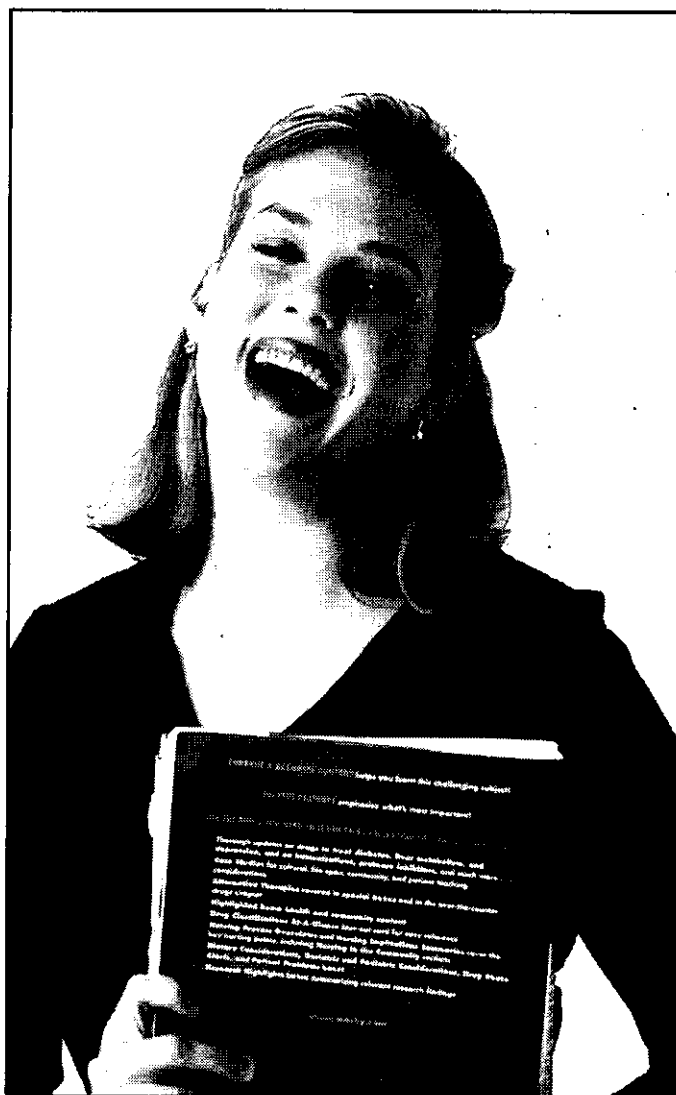
Money Matters

Tuition

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

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

Category	Resident of Dallas County	Other Texas Residents	Out-of-State and Out-of-County Residents
Full tuition	$26 per credit hour, $26 minimum	$46 per credit hour, $46 minimum	$76 per credit hour, $200 minimum
Reduced tuition for certain afternoon and weekend classes	$13 per credit hour, $13 minimum	$23 per credit hour, $23 minimum	$38 per credit hour, $100 minimum

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

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

Residency

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

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

Provided they established legal residence in the state of Texas, the county of residence for a student under 18 years of age is the county in which his or her parents or legal guardian resides. A student who is 18 years of age and older is deemed to be a resident of the county in which he/she resides.

A student who is less than 18 years of age and whose family resides in another state or whose family has not resided in Texas for twelve months immediately preceding the date of registration is classified as an out-of-state resident. A students who is 18 years of age or older and who has not been a resident of the state for twelve months following his or her 18th birthday or for the twelve months immediately preceding the date of registration is also classified as an out-of-state resident.

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

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

Tuition Installment Pay Plan (TIPP)

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

• A nonrefundable, $15 charge is due when the installment plan is initiated, which must be before the first day of classes.

• Tuition for flexible-entry courses may not be paid in installments unless registered for prior to the official certification date of the term in which the pay plan is initiated.

• Course credit may be denied if payment in full has not been made by the end of the semester.

• A promissory note must be signed when the first payment is made.

• If courses are dropped, the refund (if any) is applied to the balance due.

•If courses are dropped and no refund is due, the balance must still be paid in full.

• A $10 late charge is applied to a late payment (maximum of $20 per pay plan).

• Payment due dates and amounts are 1/2 before the official institutional first day of classes, 1/4 before start of the 6th class week, and the final 1/4 before start of the 11th class week.

HOPE Scholarship and Lifetime Learning Tax Credits

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

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

For purposes of filing tax returns, 1098-T forms indicating amount of tuition paid and financial aid received during the tax year are mailed to taxpayers by January 31 of each year. There is a telephone number on the form to call if any of the information appears incorrect.

Students may view their 1098-T online after January 31 through the web site http://www.1098t.com.

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

Reciprocal Tuition Agreements

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

Program	DCCCD College(s)	In-county Tuition	
		Collin	Tarrant
Air Conditioning and Refrigeration—Residential	Cedar Valley Eastfield North Lake	x	
Air Conditioning and Refrigeration Technology	Eastfield	x	
Apparel Design	El Centro	x	x
Auto Body Technology	Eastfield	x	
Automotive Technology	Brookhaven Cedar Valley Eastfield	x	
Automotive Technology—Dealership-sponsored Technician	Brookhaven	x	
Aviation Technology: —Air Cargo —Aircraft Dispatcher —Airline Management —Fixed Base Operations —Professional Pilot	Mountain View	x	x
Biotechnology	El Centro Mountain View	x	x
Commercial Music	Cedar Valley	x	
Construction Management and Technology	North Lake	x	x
Construction Technology	North Lake	x	x
Diagnostic Medical Sonography	El Centro	x	x
Digital Imaging Technology	Eastfield	x	
Echocardiology Technology	El Centro	x	x
Educational Personnel	El Central Richland	x	x

Reciprocal Tuition Agreements (continued)

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

Program	DCCCD College(s)	In-county Tuition	
		Collin	Tarrant
Electrical Technology	North Lake	x	x
Electronic Commerce	Brookhaven		x
	Eastfield		
	Mountain View		
	North Lake		
	Richland		
Engineering Technology	Richland		x
Food and Hospitality Service	El Centro	x	x
Hospitality Management	North Lake		x
Interior Design	El Centro		x
International Business and Trade	El Centro	x	x
	Richland		
Invasive Cardiovascular Technology	El Centro	x	x
Medical Laboratory Technology	El Centro		x
Medical Staff Services	El Centro	x	x
Medical Transcription	El Centro	x	x
Mortgage Banking	North Lake	x	x
Pattern Design	El Centro	x	x
Plumbing and Pipefitting Construction	North Lake		x
Radiologic Sciences	El Centro	x	
Social Work Associate—Generalist	Eastfield	x	
Substance Abuse Counseling	Eastfield	x	
Travel, Exposition and Meeting Management	Richland	x	x
Veterinary Technology	Cedar Valley	x	x
Video Film Technology	North Lake	x	
Visual Communications	Brookhaven		x
Welding Technology	Mountain View	x	

Mountain View College

Tuition—All Semesters

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

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

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

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

Tuition for all semesters is as follows:

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

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

Effective Date: Fall Semester, 2001

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

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

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

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

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

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

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

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

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

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

Tuition Rebate Program

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

• Must have enrolled in a Texas public institution of higher education in fall 1997 or thereafter;

• Must have been a resident of Texas and entitled to pay in-state tuition at all times while pursuing the degree;

• Must have received a baccalaureate degree from a Texas public university; and

• Must have **attempted** no more than three hours in excess of the minimum number of semester hours required to complete the degree in the catalog under which graduated. Hours attempted includes transfer credits, course credits earned exclusively by examination, courses that are dropped after the official census 43date, and for-credit developmental/remedial courses.

Mountain View College has academic advisors and counselors who are available to help students plan their course of study at the community college to maximize their chances of qualifying for this rebate when they graduate from a university with a baccalaureate degree.

If courses are added and dropped before the 12th class day (Fall/Spring) or 4th class day (Summer) and the net amount is the same, no additional charges apply to the student. If a student drops more hours than are added, the above refund policy applies. If a student adds more semester credit hours than are dropped, additional fees are due immediately.

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

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

A student who wishes to appeal for a greater refund may do so by submitting a petition and explanation of any extenuating circumstances to the Mountain View College Admissions/Registrar's Office. The petition will be reviewed by the college refund petitions committee and, if the committee approves the petition, the college will notify the student and issue a refund accordingly.

Refund of Tuition

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

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

Returned Checks

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

Information Concerning Additional Charges

• Some classes may use facilities or services for which students pay a third party, such as for SCUBA gear rental or bowling alley admission.

• The college levies a service charge for administering tests that establish credit-by-exam; the charge may change without prior notice.

• Out-of-state students who receive all instruction remotely through DCCCD's "Virtual College" pay $55 per credit hour for distance learning services. (This charge may be adjusted depending on contracted services with distance learning partners.)

• Graduating students pay for their cap and gown.

• The cost for auditing a course is the same as if taking the course for credit.

Here's A Tip:

Learn about all kinds of financial aid...

...Loans, scholarships and grants...

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

And start your quest for aid as early as possible.

Financial Aid

Financial Aid

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

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

Eligibility Requirements for Financial Aid

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

Types of Aid Available

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

Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added.

Eligibility requirements include enrollment in at least I credit hour(s) of course work.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Texas Public Educational Grant (TPEG)

Texas Public Educational Grants are for students enrolled in credit and certain continuing education courses whose educational costs are not met in whole or in part from other sources. TPEGs may be used to assist students who have demonstrable financial need but may be ineligible for other aid programs. To receive a TPEG for credit course work, the student must enroll in at least 3 credit hour of courses.

Toward EXcellence, Access and Success (TEXAS) Grant

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

• Are Texas residents,

• Completed the recommended or advanced high school curriculum or its equivalent,

• Enroll at least 3/4 time in an undergraduate degree or certificate program,

• Receive their first award in this grant program within 16 months of high school graduation, and

• Have not been convicted of a felony or a crime involving a controlled substance.

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

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

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

• Are Texas residents,

• If applying for a first-time award, have a family contribution of no more than $2,000,

• Are enrolled at least 1/2 time in an associate's degree or certificate program at a two-year college in Texas,

• Have not been granted an associate's or a bachelor's degree , and

• Have not been convicted of a felony or a crime involving a controlled substance.

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

Leveraging Educational Assistance Partnership Program (LEAP, formerly SSIG)

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

Rising Star Program

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

Academic eligibility requirements for Rising Star scholarships are 1) graduation from a Dallas County public high school or Dallas CAN! Academy, and 2) ranking in the top 40% of the graduating class OR having at least a "B" average OR passing the TASP test (or

DCCCD alternative test) before enrolling in college classes. Financial eligibility is based on number of people in household and annual family income.

Foundation and College Scholarships

Through the generosity of individuals, businesses, foundations, and many community, professional. and service organizations, the DCCCD Foundation and colleges have an array of student scholarships. Visit www.dcccd.edu/fdn/scholarships or Mountain View College Financial Aid Office to obtain a complete listing and application.

Stafford and PLUS Loans

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

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

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

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

Eligibility requirements include enrollment in at least 6 credit hours of course work.

Emergency Short-term Loans

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

Tuition Installment Pay Plan

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

Part-time Employment

The Federal College Work-Study Program (FCWS) provides part-time (not to exceed 18.5 hours per week) employment for eligible students. To be considered, students should indicate their interest in work-study employment on the financial aid application they submit each year.

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

Tuition Exemptions

The State of Texas offers a number of exemptions for various categories of students. For example, exemptions are available to:
AFDC students,
American (other than U.S.) hemisphere students,
Blind or deaf students,
Children of disabled firemen and peace officers,
Children of prisoners of war or persons missing in action,

Early high school graduation students,
Fire fighters enrolled in fire science courses,
Foster care students,
Highest ranking high school graduate,
ROTC/National Guard students,
Senior citizens, and
Veterans and dependents.
For a full list and the criteria for eligibility, visit www.collegefortexans.com or contact the Texas Higher Education Coordinating Board at 1-800-242-3062.

Vocational Rehabilitation

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

American Indian/Native American Students

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

Veterans' Educational Benefits

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

VA regulations are subject to change without notice. Contact the college veterans' affairs office for information about current regulations and procedures. Direct questions about specific financial benefits to the VA Regional Office at 1-888-442-4551.

Under the Hazlewood Act, certain Texas veterans who have exhausted their educational benefits from the VA can attend Texas public colleges and have tuition waived. To be eligible, the student must:
Have been a resident of Texas at the time he or she entered the service,
Have an honorable discharge,
Now be a Texas resident,

Be ineligible for federal financial aid grants, and
Not be in default on any federal educational loans.

Financial Aid Application Process

1. First, file an Application for Admission with the college. This is essential. Without an Application for Admission, the college will <u>not</u> act upon an application for financial aid. See http://www1.dcccd.edu/stu app or visit the Admissions/Registrar's Office to obtain a paper form.
2. Then, as soon as possible, file a Free Application for Federal Student Assistance (FAFSA). See www.FAFSA.ed.gov to file electronically, or obtain a paper form from a high school counselor or the Mountain View College Financial Aid Office. (One of the advantages of filing electronically is the U.S. Department of Education offers an automated application services that gives immediate assistance with errors.) Note: Answering "yes" to question 28 on the FAFSA will accomplish Selective Service Registration for those who are required to register.
3. Processing a FAFSA may be delayed at the U.S. Department of Education for reasons such as the following:
   a. The U.S. Department of Education randomly selects applicants and requires verification of information on the FAFSA. If selected, the applicant must provide additional documents.
   b. The U.S. Department of Education matches data with the Immigration and Naturalization Service (INS). If the match with INS has not confirmed the applicant's non-citizen eligibility, the college must submit a document to INS to complete the confirmation.
   c. The social security number of each applicant is verified by the Social Security Administration (SSA). If the number does not match SSA records, the FAFSA is returned to the applicant unprocessed.

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

5. The college has established priority-processing dates for SARS (see table below). SARs received after these dates are acted upon, as

funds are available and time permits. Late applicants should be prepared to pay for tuition and books from personal resources.

Priority Processing Dates

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

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

Class Registration Deadlines

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

Distance Learning

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

Federal Repayment Dates

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

Standards for Satisfactory Academic Progress (SAP)

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

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

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

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

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

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

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

A student placed on financial aid suspension may petition the Mountain View College Financial Aid Office to consider mitigating circumstances. The petition must be in writing with supporting documentation regarding the circumstances (for example, medical statements, divorce documents, unemployment letters, etc.). The Mountain View College Financial Aid Office will notify the student of its decision. If the petition is denied, the student may make the same appeal to the Executive Dean of Student Support Services.

College Registration

How to register

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

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

Follow these steps:

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

Assessment Procedures

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

The assessment program is comprised of several parts. You complete a questionnaire that documents information about your career and work plans, previous academic achievement and other relevant information. Your basic skills in reading, writing and mathematics are also assessed; this information may come from ACT, SAT, previous college-level work or from scores on the standardized tests administered at the college. If you have taken TASP, you will also need your TASP scores. *You should have official copies of TASP, ACT, RSAT, or SAT scores and transcripts mailed to the Admissions Office or make them available when you apply for admission. It is our responsibility as a student to have these available when you enroll.*

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

Details of assessment and advisement procedures are available through the Mountain View College Counseling Center or in the Mountain View College Class Schedule, published each semester.

If you are not exempt from TASP, you must take the TASP (Texas Academic Skills Program) or the college alternative assessment prior to enrolling in any college-level course work. If you fail either the reading, writing, or mathematics section of the TASP or alternative assessment, you are mandated by state law to enroll and participate in a developmental program continuously until all appropriate developmental courses are successfully completed or until each failed section is passed. See *Texas Academic Skills Program (TASP)*.

Counseling & Advisement Services

The college offers valuable resources in the Mountain View College Counseling Center to help you plan each semester of study.

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

• Career counseling to explore possible vocational directions, occupational information, and self-appraisal of interest, personality and abilities.

• Academic advisement to develop and clarify educational plans and make appropriate course choices.

• Confidential counseling sessions to assist you in managing the academic environment and dealing with issues that may hinder success.

• Small group discussions led by counselors focusing on such areas as interpersonal relationships, test anxiety or assertiveness. Counselors will consider forming any type of group for which there is a demand.

- Crisis intervention and referral sources to provide in-depth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or emotional problems.

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

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

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

Flexible Entry Courses

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

Recommended Academic Load

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

Change of Schedule

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

Classification of Students
Freshman:
> A student who has completed fewer than 30 credit hours.

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

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

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

Distance Learning

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

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

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

Distance Learning Formats

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

Telecourse

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

Online Course

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

Telecourse Plus Course

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

Live-Interactive Television Course

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

College-Based Distance Learning

Mountain View College offers a growing number of distance learning courses and programs each year. As the college identifies student demand for distance learning instruction in specific programs and courses, its instructional departments begin the process of adding the distance delivery option for a specific program or course.

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

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

Involvement
Contributes to your
Success

Learner Services

Student Programs and Resources

Recent research in higher education indicates that for many students involvement is an important contributor to academic success. That's why Mountain View College plans many activities to encourage your involvement in college life through its Student Programs and Resources (SPAR) Office.

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

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

• improvements for an aspect of the college (facilities, services provided, instruction, etc.);

• programming, speakers and special events offered to the student body;

• student disciplinary hearings;

• conducting (or completing) surveys and questionnaires designed to gather information about your college experiences; and/or

• the selection process of new college administrators.

Testing Center

The Mountain View College Testing Center offers a variety of testing services that meet the expressed needs of students, staff and the community. The Testing Center provides these services:

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

• Assessment testing (approved alternate TASP testing that meets both TASP and placement requirements).

• Standardized exams (national and state exam programs such as: TASP, ACT, SAT, CLEP, GED, etc.).

• Psychometric Testing (assessment of personality, vocational interests, aptitude, etc.); you must be referred by a counselor or appropriate faculty member for psychometric testing.

Before taking a test in the Testing Center, you must show your MVC Student ID (or other photo identification with additional approval). There is a charge for some test services. For additional information, please contact the Testing Center at 214-860-8571.

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

Career Planning and Job Placement Services

Mountain View College features a number of Career Assessments and Interest Inventories to help students and potential students identify possible career fields. Students can register for personalized assistance with career exploration by appointment and discover an opportunity to examine interests, skills, work values, personality type, and job search techniques.

Mountain View College offers the Self-Directed Search, the Strong Interest Inventory, and the Myers-Briggs Type Indicator as career interest inventories and Discover and Sigi Plus as computerized career programs. All testing is available by appointment and non-students may be subject to a nominal fee.

The Career Resource Library is a collection of career and job-search books, periodicals, videos, and handbooks that are available in the Career Development Center. Students can research job fields to determine job outlook, education and skills required, job expectations, and salary information.

The college provides career planning and job

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

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

For questions regarding career information, please call the Career Development Center at (214)860-8677.

Disability Services/Special Services Offices

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

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

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

For additional information, contact the Disability Services/Special Services Office at 214-860-8691 or 214-860-8780.

Health Services and Insurance

The Health Center is a multi-purpose facility that promotes health, wellness, and preventive care for the college community. Registered nurses coordinate and provide the health services, that include:
• First aid for accident, injury or illness;

• Health information and brochures;

• Some over-the-counter (non-prescription) medicines such as Tylenol, aspirin and antacids;

• Referral information for community health services;

• Selected health education and screening programs;

• Confidential health counseling; and

• A rest area.

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

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

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

Housing

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

Library/Learning Resource Center

The Mountain View College Library and Learning Resource Center orients students to the information environment. The staff introduces the tools needed to

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

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

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

College Police Departments

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

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

Student Organizations

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

• Co-curricular organizations pertinent to the college's educational goals and purpose;

• Social organizations to provide an opportunity for you to make friends and establish a sense of community with fellow students;

• Service organizations to promote your involvement in the community; *and*

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

Tutoring Services

Mountain View College provides a variety of individual and small group tutoring services as an academic support service for students needing extra help with coursework and/or study skills. You should seek these services early in the semester. For information concerning tutoring services, contact the Mountain View College Learning Skills Center, located in room W164, at 214-860-8538

Athletics

Intercollegiate Athletics

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

The athletic program strives to bring together both participants and spectators of diverse ethnic and cultural backgrounds. Participation on athletic teams is voluntary on a non-scholarship basis for women and men meeting requirements established by the Metro Athletic Conference and the National Junior College Athletic Association (N.J.C.A.A.). Most teams are associated with the N.J.C.A.A., and our conference champions compete at regional, district and national tournaments. In the last several years, DCCCD college teams have been the N.J.C.A.A. Division III national champion in basketball and baseball and have taken second place in the national volleyball and golf tournaments. For more information regarding eligibility, rules, standards, and sports offered contact the Mountain View College Physical Education Department at 214-860-8649.

Intramural Sports

The Intramural Sports Program provides opportunities for students to participate in a variety of individual, dual and team sports in a supervised recreational setting. Students and employees can enrich their college life, have fun, make new acquaintances and benefit from exercise through the Intramural Sports Program. For additional information, contact the Student Programs and Resources (SPAR) Office at 214-860-8685.

Policies

Equal Educational And Employment Opportunity Policy

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

Family Educational Rights and Privacy Act Of 1974

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

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

Student Consumer Information Services

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

Student Right to Know Act

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

Equity in Athletics Disclosure Act

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

Drug-Free Schools and Communities Act

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

Standard of Conduct

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

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

Academic Information

Degree Requirements

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

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

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

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

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

Associate in Arts and Associate in Sciences Degrees

These degrees are designed as the equivalent of the first half of a baccalaureate degree. Both are general plans and may or may not satisfy the requirements of a specific transfer university. Students desiring to transfer should seek one of these degrees after consultation with the Mountain View College Counseling Center. However, in keeping with Texas State law, students who complete the 48 hour credits of the core curriculum are assured that the core will transfer to any Texas public college or university; in such instances, the core will be substituted for the core requirements of the receiving institution. Therefore, in pursuing a degree, students

are encouraged to complete the entire core within the college. However, care should be taken in the selection of math and science courses to ensure that those courses also meet requirements of the proposed major at the transfer institution.

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

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

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

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

Associate in Arts/Associate in Sciences Field of Study Degrees

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

Associate in Arts/Associate in Sciences "Emphasis" Degrees

The DCCCD colleges offer a number of "emphasis" degrees in specific majors. An "emphasis" degree is one designed by the college. It includes the core curriculum required in all degrees plus courses within the student's desired major. Students pursuing an "emphasis" degree should work closely with an advisor to ensure all courses will transfer and count toward the major at the selected institution to which the student plans to transfer. An "Articulated Emphasis" degree is one that will transfer to specified universities. Emphasis degree options available within the DCCCD are available on the District web site at http://www.dcccd.edu and those available at Mountain View College are shown in this catalog and on the college web site at http://www.mvc.dcccd.edu.

Associate in College/University Transfer Degree

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

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

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

Associate in Sciences degree are not eligible for the Associate in College/University Transfer degree.

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

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

Associate in Applied Sciences Degree

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

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

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

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

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

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

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

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

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

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

Certificate Program Requirements

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

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

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

TRANSFER STUDENTS

Core Curriculum

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

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

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

• READING: Reading at the college level means the ability to analyze and interpret a variety of printed materials—books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

• WRITING: Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a sine qua non in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

• SPEAKING: Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups, and through the media.

• LISTENING: Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

• CRITICAL THINKING: Critical thinking embraces methods of applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking, used to address an identified task.

• COMPUTER LITERACY: Computer Literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

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

COMPONENT AREA OF COMMUNICATION

The objective of a communication component of a core is to enable to student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion, and audience. The exemplary educational objects are:
• To understand and demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation.
• To understand the importance of specifying audience and purpose and to select appropriate communication choices.
• To understand and appropriately apply modes of expression, i.e., descriptive, expositive, narrative, scientific, and self-expressive, in written, visual and oral communications.
• To participate effectively in groups with emphasis on listening, critical and reflective thinking, and responding.
• To understand and apply basic principles of critical thinking, problem solving, and technical proficiency in the development of exposition and argument.
• To develop the ability to research and write a documented paper and/or to give an oral presentation.

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

COMPONENT AREA OF MATHEMATICS

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

• To apply arithmetic, algebraic, geometric, higher-order thinking, and statistical methods to modeling and solving real-world situations.

• To represent and evaluate basic mathematical information verbally, numerically, graphically, and symbolically.

• To expand mathematical reasoning skills and formal logic to develop convincing mathematical arguments.

• To use appropriate technology to enhance mathematical thinking and understanding and to solve mathematical problems and judge the reasonableness of the results.

- To interpret mathematical models such as formulas, graphs, tables, and schematics, and draw inferences from them.

- To recognize the limitation of mathematical and statistical models.

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

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

COMPONENT AREA OF NATURAL SCIENCES

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

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

- To recognize scientific and quantitative methods and the differences between these approaches and other methods of inquiry and to communicate findings, analyses, and interpretation both orally and in writing.

- To identify and recognize the differences among competing scientific theories.

- To demonstrate knowledge of the major issues and problems facing modern science, including issues that touch upon ethics, values, and public policies.

- To demonstrate knowledge of the interdependence of science and technology and their influence on, and contribution to, modern culture.

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

COMPONENT AREA OF HUMANITIES AND VISUAL AND PERFORMING ARTS

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

- To demonstrate awareness of the scope and variety of works in the arts and humanities.

- To understand those works as expressions of individual and human values within an historical and social context.

- To respond critically to works in the arts and humanities.

- To engage in the creative process or interpretive performance and comprehend the physical and intellectual demands required of the author or visual or performing artist.

- To articulate an informed personal reaction to works in the arts and humanities.

- To develop an appreciation for the aesthetic principles that guide or govern the humanities and arts.

- To demonstrate knowledge of the influence of literature, philosophy, and/or the arts on intercultural experiences.

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

COMPONENT AREA OF SOCIAL AND BEHAVIORAL SCIENCES

The objective of a social and behavioral science component of a core curriculum is to increase students' knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand them-

selves and the roles they play in addressing the issues facing humanity. The exemplary educational objectives are:

• To employ the appropriate methods, technologies, and data that social and behavioral scientists use to investigate the human condition.

• To examine social institutions and processes across a range of historical periods, social structures, and cultures.

• To use and critique alternative explanatory systems or theories.

• To develop and communicate alternative explanations or solutions for contemporary social issues.

• To analyze the effects of historical, social, political, economic, cultural, and global forces on the areas under study.

• To comprehend the origins and evolution of U.S. and Texas political systems, with a focus on the growth of political institutions, the constitutions of the U.S. and Texas, federalism, civil liberties, and civil and human rights.

• To understand the evolution and current role of the U.S. in the world.

• To differentiate and analyze historical evidence (documentary and statistical) and differing points of view.

• To recognize and apply reasonable criteria for the acceptability of historical evidence and social research.
To analyze, critically assess, and develop creative solutions to public policy problems.

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

• To identify and understand differences and commonalties within diverse cultures.

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

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

COMMUNICATIONS – 9 credit hours
(Select each of the following)
English 1301: A grade of "C" or better must be earned.
English 1302
Speech 1311* or any Foreign Language Course 1311 or higher

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

MATHEMATICS – 3 credit hours
(Select one from the following)
Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, 2442, or higher level. A grade of "C" or better must be earned in the selected college-level math course.

LAB SCIENCES – 8 credit hours
(Select two from the following)
Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426.

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

SOCIAL/BEHAVIORAL SCIENCES –
15 credit hours *(Select each of the following)*
History 1301, 1302
Government 2301, 2302

(Select one from the following)
Anthropology 2346, 2351, Economics 1303, 2301, 2302, 2311, Psychology 2301, 2314, 2316, Sociology 1301, 1306, 2319

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

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

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

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

Academic Transfer Programs

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

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

Earning an Associate Degree Prior To Transferring

You may elect to earn a two-year associate degree. The Associate in Arts and the Associate in Sciences degrees are designed specifically for those students who plan to transfer to a Texas four-year institution. Both of these degrees are built upon the college's core curriculum. The flexibility of these degree programs also allows you to complete many of the introductory courses specifically related to your major field of study. You should also keep in mind the Associate in

Arts/Associate in Sciences Field of Study degrees in Business, Music, and the two programs in Teacher Preparation. The entire curriculum of the Field of Study degrees will transfer to all Texas public colleges and universities. In addition, the college offers "Emphasis" degrees that feature "majors" that are recommended to students transferring in a specific discipline. All these degree patterns are shown elsewhere in this catalog.

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

Guarantee for Transfer Credit

See the Guarantees Offered by the College section for more information on this important program on page 10.

Transfer Dispute Resolution

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

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

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

Choosing a Major and Developing An Educational Plan

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

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

The personnel in the Counseling Center at Mountain View College can help you develop a degree plan for almost any major. Listed below are some of the four-year majors you can begin in the college:

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

College Resources for Transfer Students

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

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

• Answers to "most commonly asked" transfer questions.

• Transfer guides for specific majors at approximately 30 Texas universities.

• Course-by-course equivalencies for college courses at Texas universities.

• Details on the Transfer Guarantee Program and the Associate in College University Transfer Degree

• Educational resources for students and counselors/advisors.

• DCCCD - University Articulation Agreement

Transfer Guides

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

Accounting	Kinesiology (Exercise and Sports Science)
Advertising Art	
Aerospace Engineering	Legal Science
Agriculture	Management
Architecture	Marketing
Art	Mathematics
Biology	Medical Technology
Business Administration	Music
Chemical Engineering	Music Education
Chemistry	Nursing
Civil Engineering	Occupational Therapy
Computer Science	Pharmacy
Criminal Justice	Photojournalism
Dental Hygiene	Physical Education
E-commerce	Physical Therapy
Economics	Physician Assistant
Electrical Engineering	Physics
English	Pre-Law
Political Science	Pre-Medicine
Exercise and Sports Studies	Pre-Veterinary

Fashion Design	Medicine
Fashion Merchandising	Radio/TV/Film
Finance Psychology	Social Work
Foreign Languages	Sociology
Geography	Speech
Geology	Speech Pathology/
History	Audiology
Industrial Engineering	Teacher Preparation
Interior Design	Theatre
Motel & Restaurant	Undecided
Management	

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

Course-by-Course Equivalency Guides

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

Common Course Numbering System

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

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

Choosing A Catalog Year

The college catalog has a "life" of 5 years.

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

Other Things to Consider

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

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

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

HOT TIP!

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

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

Other Educational Programs

Career and Technical Programs

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

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

In addition to classroom instruction, the college offers external learning experiences programs. These are competency-based learning experiences provided at a work site that enhances lecture and laboratory instruction. See *External Learning Experiences for Career and Technical Programs* in this catalog for more information. Certificate and associate degree Career and Technical Programs are offered at the college. These programs are designed for you to complete within one or two years.

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

Certificate Programs

Some of the college's Career and Technical Programs offer certificates to graduates. In order to be awarded a certificate, you must complete all program course requirements with a grade point average of 2.00 ("C") or better. Only the grades for the specific courses required in the certificate program will be used in the calculation of the GPA for determining eligibility for these awards.

Some certificate programs do not require you to meet TASP requirements. When you seek a TASP

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

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

Credit-By-Examination

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

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

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

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

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

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

CLEP Testing Information
(continued on next 2 pages)

MOUNTAIN VIEW COLLEGE

YOUR

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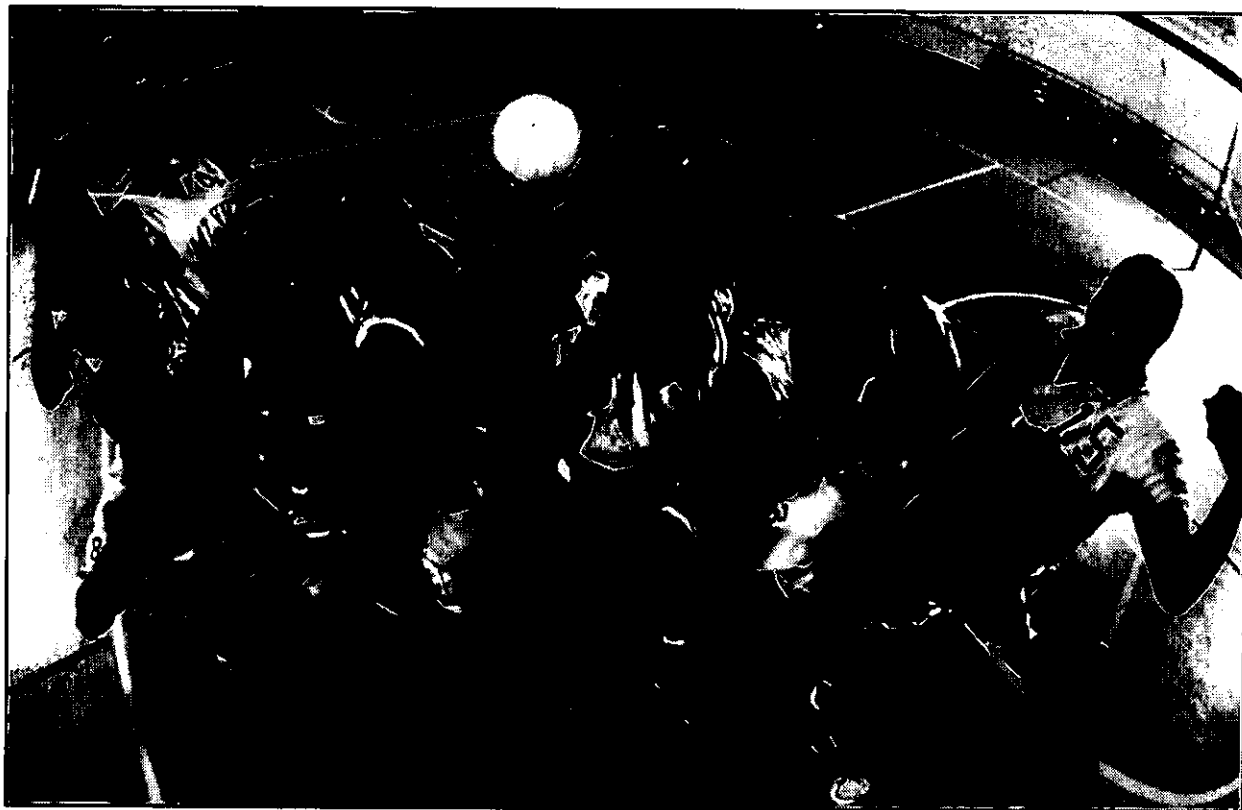
CLEP Computerized Test Subject Exams (CLEP General Exams are NOT approved)
***See Testing Center for test limitations for these CLEP exams**

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

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

CLEP Paper/Pencil Test Subject Exams (CLEP General Exams are NOT approved)
*** See College Testing Center for test limitations on these CLEP tests.**

Test Name	Minimum Score	Credits	Course(s)
Intro Accounting (version retired in 7/95)	47	6	ACCT 2301, 2302
Principles of Accounting	45	6	ACCT 2301, 2302
Intro Management (version retired in 7/94)	47	3	BMGT 1303
Principles of Management	46	3	BMGT 1303
General Biology	46	8	BIOL 1406, 1407
Intro to Business Law	51	3	BUSI 2301
General Chemistry	47	8	CHEM 1411, 1412
Intro. Macroeconomics (version retired in 7/94)	48	3	ECON 2301
Intro. Microeconomics (version retired in 7/94)	47	3	ECON 2302
Principles of Macroeconomics	44	3	ECON 2301

Test Name	Minimum Score	Credits	Course(s)
Principles of Microeconomics	41	3	ECON 2302
English Literature	46	6	ENGL 2322, 2323
American Literature	46	6	ENGL 2327, 2328
College French 1 and 2 (version retired 7/97)	39	8	FREN 1411, 1412
College Level French Language	42	8	FREN 1411, 1412
College German 1 and 2 (version retired 7/95)	40	8	GERM 1411, 1412
College Level German Language	36	8	GERM 1411, 1412
College Level German Language	42	14	GERM 1411, 1412, 2311, 2312
*American Government	47	3	GOVT 2302
American History I (version retired 7/96)	45	3	HIST 1301
History of U.S. I	47	3	HIST 1301
History of U.S. II	46	3	HIST 1302
Western Civilization 1	46	3	HIST 2311
Western Civilization 2	47	3	HIST 2312
Principles of Marketing	50	3	MRKG 1311
College Algebra (version retired 7/94)	45	3	MATH 1314
College Algebra	46	3	MATH 1314
Trigonometry	50	3	MATH 1316
Calculus w/ Elem. Functions (version retired 7/95)	47	5	MATH 2513
Calculus w/ Elem. Functions	41	5	MATH 2513
Intro. Psychology	47	3	PSYC 2301
Human Growth and Development	45	3	PSYC 2314
Intro. Sociology	47	3	SOCI 1301
College Spanish 1 and 2 (version retired 7/96)	41	8	SPAN 1411, 1412
College Spanish 1, 2, 3 and 4 (version retired 7/96)	50	14	SPAN 1411, 1412, 2311, 2312
College Level Spanish Language	45	8	SPAN 1411, 1412
College Level Spanish Language	50	14	SPAN 1411, 1412, 2311, 2312

AP Advanced Placement Examinations

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

AP Test Name	Minimum Score	Credits	Course(s)
Government & Politics – US	3	3	GOVT 2302
Government – Comparative and Politics	3	3	GOVT 2371
History – European	3	6	HIST 2311, 2312

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

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

DANTES

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

CERTIFIED PROFESSIONAL SECRETARY (CPS) EXAM

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

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

Continuing Education Programs and Contract Training Services

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

Continuing Education instructors are professionals from the community chosen for their knowledge, expertise and experience in their fields. Training and instruction are offered as courses, programs, seminars, workshops and distance learning opportunities. Registration is continuous, convenient and customer-oriented with new classes starting throughout the year on weekdays and weekends both during the day and evening hours. Continuing Education classes are offered at the college and in a variety of locations throughout the community. For specific information on public course offerings, contact the Mountain View College Office of Continuing Education at 214-860-8612 and request a current Continuing Education Schedule or find it online at www.mvc.dcccd.edu.

Through the Contract Training Services Office, Mountain View College provides training solutions, assessment services and job profiling for local area businesses. We can design original courseware or adapt any continuing education course (and most credit courses) available at Mountain View College to meet a client company's specific needs. Courses can be delivered either at the company site, on the Mountain View College campus or at one of our off-site continuing education computer training facilities. The Contract Training Services staff is also certified to provide ACT WorkKeys™ job profiling and workplace skills assessment, the ROPES Challenge Course™ and Zig Ziglar™ training seminars. For more information on any of these services, call 214-860-8550.

A variety of student services are available for Continuing Education students including financial aid, library privileges, job placement assistance, tutoring and academic/career advising. Some scholarship and grant funds may be available for specific non-credit programs and courses. To apply for these funds, contact the Mountain View College Office of Continuing Education at 214-860-8612 or the Financial Aid Office at 214-860-8688.

Continuing Education Units

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

Credit for Experiential Learning

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

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

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

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

associate degree or certificate objectives. No gradua-
tion, residency, degree or certificate program require-
ments will be waived as a result of credits earned
through this process.

Developmental Education

Mountain View College offers multiple levels of
Developmental Writing, Developmental Reading,
Developmental Math, and English as a Second Language
courses to enable under-prepared students to complete
the prerequisites for college-level work and to satisfy
TASP remediation requirements. If you have low assess-
ment test scores, you will be advised to enroll in devel-
opmental courses. Also, if you wish to review and
improve your basic skills — even if you are not required
to take a developmental course — you may elect to
take one or more of these courses. If you fail a portion
of the state-mandated TASP, you will be required to par-
ticipate continuously in developmental coursework until
you meet the TASP standard for the failed section.
Failure to attend and participate in the required devel-
opmental coursework will result in administrative with-
drawal from all college-level classes.

Evening & Weekend College

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

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

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

External Learning Experiences for Career and Technical Programs

An external learning experience for Career and
Technical Programs is a competency-based learning
experience, paid or unpaid, that enhances lecture and
laboratory instruction, and is provided at a work site

appropriate to the program. An external learning expe-
rience allows you to have practical, hands-on training
and to apply learned concepts and theories in a work-
place setting. Four types of external learning experi-
ences are available: co-ops, practica, internships and clin-
icals. Clinical experiences must take place in a health
care setting and you must not be paid for the learning
experience.

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

Human Development Courses

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

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

International Studies/Study Abroad Opportunities

An important part of the commitment of the col-
leges of the DCCCD to enhancing student appreciation
and understanding of diverse cultures is its international
studies and study abroad programs. Therefore, any pro-
gram offered by another college of the DCCCD is open
to students of Mountain View College. These programs
are available in a variety of countries during fall and

spring semesters and in the summer and are available to students of Mountain View College. Semester-length programs are currently available in England, France, Costa Rica,, Spain, Italy and Ireland. In most programs, no prior knowledge of a foreign language is required. Many of the colleges also offer study-abroad opportunities during the summer sessions. College faculty teach these courses, which normally last two to four weeks. In previous years, these courses have been offered in Austria, Australia, China, Dominican Republic, France, Great Britain, Italy, Jamaica, Mexico, Portugal, Russia, Senegal, and Spain. For information about any of the semester or summer programs, contact the District Office of Student and Academic Programs 214-860-2410 or contact the study abroad advisor of the college. There are also other non-semester length courses offered during the year.

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

Non-Credit Student (Audit)

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

Reserve Officers Training Corps

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

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

Servicemen's Opportunity College

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

Tech Prep

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

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

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

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

• Choose a Tech Prep career program offered at your high school.

• Speak to the high school counselor and take the suggested high school classes.

• Ask the high school counselor to fill out a "Transfer of Tech Prep College Credit" form.

After high school graduation:

• Enroll in the college where the Tech Prep associate degree is offered.

• Meet with an advisor at Mountain View College; declare a major and file a degree plan in a related Associate in Applied Science (AAS) degree or Certificate Program.

Upon enrollment, the Admissions/Registrar's Office will begin developing a transcript for the student. The transcript will include courses taken at the high school, which meet Tech Prep requirements.

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

Workforce Education Course Manual (WECM)

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

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

Student Obligations

Attending Classes

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

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

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

Dropping A Course or Withdrawing from College

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

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

Grades & Transcripts

Grades and Grade Point Average

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

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

*Used only with developmental studies courses.

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

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

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

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

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

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

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

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

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

An "E" grade may be given when an instructor wishes to indicate that you have made progress in a developmental studies course. An "E" grade is non-punitive and is not computed. The "E" grade provides more flexibility for re-enrollment, particularly for students who do not achieve a C-level grade in a course. An "E" grade indicates that you participated in a course according to TASP guidelines, but were unable to do C-

level or passing work that would qualify you to enroll in transfer-level courses. The "E" grade indicates below college skill level work, but shows that you participated in and attended the class and attempted to do the work in the course.

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

Acceptable Scholastic Performance

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

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

Grade Reports/Notification of Grades

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

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│               · HOT TIP! · ·                 │
│   Inform the Admissions/Registrar's Office of any │
│   changes in your name or address. This will ensure │
│   that your student records are accurate and that grade │
│   reports and other important documents are sent to │
│            the correct residence.,           │
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Transcript of Credit

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

Upon your written request, the Admissions/Registrar's Office will send an official transcript you or to any college or agency named. A mini-

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

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

Transcript Evaluations

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

Probation, Suspension & Dismissal

Scholastic Probation

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

Scholastic Suspension

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

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

Academic Dismissal

If you do not meet the required standards and are placed on continued scholastic suspension for a second time, you will be academically dismissed for a period of 12 months. Prior to applying for readmission, you must present to the Admissions/Registrar's Office a

written explanation of how you plan to improve your academic standing. You may be readmitted on continued scholastic probation, and your coursework and total hours may be limited.

Indefinite Academic Dismissal

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

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

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

Graduation Requirements

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

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

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

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

Associate Degree Plans

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

Certificate Plans

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

Graduation Ceremony

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

Waiving of Scholastic Deficiency for Graduation Purposes

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

Academic Recognition & College Honors

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

Phi Theta Kappa

Phi Theta Kappa is the international honor society for community colleges. Founded in 1918 to give prestigious recognition to students with excellent scholarship and character, Phi Theta Kappa has always maintained fidelity to its founders' commitment to provide enrichment in four hallmarks: scholarship, leadership, service, and fellowship. Phi Theta Kappa features some of the nation's finest educational programs for community college students. These programs form the cornerstone of the college's successes in nurturing intellectual curiosity, good citizenship, and leadership potential. Many scholarship opportunities are available including the USA All-American Scholarships and the Guistwhite Scholarship Program.

Membership in Phi Theta Kappa is by invitation only. Students who have completed 12 or more semester credit hours of college level (i.e., non-developmental/remedial) coursework with a GPA of 3.50 or better will be invited — via letter from the college president. — to join the Mountain View College chapter of Phi Theta Kappa in each fall or spring semester during which they are enrolled.

Who's Who Among Students in American Community Colleges

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

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

ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCES DEGREES

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

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

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

CREDIT HOURS TO BE COMPLETED

CREDIT HOURS TO BE COMPLETED

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

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

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

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

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

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

ELECTIVE CREDITS   13   *20*
These courses may be selected from those designed for a major field of study.

Acct 2301 — 3
ITSC - 1401 4
PSyc 2301 — 3
PHED - 1145 — 1
ECon 2302 3
ECon 2301 3
acct 3

TOTAL CREDIT HOURS   61

ASSOCIATE IN SCIENCES DEGREE
BUSINESS FIELD OF STUDY

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

Available at all DCCCD Colleges

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

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

	CREDIT HOURS TO BE COMPLETED		CREDIT HOURS TO BE COMPLETED

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

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

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

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

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

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

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

TOTAL CREDIT HOURS **61-63**

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

EFFECTIVE: Fall Semester 2002

ASSOCIATE in SCIENCES DEGREE IN CHILD DEVELOPMENT/ EARLY CHILDHOOD EDUCATION

(TEACHER PREPARATION FOR PRE-K - GRADE 4)

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

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

This degree plan is an officially approved plan by the Texas Higher Education Coordinating Board. If the plan is completed in its entirety with no grade lower than a "C", all Texas public universities are required to accept this plan and count it in their Bachelor of Science in Human Sciences or Bachelor of Science in Interdisciplinary Studies with a Concentration in Child and Family Studies/Child Development.

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

CREDIT HOURS TO BE COMPLETED

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

MATHEMATICS — 3-4
(A grade of "C" or better required)
Select *one* of the following:
Math 1314 or Math 1414 or higher level

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

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

CREDIT HOURS TO BE COMPLETED

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

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

OTHER REQUIRED COURSES — 12
Select *each* of the following:
Early Childhood Education (TECA) 1303
Early Childhood Education (TECA) 1311
Early Childhood Education (TECA) 1318
Early Childhood Education (TECA) 1354

ELECTIVE CREDITS — 1-5
1 additional hour *or* one* of these:
Child Development (CDEC) 1421*
Child Development (CDEC) 1319*
Child Development (CDEC) 1359*
Child Development (CDEC) 2441*
*Before taking one, student should ensure the course is the correct one as approved by the university to which the student will transfer.

TOTAL CREDIT HOURS — 61-66

Students receiving this degree will receive the Associate in Sciences Degree in Child Development/Early Childhood Education

EFFECTIVE: Fall Semester 2002

ASSOCIATE IN ARTS DEGREE
MUSIC FIELD OF STUDY

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

Available at all DCCCD Colleges

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

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

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

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

CREDIT HOURS TO BE COMPLETED

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

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

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

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

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

CREDIT HOURS TO BE COMPLETED

FIELD OF STUDY IN MUSIC

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

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

  II. Applied/class piano — 0-4*

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

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

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

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

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

EFFECTIVE: Fall Semester 2002

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

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

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

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

CREDIT HOURS TO BE COMPLETED

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

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

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

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

CREDIT HOURS TO BE COMPLETED

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

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

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

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

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

TOTAL CREDIT HOURS   61

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

EFFECTIVE: Fall Semester 2001

ASSOCIATE in SCIENCES DEGREE IN TEACHER PREPARATION
FOR GRADES 4-8 CERTIFICATION
This plan is an official Field of Study Degree approved by The Texas Higher Education Coordinating Board
Available at Brookhaven, Eastfield, Mountain View, and Richland Colleges

This degree plan is an officially approved plan by the Texas Higher Education Coordinating Board. If the plan is completed in its entirety with no grade lower than a "C", all Texas public universities are required to accept this plan and count it in their Bachelor of Science in Human Sciences or Bachelor of Science in Interdisciplinary Studies with a Concentration in Child and Family Studies/Child Development.

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

CREDIT HOURS TO BE COMPLETED

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

MATHEMATICS   3-4
(A grade of "C" or better required)
Select one of the following:
Math 1314 or Math 1414 or higher level

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

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

CREDIT HOURS TO BE COMPLETED

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

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

OTHER REQUIRED COURSES   12
Select each of the following:
Education (EDUC) 1301
Early Childhood Education (TECA) 1354
Math 1350
Math 1351

ELECTIVE CREDITS   1-4
Select 1 additional hour or one* of the following:
Child Development (CDEC) 1359*
Education (EDUC) 1325*
Geography (GEOG) 1301*
Any 3-4 hour Spanish course
*Before taking one, student should ensure the course is the correct one as approved by the university where the student will transfer and count it in their Bachelor of Science with a major in one of the following disciplines: Mathematics, Science, Mathematics/Science Composite, Social Sciences/Language Arts Composite, or Interdisciplinary Studies (Generalist and Bilingual Generalists).

TOTAL CREDIT HOURS   61-65

Students completing the requirements will receive the Associate in Sciences Degree in Teacher Preparation, Grades 4-8

EFFECTIVE: Fall Semester 2002

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

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

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

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

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

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

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

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

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

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

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

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

ACCOUNTING

Offered at all seven campuses

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

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

Degree Plan Code: AAS.ACCT

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

		CREDIT HOURS
SEMESTER I		
+ACCT 2301	Principles of Accounting I **OR**	3
+ACCT 2401	Principles of Accounting I	(4)
ACNT 1311	Introduction to Computerized Accounting	3
++POFT 1325	Business Math and Machine Applications	3
++POFI 2301	Word Processing	3
Elective[1]	Business/Technical	3-4
		15-17
SEMESTER II		
ACCT 2302	Principles of Accounting II **OR**	3
ACCT 2402	Principles of Accounting II	(4)
ACNT 1313	Computerized Accounting Applications	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
Elective[1]	Business/Technical	3-4
		15-17
SEMESTER III		
ECON 2301	Principles of Economics I	3
+++MATH 1324	Mathematics for Business and Economics I	3
Elective[1]	Business/Technical	3-4
Elective[2]	Accounting Specialty	3
Elective[3]	Social/Behavioral Science	3
		15-16
SEMESTER IV		
ECON 2302	Principles of Economics II	3
ENGL 1302	Composition II	3
Elective[1]	Business/Technical	3-4
Elective[2]	Accounting Specialty	3
Elective[4]	Humanities/Fine Arts	3
		15-16

Minimum Hours Required 60-66

Upon completion of Semester I courses, the Accounting Clerk Certificate
will be conferred.

Upon completion of Semester I and Semester II courses, the Accounting
Assistant Certificate will be conferred.

Upon completion of Semester I through Semester IV courses, the
Associate in Applied Sciences Degree in Accounting will be conferred.

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a
student with no accounting background. ACNT 1303 and ACNT 1304 are
included in the Elective[1] (Business/Technical) list in this program.

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

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

Elective[1]–The Business/Technical elective must be selected from the
following fields/courses:

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

Elective[2]– The Accounting Specialty elective must be selected from the
following accounting courses:

ACNT	1329	Payroll and Business Tax Accounting	3
ACNT	1331	Federal Income Tax: Individual	3
ACNT	1380	Cooperative Education-Accounting	3
ACNT	1391	Special Topics in Accounting	3
ACNT	2303	Intermediate Accounting I	3
ACNT	2304	Intermediate Accounting II	3
ACNT	2309	Cost Accounting	3
ACNT	2311	Managerial Accounting	3
ACNT	2380	Cooperative Education-Accounting	3

Elective[3]– The Social/Behavioral Science elective must be selected from
the following fields/courses:

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

Elective[4]–The Humanities/Fine Arts elective must be selected from the
following fields:

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

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

TECH PREP ENHANCED SKILLS CERTIFICATE

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

ACCOUNTING TECHNICIAN

Offered at all seven campuses

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

Degree Plan Code: ES.ACCT.TECH

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

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

ACNT	1329	Payroll and Business Tax Accounting	3
ACNT	1331	Federal Income Tax: Individual	3
ACNT	1380	Cooperative Education-Accounting	3
ACNT	1391	Special Topics in Accounting	3
ACNT	2303	Intermediate Accounting I	3
ACNT	2304	Intermediate Accounting II	3
ACNT	2309	Cost Accounting	3
ACNT	2311	Managerial Accounting	3
ACNT	2380	Cooperative Education-Accounting	3

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

ACCOUNTING ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: CERT.ACCT.ASSIST

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

		CREDIT HOURS
SEMESTER I		
+ACCT 2301	Principles of Accounting I **OR**	3
+ACCT 2401	Principles of Accounting I	(4)
ACNT 1311	Introduction to Computerized Accounting	3
++POFT 1325	Business Math and Machine Applications	3
++POFI 2301	Word Processing	3
Elective[1]	Business/Technical	3-4
		15-17
SEMESTER II		
ACCT 2302	Principles of Accounting II **OR**	3
ACCT 2402	Principles of Accounting II	(4)
ACNT 1313	Computerized Accounting Applications	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
Elective[1]	Business/Technical	3-4
		15-17

Minimum Hours Required 30-34

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective[1] (Business/Technical) list in this program.

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

Elective[1]--The Business/Technical elective must be selected from the following fields/courses:

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

ACCOUNTING CLERK

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: CERT.ACCT.CLERK

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

		CREDIT HOURS
SEMESTER I		
+ACCT 2301	Principles of Accounting I **OR**	3
+ACCT 2401	Principles of Accounting I	(4)
ACNT 1311	Introduction to Computerized Accounting	3
++POFT 1325	Business Math and Machine Applications	3
++POFI 2301	Word Processing	3
Elective[1]	Business/Technical	3-4
		15-17

Minimum Hours Required 15-17

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective[1] (Business/Technical) list in this program.

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

Elective[1]--The Business/Technical elective must be selected from the following fields/courses:

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

AVIATION TECHNOLOGY--
PROFESSIONAL PILOT

Mountain View only

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 in Applied Sciences Degree options are (1) Professional Pilot; (2) Aircraft Dispatcher; and (3) Airport Management. A one-year certificate program is available in Aircraft Dispatcher.

AVIATION TECHNOLOGY --
PROFESSIONAL PILOT OPTION

Mountain View only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.AVIA.PROF.PILOT

The Professional Pilot Option provides students with flight training and ground school through the flight instructor 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 briefings 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 Professional 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.

Graduation requirements--Students in the Professional Pilot Option must successfully complete all required courses in the Professional Pilot curriculum. They must also complete all educational requirements imposed by the State of Texas. In addition, they must obtain the Private, Commercial (with the Instrument Rating), and Flight Instructor Certificates from the FAA.

CREDIT HOURS

SEMESTER I

AIRP 1313	Introduction to Aviation	3
AIRP 1317	Private Pilot Ground School	3
AIRP 1301	Air Navigation	3
AIRP 1215	Private Flight	2
AIRP 1311	Flight Theory	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		17-18

SEMESTER II

AIRP 1347	Human Factors in Aviation	3
AIRP 1343	Aerodynamics	3
AIRP 1351	Instrument Ground School	3
AIRP 1307	Aviation Meteorology	3
AIRP 1255	Intermediate Flight	2
ENGL 1301	Composition I	3
		17

SEMESTER III

AIRP 2337	Commercial Ground School	3
AIRP 2250	Instrument Flight	2
AIRP 2355	Propulsion Systems	3
ITSC 1401	Introduction to Computers	4
SPCH 1311	Introduction to Speech Communication	3
PSYC 2301	Introduction to Psychology	3
		18

SEMESTER IV

AIRP 2239	Commercial Flight	2
AIRP 2333	Aircraft Systems	3
AVIM 2335	Airport Management	3
AIRP 2349	Instructor Ground School	3
AIRP 2236	Certified Flight Instructor-Airplane	2
AVIM 2337	Aviation Law	3
+Elective	Humanities/Fine Arts	3
		19

Minimum Hours Required 71-72

+Humanities/Fine Arts Elective must be selected from any Art, Humanities, Music or Philosophy Course from the DCCCD Humanities/Fine Arts approval course list.

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

AVIATION TECHNOLOGY--
AIRCRAFT DISPATCHER

Mountain View only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.AVIA.DISPATCHER

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 knowledge examination for Aircraft Dispatcher and the practical examination for Aircraft Dispatcher.

Graduation requirements--Students in the Aircraft Dispatcher Option must successfully complete all required courses in the Aircraft Dispatcher curriculum. They must also complete all educational requirements imposed by the State of Texas. In addition, they must obtain the Aircraft Dispatcher Certificate from the FAA.

		CREDIT HOURS
SEMESTER I		
AIRP 1313	Introduction to Aviation	3
AIRP 1317	Private Pilot Ground School	3
AIRP 1311	Flight Theory	3
ITSC 1401	Introduction to Computers	4
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		16-17
SEMESTER II		
SPCH 1311	Introduction to Speech Communication	3
AIRP 1351	Instrument Ground School	3
AIRP 1307	Aviation Meteorology	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
		15
SEMESTER III		
AIRP 2337	Commercial Ground School	3
AIRP 2355	Propulsion Systems	3
AIRP 2352	Practical Dispatching I	3
AIRP 2333	Aircraft Systems	3
PSYC 2301	Introduction to Psychology	3
		15

SEMESTER IV		
AVNC 1303	Introduction to Aircraft Electronic Systems	3
AIRP 2353	Practical Dispatching II	3
BMGT 1303	Principles of Management	3
AVIM 2337	Aviation Law	3
+Elective	Humanities/Fine Arts	3
		15

Minimum Hours Required 61-62

+Humanities/Fine Arts Elective must be selected from any Art, Humanities, Music or Philosophy Course.

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

AVIATION TECHNOLOGY
AIRCRAFT DISPATCHER

Mountain View only

(Associate in Applied Sciences Degree)

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

Degree Plan Code AAS AVIA DISPATCHER

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 knowledge examination for Aircraft Dispatcher and the practical examination for Aircraft Dispatcher

Graduation   requirements Students   in   the   Aircraft Dispatcher Option must successfully complete all required courses in the Aircraft Dispatcher curriculum   They must also complete all educational requirements imposed by the State of Texas   In addition they must obtain the Aircraft Dispatcher Certificate from the FAA

		CREDIT HOURS
SEMESTER I		
AIRP 1313	Introduction to Aviation	3
AIRP 1317	Private Pilot Ground School	3
AIRP 1311	Flight Theory	3
ITSC 1401	Introduction to Computers	4
MATH 1314	College Algebra OR	3
MATH 1414	College Algebra	(4)
		16 17
SEMESTER II		
SPCH 1311	Introduction to Speech Communication	3
AIRP 1351	Instrument Ground School	3
AIRP 1307	Aviation Meteorology	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
		15
SEMESTER III		
AIRP 2337	Commercial Ground School	3
AIRP 2355	Propulsion Systems	3
AIRP 2352	Practical Dispatching I	3
AIRP 2333	Aircraft Systems	3
PSYC 2301	Introduction to Psychology	3
		15

SEMESTER IV		
AVNC 1303	Introduction to Aircraft Electronic Systems	3
AIRP 2353	Practical Dispatching II	3
BMGT 1303	Principles of Management	3
AVIM 2337	Aviation Law	3
+Elective	Humanities/Fine Arts	3
		15

Minimum Hours Required   61 62

+Humanities/Fine Arts Elective must be selected from any Art Humanities Music or Philosophy Course

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

AVIATION TECHNOLOGY--
AIRCRAFT DISPATCHER

Mountain View only

(Certificate)

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

Degree Plan Code: CERT.AVIA.DISPATCHER

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 knowledge examination for aircraft dispatcher and the FAA Practical Examination.

		CREDIT HOURS
SEMESTER I		
AIRP 1313	Introduction to Aviation	3
AIRP 1317	Private Pilot Ground School	3
AIRP 1311	Flight Theory	3
AIRP 1351	Instrument Ground School	3
AIRP 1307	Aviation Meteorology	3
AIRP 2352	Practical Dispatching I	3
		18
SEMESTER II		
AVIM 2337	Aviation Law	3
AIRP 2355	Propulsion Systems	3
AIRP 2333	Aircraft Systems	3
AIRP 2337	Commercial Ground School	3
AIRP 2353	Practical Dispatching II	3
		15

Minimum Hours Required 33

Completion Requirements--Students in the Aircraft Dispatcher Option must successfully complete all required courses in the Aircraft Dispatcher curriculum. They must also complete all educational requirements imposed by the State of Texas. In addition, they must obtain the Aircraft Dispatcher Certificate from the FAA.

AVIATION TECHNOLOGY--
AIRPORT MANAGEMENT

Mountain View only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.AIRP.MGMT

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 with fixed base operators such as aircraft dealers may include equipment and aircraft sales and service.

		CREDIT HOURS
SEMESTER I		
AIRP 1313	Introduction to Aviation	3
AIRP 1317	Private Pilot Ground School	3
AIRP 1311	Flight Theory	3
ITSC 1401	Introduction to Computers	4
BUSI 1301	Introduction to Business	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		19-20
SEMESTER II		
SPCH 1311	Introduction to Speech Communication	3
BMGT 1303	Principles of Management	3
ENGL 1301	Composition I	3
AIRP 1307	Aviation Meteorology	3
ACCT 2301	Principles of Accounting I **OR**	3
ACCT 2401	Principles of Accounting I	(4)
		15-16
SEMESTER III		
AVIM 2331	Airline Management	3
AVIM 2339	Aviation Marketing	3
ACCT 2302	Principles of Accounting II **OR**	3
ACCT 2402	Principles of Accounting II	(4)
ECON 2301	Principles of Economics I	3
AVIM 2337	Aviation Law	3
		15-16
SEMESTER IV		
AVIM 2335	Airport Management	3
ECON 2302	Principles of Economics II	3
BUSI 2301	Business Law	3
PSYC 2301	Introduction to Psychology	3
+Elective	Humanities/Fine Arts	3
		15

Minimum Hours Required 64-67

+Humanities/Fine Arts Elective must be selected from any Art, Humanities, Music or Philosophy Course.

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

BIOTECHNOLOGY

El Centro and Mountain View only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.BIOTECH

The El Centro and Mountain View College Biotechnology program offers individuals the choice of a Level I Certificate or a two-year Associate Degree program. The program is designed to prepare the graduate for entry-level positions in biotechnology, biological research and industrial laboratories.

Biotechnology students will study the theories of modern advances in biotechnology, molecular biology, DNA and RNA technology, and bioethics. Skills will include laboratory management and safety, laboratory operations, planning, recording, and reporting experiments, caring for equipment and living cells, cell and tissue culture, genetics, pipetting, technical writing, and statistical analysis. The final semester will include a capstone internship which will provide a transitional experience from course work to workplace. The biotechnology program will also provide a foundation for students who would like to continue a bachelor's and/or graduate degrees.

Job opportunities include: medical schools, pharmaceutical and industrial companies, colleges, universities and rapidly new emerging occupations.

		CREDIT HOURS
PREREQUISITE:		
ENGL 1301	Composition I	3
PSYC 2301	Introduction to Psychology	3
		6
SEMESTER I		
BIOL 1406	General Biology	4
CHEM 1411	General Chemistry I	4
SPCH 1311	Introduction to Speech Communication	3
COSC 1300	Computer Literacy	3
BITC 1311	Introduction to Biotechnology	3
		17
SEMESTER II		
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
BIOL 2416	Genetics	4
CHEM 1412	General Chemistry II	4
BITC 1302	Biotechnology Laboratory Methods and Techniques	3
		14-15

SEMESTER III		
BIOL 2420	General Microbiology	4
BITC 2286	Internship-Biological Technology/Technician	2
		6
SEMESTER IV		
BITC 1301	Biotechnology Laboratory Instrumentation	3
BITC 1391	Special Topics in Biological Technology/Technician	3
MLAB 1335	Immunology/Serology	3
+Elective	Humanities/Fine Arts	3
		12
SEMESTER V		
BITC 2431	Cell Culture Techniques	4
BITC 2401	Molecular Biology Techniques	4
BITC 2486	Internship - Biological Technology/Technician	4
		12

Minimum Hours Required.......................................67-68

+Electives-may be selected from the following:

ARTS	1301	Art Appreciation	3
DRMA	1310	Introduction to the Theatre	3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3

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

BIOTECHNOLOGY

El Centro and Mountain View only

(Certificate)

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

Degree Plan Code: C1.BIOTECHNOLOGY

The El Centro and Mountain View College Biotechnology program offers individuals the choice of a Level I Certificate or a two-year Associate Degree program. The program is designed to prepare the graduate for entry-level positions in biotechnology, biological research and industrial laboratories.

Biotechnology students will study the theories of modern advances in biotechnology, molecular biology, DNA and RNA technology, and bioethics. Skills will include laboratory management and safety, laboratory operations, planning, recording, and reporting experiments, caring for equipment and living cells, cell and tissue culture, genetics, pipetting, technical writing, and statistical analysis. The final semester will include a capstone internship which will provide a transitional experience from course work to workplace. The biotechnology program will also provide a foundation for students who would like to continue a bachelor's and/or graduate degrees.

Job opportunities include: . medical schools, pharmaceutical and industrial companies, colleges, universities and rapidly new emerging occupations.

		CREDIT HOURS
SEMESTER I		
CHEM 1411	General Chemistry I	4
BITC 1311	Introduction to Biotechnology	3
BIOL 1406	General Biology	4
+Elective		3-4
		14-15
SEMESTER II		
BIOL 2420	General Microbiology	4
CHEM 1412	General Chemistry II	4
BITC 1302	Biotechnology Laboratory Methods and Techniques	3
BITC 2286	Internship - Biological Technology/ Technician	2
		13

Minimum Hours Required 27-28

+Electives-may be selected from the following:

ENGL	1301	Composition I	3
PSYC	2301	Introduction to the Psychology	3
COSC	1300	Computer Literacy	3
MATH	1414	College Algebra **OR**	4
MATH	1314	College Algebra	(3)

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

BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.BUSI.ADMIN

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

		CREDIT HOURS
SEMESTER I		
BMGT 1303	Principles of Management	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
Mathematics*		3-4
+Elective		3
		15-16
SEMESTER II		
MRKG 1311	Principles of Marketing	3
ACCT 2301	Principles of Accounting I** OR	3
ACCT 2401	Principles of Accounting I**	(4)
ENGL 1302	Composition II	3
ITSC 1401	Introduction to Computers	4
+Elective		3
		16-17
SEMESTER III		
ACCT 2302	Principles of Accounting II OR	3
ACCT 2402	Principles of Accounting II	(4)
BUSI 2301	Business Law	3
ECON 2301	Principles of Economics I	3
PSYC 2302	Applied Psychology	3
SPCH 1311	Introduction to Speech Communication	3
		15-16
SEMESTER IV		
HRPO 2301	Human Resources Management	3
HRPO 2307	Organizational Behavior	3
ECON 2302	Principles of Economics II	3
POFT 1302	Business Communications I	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
++Elective	Humanities/Fine Arts	3
		18

Minimum Hours Required 64-67

+Electives-may be selected from the following:

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

++Elective-may be selected from the following:

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

*Mathematics must be selected from the following:

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

**Students may substitute ACNT 1303 and ACNT 1304. Only three hours may be applied to the required number of hours for granting the degree.

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

COMPUTER-AIDED DESIGN AND DRAFTING

Eastfield and Mountain View only

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

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

Degree Plan Code: AAS.CADD

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

		CREDIT HOURS
SEMESTER I		
DFTG 1373	CAD/Graphic Processes **OR**	3
GRPH 1322	Electronic Publishing I	(3)
DFTG 1409	Basic Computer-Aided Drafting	4
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
+++Elective	Technical Elective	3-4
		16-18
SEMESTER II		
DFTG 1271	CADD Operations	2
DFTG 1372	Manufacturing Fundamentals **OR**	3
INMT 1343	CAD-CAM	(3)
DFTG 1405	Technical Drafting	4
+Elective	DFTG Course	2-4
SPCH 1311	Introduction to Speech Communication	3
		14-16
SEMESTER III		
+Elective	DFTG Course	3-4
+Elective	DFTG Course	3-4
PSYC 2302	Applied Psychology	3
+++Elective	Technical Elective **OR**	3-4
DFTG 2380	Cooperative Education – Drafting	(3)
++Elective	Humanities/Fine Arts	3
		15-18
SEMESTER IV		
DFTG 1394	Special Topics in Electrical/Electronics Drafting **OR**	3
DFTG 2402	Machine Drafting **OR**	(4)
DFTG 1454	Architectural Drafting–Commercial	(4)
+Elective	DFTG Course **OR**	3-4
DFTG 2381	Cooperative Education – Drafting	(3)
++++Elective	Natural Sciences/Mathematics	3-4
GOVT 2302	American Government **OR**	3
HIST 1302	History of the United States	(3)
+++Elective	Technical Elective	3-4
		15-19

Minimum Hours Required 60-71

+ DFTG Courses – must be selected from the following:

ARTC	1341	3-D Animation I	3
ARTC	2341	3-D Animation II	3
BMGT	1306	Facilities Management	3
DFTG	1215	Architectural Blueprint Reading	2
DFTG	1224	Blueprint Reading and Sketching	2
DFTG	1329	Electro-Mechanical Drafting	3
DFTG	1333	Mechanical Drafting	3
DFTG	1344	Pipe Drafting	3
DFTG	1348	Topographical Drafting	3
DFTG	1358	Electrical/Electronics - Drafting	3
DFTG	1392	Special Topics in Architectural Drafting	3
DFTG	1394	Special Topics in Electrical/Electronics Drafting	3
DFTG	1395	Special Topics in Mechanical Drafting	3
DFTG	1417	Architectural Drafting - Residential	4
DFTG	1421	Architectural Illustration	4
DFTG	1452	Intermediate Computer-Aided Drafting	4
DFTG	1454	Architectural Drafting - Commercial	4
DFTG	1491	Special Topics in Drafting	4
DFTG	2304	Printed Circuit Board Design	3
DFTG	2310	Structural Drafting	3
DFTG	2312	Technical Illustration	3
DFTG	2336	Computer-Aided Drafting Programming	3
DFTG	2440	Solid Modeling/Design	4
DFTG	2350	Geometric Dimensioning and Tolerancing	3
DFTG	2356	Advanced Printed Circuit Board Design	3
DFTG	2374	Integrated Circuit Design	3
DFTG	2375	Advanced Integrated Circuit Design	3
DFTG	2402	Machine Drafting	4
DFTG	2432	Advanced Computer-Aided Drafting	4

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

+++ Electives – must be selected from the following[1]:

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

[1] NOTE: Other 3 or 4 credit hour technical courses may be taken with
the approval of the Computer Aided Design and Drafting Department.

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

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

TECH PREP ENHANCED SKILLS CERTIFICATE

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

COMPUTER-AIDED DESIGN AND DRAFTING

Eastfield and Mountain View only

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

Degree Plan Code: ES.CADD

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

Minimum Hours Required.. 14-15

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

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

Eastfield and Mountain View only

(Certificate)

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

Degree Plan Code: CERT.CADD.ADV.OPERAT

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

		CREDIT HOURS
SEMESTER I		
DFTG 1405	Technical Drafting	4
DFTG 1409	Basic Computer Aided Drafting	4
DFTG 1271	CADD Operations	2
ITSC 1401	Introduction to Computers	4
		14

SEMESTER II		
DFTG 1452	Intermediate Computer-Aided Drafting	4
MATH 1414	College Algebra **OR**	4
MATH 1314	College Algebra	(3)
ENGL 1301	Composition I	3
DFTG 2312	Technical Illustration	3
+Elective	DFTG Course	2-4
		15-18

Minimum Hours Required 29-32

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

ARTC	1341	3-D Animation I	3
ARTC	2341	3-D Animation II	3
BMGT	1306	Facilities Management	3
DFTG	1215	Architectural Blueprint Reading	2
DFTG	1224	Blueprint Reading and Sketching -- Mechanical	2
DFTG	1329	Electro-Mechanical Drafting	3
DFTG	1333	Mechanical Drafting	3
DFTG	1344	Pipe Drafting	3
DFTG	1348	Topographical Drafting	3
DFTG	1358	Electrical/Electronics Drafting	3
DFTG	1392	Special Topics in Architectural Drafting	3
DFTG	1394	Special Topics in Electrical/Electronics Drafting	3
DFTG	1395	Special Topics in Mechanical Drafting	3
DFTG	1417	Architectural Drafting - Residential	4
DFTG	1421	Architectural Illustration	4
DFTG	1454	Architectural Drafting - Commercial	4
DFTG	1491	Special Topics in Drafting	4
DFTG	2304	Printed Circuit Board Design	3
DFTG	2310	Structural Drafting	3
DFTG	2336	Computer-Aided Drafting Programming	3
DFTG	2440	Solid Modeling /Design	4
DFTG	2350	Geometric Dimensioning and Tolerancing	3
DFTG	2356	Advanced Printed Circuit Board Design	3
DFTG	2374	Integrated Circuit Design	3
DFTG	2375	Advanced Integrated Circuit Design	3
DFTG	2402	Machine Drafting	4
DFTG	2432	Advanced Computer-Aided Drafting	4

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

Eastfield and Mountain View only

(Certificate)

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

Degree Plan Code: CERT.CADD.OPERATOR

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

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

Minimum Hours Required 17-19

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

ARTC	1341	3-D Animation I	3
ARTC	2341	3-D Animation II	3
BMGT	1306	Facilities Management	3
DFTG	1329	Electro-Mechanical Drafting	3
DFTG	1333	Mechanical Drafting	3
DFTG	1344	Pipe Drafting	3
DFTG	1348	Topographical Drafting	3
DFTG	1358	Electrical/Electronics Drafting	3
DFTG	1392	Special Topics in Architectural Drafting	3
DFTG	1394	Special Topics in Electrical/Electronics Drafting	3
DFTG	1395	Special Topics in Mechanical Drafting	3
DFTG	1417	Architectural Drafting – Residential	4
DFTG	1421	Architectural Illustration	4
DFTG	1452	Intermediate Computer-Aided Drafting	4
DFTG	1454	Architectural Drafting - Commercial	4
DFTG	1491	Special Topics in Drafting	4
DFTG	2304	Printed Circuit Board Design	3
DFTG	2310	Structural Drafting	3
DFTG	2336	Computer-Aided Drafting Programming	3
DFTG	2440	Solid Modeling/Design	4
DFTG	2350	Geometric Dimensioning and Tolerancing	3
DFTG	2356	Advanced Printed Circuit Board Design	3
DFTG	2374	Integrated Circuit Design	3
DFTG	2375	Advanced Integrated Circuit Design	3
DFTG	2402	Machine Drafting	4
DFTG	2432	Advanced Computer-Aided Drafting	4

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER USER

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.CIT.PC.USER

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

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

		CREDIT HOURS
SEMESTER I		
ITSW 1401	Introduction to Word Processing **OR**	4
ITSW 2431	Advanced Word Processing	(4)
ITSW 1404	Introduction to Spreadsheets **OR**	4
ITSW 2434	Advanced Spreadsheets	(4)
ITSW 1407	Introduction to Database **OR**	4
ITSW 2437	Advanced Database	(4)
ITSC 1405	Introduction to PC Operating Systems	4
		16

Minimum Hours Required 16

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER TECHNICIAN

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.CIT.PC.TECH

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

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

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

Minimum Hours Required 15

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SPECIALIST

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C2.CIT.PC.SPEC

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

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers	4
ITNW 1321	Introduction to Networking	3
ITSC 1405	Introduction to PC Operating Systems	4
SPCH 1311	Introduction to Speech Communication	3
		14
SEMESTER II		
ITSC 2435	Application Problem Solving	4
ITSW 1401	Introduction to Word Processing **OR**	4
ITSW 2431	Advanced Word Processing	(4)
ITSW 1404	Introduction to Spreadsheets **OR**	4
ITSW 2434	Advanced Spreadsheets	(4)
ENGL 1301	Composition I	3
		15
SEMESTER III		
ITSW 1407	Introduction to Database **OR**	4
ITSW 2437	Advanced Database	(4)
ITSC 1425	Personal Computer Hardware	4
ITSW 1410	Presentation Media Software **OR**	4
ITSC 1413	Internet/Web Page Development	(4)
Elective	Any ITXX Course	3-4
		15-16

Minimum Hours Required 44-45

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SUPPORT

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.CIT.PC.SUPPORT

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

CREDIT HOURS

SEMESTER I

ITSC 1401	Introduction to Computers	4
ITSC 2435	Application Problem Solving	4
ITSC 1405	Introduction to PC Operating Systems	4
ENGL 1301	Composition I	3
		15

SEMESTER II

ITNW 1321	Introduction to Networking	3
ITSW 1401	Introduction to Word Processing **OR**	4
ITSW 2431	Advanced Word Processing	(4)
ITSW 1404	Introduction to Spreadsheets **OR**	4
ITSW 2434	Advanced Spreadsheets	(4)
MATH 2342	Introductory Statistics **OR**	3
MATH 1314	College Algebra **OR**	(3)
MATH 1414	College Algebra	(4)
SPCH 1311	Introduction to Speech Communication	3
		17-18

SEMESTER III

ITSW 1407	Introduction to Database **OR**	4
ITSW 2437	Advanced Database	(4)
ITSC 1425	Personal Computer Hardware	4
ITSW 1410	Presentation Media Software **OR**	4
ITSC 1421	PC Operating Systems - Windows	(4)
+Elective	Social/Behavioral Science	3
		15

SEMESTER IV

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

Minimum Hours Required 61-63

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

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

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

COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.CIT.SPD.ASSIST

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

Prerequisite: Basic understanding of problem solving and logic structures used with computers as obtained in ITSC 2435 or equivalent experiences approved by an Information Technology faculty member.

		CREDIT HOURS
SEMESTER I		
ITSE X4XX	Introductory Programming course-List A[1]*	4
ITSC X4XX	Operating Systems course-List C	4
ITSW 1407	Introduction to Database	4
		12
SEMESTER II		
ITSE X4XX	Advanced Programming Language course-List B[1]**	4
ITSW 1410	Presentation Media Software **OR**	4
Elective	Any ITSE Course	(3-4)
Elective	Any ITSC/ITSE/ITSW Course	3-4
		10-12

Minimum Hours Required 22-24

[1]Student must complete the introductory and advanced course in the same programming language to be considered a completer for this certificate. (ITSE 2437, Assembly Language may be combined with any course from List A to meet this requirement).

*First in a two-course programming language series

List A - Introductory Programming Courses

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

**Second in a two-course programming language series

List B - Advanced Programming Language Courses

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

List C - Operating System Courses

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

COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.CIT.PROG.DEVE

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

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers	4
ITSC 2435	Application Problem Solving	4
ITNW 1321	Introduction to Networking	3
ENGL 1301	Composition I	3
		14
SEMESTER II		
ITSE X4XX	Introductory Programming course-List A[1]*	4
ITSW 1407	Introduction to Database	4
ITSC X4XX	Operating Systems course-List C	4
MATH 1414	College Algebra **OR**	4
MATH 1314	College Algebra	(3)
SPCH 1311	Introduction to Speech Communication	3
		18-19
SEMESTER III		
ITSE X4XX	Introductory Programming course-List A[2]	4
ITSE X4XX	Advanced Programming course-List B[1]**	4
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course	3-4
ITSW 1410	Presentation Media Software **OR**	4
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course	(3-4)
+Elective	Humanities/Fine Arts	3
		17-19

SEMESTER IV		
ITSE X4XX	Programming course-List A or B	4
	OR	
	Application Development course-List D	(4)
ITSE 1450	System Analysis and Design	4
	OR	
ITSC/ITSE/ ITSW 13XX	Cooperative Education course	(3)
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW or ITMC course	3-4
++Elective	Social/Behavorial Science	3
		13-15

Minimum Hours Required 62-67

[1]Student must complete the introductory and advanced course in the same programming language to be considered a completer for this certificate. (ITSE 2437, Assembly Language may be combined with any course from List A to meet this requirement).

[2]An introductory programming course other than the course taken in Semester II must be chosen.

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

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

*First in a two-course programming language series

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

**Second in a two-course programming language series

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

(Continued on next page)

List C - Operating System Courses

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

List D - Application Development Courses

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

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

COMPUTER INFORMATION TECHNOLOGY -- WEB DEVELOPER SPECIALIST

(Offered at all seven campuses)

(Certificate)

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

Degree Plan Code: C2.CIT.WEB.DEV.SPED

This certificate option trains the student to design and develop web pages and web business applications. It prepares the student to enter the workforce as a member of the company web development team for Internet/Intranet applications.

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

CREDIT HOURS

SEMESTER I

ITSC 2435	Application Problem Solving	4
ITNW 1437	Introduction to the Internet	4
ITSC 1413	Internet/Web Page Development*	4
ITNW 1321	Introduction to Networking	3
ENGL 1301	Composition I	3
		18

SEMESTER II

ITSE 1431	Introduction to Visual Basic Programming	4
ITSW 1407	Introduction to Database	4
ITSC 1413	Internet/Web Page Development* OR	4
IMED 2415	Web Page Design II	(4)
GRPH 1325	Digital Imaging I OR	3
ITSW 1410	Presentation Media Software	(4)
SPCH 1311	Introduction to Speech Communication	3
		18-19

SEMESTER III

ITSE 2413	Web Authoring	4
ITSE 2417	JAVA Programming	4
IMED 2409	Internet Commerce	4
ITSE 1391	Special Topics in Computer Programming OR	3
GRPH 1391	Special Topics in Graphic and Printing Equipment Operator OR	(3)
ITSC 1407	UNIX Operating System I	(4)
		15-16

Minimum Hours Required 51-53

*ITSC 1413, Internet/Web Page Development may be repeated for credit when topics change.

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COMPUTER INFORMATION TECHNOLOGY -- NETWORKING ASSOCIATE

Brookhaven, El Centro, Mountain View, North Lake and Richland only

(Certificate)

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

Degree Plan Code: C1.CIT.NWK.ASSOC.01

This certificate option will provide education and training for individuals interested in developing their knowledge and skills as networking professionals with an emphasis on preparation for those wishing to take the CCNA certification examination.

		CREDIT HOURS
SEMESTER I		
ITCC 1402	Local Area Network Design and Protocols: Cisco 1	4
ITCC 1406	Basic Router Configuration: Cisco 2	4
		8
SEMESTER II		
ITCC 1442	Local Area Management (LAN): Cisco 3	4
ITCC 1446	Wide Area Management (WAN): Cisco 4	4
		8

Minimum Hours Required 16

Upon completion of ITCC 1446, Wide Area Management (WAN): Cisco 4, the student is eligible to take the CCNA (Cisco Certified Networking Associate) credentialing exam.

COMPUTER INFORMATION TECHNOLOGY -- NETWORKING PROFESSIONAL

El Centro, Mountain View, North Lake and Richland only

(Certificate)

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

Degree Plan Code: C1.CIT.NWK.PROF.01

This certificate will examine complex networking concepts, such as troubleshooting tools and more sophisticated configurations. Upon completion, the student will have acquired skills needed to prepare for certification as a Cisco Certified Networking Professional.

Prerequisite: CCNA certification and successful completion of skills-based exam or successful completion of Wide Area Management (WAN): Cisco 4 (ITCC 1446 or ITNW 1344).

		CREDIT HOURS
SEMESTER I		
ITCC 2432	Advanced Routing Configuration: Cisco 5	4
ITCC 2436	Building Remote Access Networks: Cisco 6	4
		8
SEMESTER II		
ITCC 2440	Configuring LAN Switches: Cisco 7	4
ITCC 2444	Internetwork Troubleshooting: Cisco 8	4
		8

Minimum Hours Required 16

Upon completion of ITCC 2444, Internetwork Troubleshooting: Cisco 8, the student is eligible to take the CCNP (Cisco Certified Networking Professional) credentialing exam.

COMPUTER INFORMATION TECHNOLOGY -- NETWORKING SUPPORT

Brookhaven, Cedar Valley, Mountain View and North Lake only

(Certificate)

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

Degree Plan Code: C1.CIT.NWK.SUPP.01

This certificate offers multiple specialty options for development of networking systems engineer, software developer, and database administrator. Students acquire knowledge and skills necessary to become expert on Microsoft products and technologies. NOTE: Students must select and complete one specialty track to be considered as having met the requirements for this award.

		CREDIT HOURS

SEMESTER I

MCSD-1

ITSE 1431	Introduction to Visual BASIC Programming **OR**	4
ITSE 2449	Advanced Visual BASIC Programming	(4)
ITSE 2450	Mastering Enterprise Development Using Microsoft Visual Basic 6.0	4
	OR	

MCDBA-1

ITMC 1401	Microsoft Windows 2000 Network and Operating System Essentials (MS 2151)	4
ITMC 1441	Implementing Microsoft Windows 2000 Professional and Server (MS 2152)	4
	OR	
ITMC 1419	Installing and Administering Windows 2000 **AND**	(4)
ITMC 1458	Supporting Microsoft Windows 2000	(4)
	OR	

WIN2000 MCSE-1

ITMC 1401	Microsoft Windows 2000 Network and Operating System Essentials (MS 2151)	4
ITMC 1441	Implementing Microsoft Windows 2000 Professional and Server (MS 2152)	4
	OR	
ITMC 1419	Installing and Administering Windows 2000 **AND**	(4)
ITMC 1458	Supporting Microsoft Windows 2000	(4)

8-12

SEMESTER II

MCSD-2

ITSE 1444	Mastering Microsoft Visual Basic 6.0 Development	4
ITSE 1440	Mastering Distributed Application Design and Development Using Microsoft Visual Basic 6.0	4
	OR	

MCDBA-2

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

WIN2000 MCSE-2

ITMC 1442	Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153)	4
ITMC 1443	Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154)	<u>4</u>
		8

SEMESTER III

MCSD-3

ITSE 2433	Implementing a Database on Microsoft SQL Server 7.0	4
[1]Elective		4
	OR	

MCDBA-3

[2]Elective		4
[3]Elective		4
	OR	

WIN2000 MCSE-3

[4]Elective		4
[5]Elective		<u>4</u>
		8

Minimum Hours Required 24-28

MCSD
[1]Elective
| ITSE 2433 | Implementing a Database on Microsoft SQL Server 7.0 | 4 |

OR
One Approved Elective from MCSD track.

MCDBA
[2]Elective — One course selected from the following:
| ITMC1442 | Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) | 4 |
| ITSE 1440 | Mastering Distributed Application Design and Development Using Microsoft Visual Basic 6.0 | 4 |

OR
Other Approved Elective from MCDBA track

[3]Elective — Any ITCC, ITMC, ITNW, ITSC, ITSE or ITSW course not included in this curriculum pattern.

WINDOWS 2000 MCSE

[4]Elective   One course selected from the following:

ITMC 2431   Designing a Microsoft Windows 2000 Directory
Services Infrastructure (MS 1561)...........................4

ITMC 2432   Designing a Microsoft Windows 2000 Networking
Infrastructure (MS 1562).......................................4

ITMC 2433   Designing a Secure Microsoft Windows 2000
Network (MS 2150)..4

[5]Elective   One course selected from the following:

ITMC 2431   Designing a Microsoft Windows 2000 Directory
Services Infrastructure (MS 1561)...........................4

ITMC 2432   Designing a Microsoft Windows 2000 Networking
Services Infrastructure (MS 1562)...........................4

ITMC 2433   Designing a Secure Microsoft Windows 2000
Network (MS 2150)..4

        OR

Other Approved Elective from Windows 2000 track.

Upon completion of MCSD, MCDBA, or MCSE tracks, the student is eligible to take the Microsoft Certification credentialing exam.

COMPUTER INFORMATION TECHNOLOGY -- COMPUTER NETWORKING

Brookhaven, Cedar Valley, Mountain View and North Lake only

(Associate in Applied Sciences Degree)

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

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

The associate degree provides students with required technological skills to work in an evolving networking environment. Students who master course competencies can validate their skills through a certification program. Hands-on training and certification provide students with the tools and technologies to excel in networking positions. Topics include networking strategies, communications protocol, implementation, installation, configuration, and troubleshooting.

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

CREDIT HOURS

SEMESTER I
ITSC 1401	Introduction to Computers	4
ITSC 2435	Application Problem Solving	4
ITNW 1321	Introduction to Networking	3
ENGL 1301	Composition I	3
		14

SEMESTER II
MCSD-1
ITSE 1431	Introduction to Visual Basic Programming **OR**	4
ITSE 2449	Advanced Visual BASIC Programming	(4)
ITSE 2450	Mastering Enterprise Development Using Microsoft Visual Basic 6.0	4
	OR	

MCDBA-1
ITMC 1401	Microsoft Windows 2000 Network and Operating Systems Essentials (MS 2151)	4
ITMC 1441	Implementing Microsoft Windows 2000 Professional and Server (MS 2152) **OR**	4
ITMC 1419	Installing and Administering Windows 2000 **AND**	(4)
ITMC 1458	Supporting Microsoft Windows 2000	(4)
	OR	

WIN2000
MCSE-1
ITMC 1401	Microsoft Windows 2000 Network and Operating Systems Essentials (MS 2151)	4
ITMC 1441	Implementing Microsoft Windows 2000 Professional and Server (MS 2152) **OR**	4
ITMC 1419	Installing and Administering Windows 2000 **AND**	(4)
ITMC 1458	Supporting Microsoft Windows 2000	(4)
	AND	
SPCH 1311	Introduction to Speech Communication	3
MATH 2342	Introductory Statistics **OR**	3
MATH 1414	College Algebra	(4)
		14-19

SEMESTER III
MCSD-2
ITSE 1444	Mastering Microsoft Visual Basic 6.0 Development	4
ITSE 1440	Mastering Distributed Application Design and Development Using Microsoft Visual Basic 6.0	4
	OR	

MCDBA-2
ITNW 2452	Administering Microsoft SQL Server 7.0	4
ITSE 2433	Implementing a Database on Microsoft SQL Server 7.0	4
	OR	

WIN2000
MCSE-2
ITMC 1442	Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153)	4
ITMC 1443	Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154)	4
	AND	
+Elective	Social/Behavioral Science	3
++Elective	Humanities/Fine Arts	3
		14

SEMESTER IV
MCSD-3
ITSE 2433	Implementing a Database on Microsoft SQL Server 7.0	4
[1]Elective		4

OR

MCDBA-3
[2]Elective		4
[3]Elective		4

OR

WIN2000
MCSE-3
[4]Elective		4
[5]Elective		4

AND

ITSC 1425	Personal Computer Hardware **OR**	4
ITNW 2435	Network Troubleshooting and Support	(4)
+++Elective		4
ITNW 1380	Cooperative Education - Business Systems Networking and Telecommunications	3
		19

Minimum Hours Required 61-66

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

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

+++Elective Select any ITCC, ITMC, ITNW, ITSC, ITSE, or ITSW course not included in this curriculum pattern

MCSD
[1]Elective ITSE 2433 Implementing a Database on Microsoft SQL Server 7.0 4
  OR
  One other Approved Elective from MCSD track.

MCDBA
[2]Elective One course selected from the following:

ITMC 1442 Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) 4
ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Basic 6.0 4
  OR
  Other Approved Elective from MCDBA track.

[3]Elective Any ITCC, ITMC, ITNW, ITSC, ITSE or ITSW course not included in this curriculum pattern

WINDOWS 2000 MCSE
[4]Elective One course selected from the following:
ITMC 2431 Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561) 4
ITMC 2432 Designing a Microsoft Windows 2000 Networking Services Infrastructure (MS 1562)....4
ITMC 2433 Designing a Secure Microsoft Windows 2000 Network (MS 2150)....4

[5]Elective One course selected from the following:
ITMC 2431 Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561) 4
ITMC 2432 Designing a Microsoft Windows 2000 Networking Services Infrastructure (MS 1562)....4
ITMC 2433 Designing a Secure Microsoft Windows 2000 Network (MS 2150)....4
  OR
  One Approved Elective from Windows 2000 track

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

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

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

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

Degree Plan Code: AAS.CRIMINAL.JUST

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

		CREDIT HOURS
SEMESTER I		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3
ENGL 1301	Composition I	3
PSYC 2301	Introduction to Psychology	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		15-16
SEMESTER II		
CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3
ENGL 1302	Composition II	3
SPCH 1311	Introduction to Speech Communication	3
SOCI 1301	Introduction to Sociology	3
		15
SEMESTER III		
+++Electives		6-8
		6-8
SEMESTER IV		
GOVT 2301	American Government	3
+Electives	Humanities/Fine Arts	3
++Electives	Required Support Courses	6-7
Elective	Any Non-Criminal Justice Course	3
		15-16
SEMESTER V		
ITSC 1401	Introduction to Computers	4
+++Electives	Criminal Justice Elective	3-4
PSYC 2314	Developmental Psychology **OR**	
SOCI 1306	Social Problems	3
++Electives	Required Support Courses	3-4
		13-15

Minimum Hours Required 64-70

+Electives - must be selected from the following:

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

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

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

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

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

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

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

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

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

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

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Associate in Applied Sciences Degree in Criminal Justice and provide the student advanced skills required by the industry to specialize in Human Services or Law Enforcement.

HUMAN SERVICES

Eastfield, El Centro and Mountain View only

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

Degree Plan Code: ES.CRIJ.HUMAN.SERVICE

		CREDIT HOURS
SEMESTER I		
SCWK 2331	Abnormal Behavior	3
DAAC 1343	Current Issues	3
CJSA 2382	Cooperative Education-Criminal Justice Studies	3
SOCI 2319	Race, Ethnicity and Community	3
SOCI 2371	Urban Social Problems	3
		15

Minimum Hours Required 15

LAW ENFORCEMENT

Cedar Valley, Eastfield, El Centro and Mountain View only

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

Degree Plan Code: ES.CRIJ.LAW.ENFORCE

		CREDIT HOURS
SEMESTER I		
DAAC 1343	Current Issues	3
FIRT 1303	Fire and Arson Investigation I	3
SCWK 2331	Abnormal Behavior	3
CJSA 2382	Cooperative Education – Criminal Justice Studies	3
		12

Minimum Hours Required 12

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

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Certificate)

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

Degree Plan Code: CERT.CRIJ.45

This certificate is attached to the Associate in Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 45 semester-hour requirement.

		CREDIT HOURS
SEMESTER I		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3
ENGL 1301	Composition I	3
PSYC 2301	Introduction to Psychology	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		15-16
SEMESTER II		
CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3
CRIJ 2328	Police Systems and Practices	3
SPCH 1311	Introduction to Speech Communication	3
SOCI 1301	Introduction to Sociology	3
		15
SEMESTER III		
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2314	Criminal Investigation	3
CRIJ 1313	Juvenile Justice System	3
PSYC 2314	Developmental Psychology	3
GOVT 2301	American Government	3
		15

Minimum Hours Required 45-46

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Certificate)

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

Degree Plan Code: CERT.CRIJ.30

This certificate is attached to the Associate in Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 30 semester-hour requirement.

		CREDIT HOURS
SEMESTER I		
CRIJ 1310	Fundamentals of Criminal Law	3
CRIJ 1301	Introduction to Criminal Justice	3
ENGL 1301	Composition I	3
		9
SEMESTER II		
CRIJ 1306	Court Systems and Practices	3
CRIJ 1307	Crime in America	3
SPCH 1311	Introduction to Speech Communication	3
GOVT 2301	American Government	3
		12
SEMESTER III		
CRIJ 2328	Police System and Practices	3
PSYC 2301	Introduction to Psychology	3
SOCI 1301	Introduction to Sociology	3
		9

Minimum Hours Required 30

ELECTRONIC COMMERCE

Brookhaven, Eastfield, Mountain View, North Lake and Richland only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.ELECTRONIC.COMM

The degree is designed to meet the needs of professionals in the rapidly changing world of Internet commerce. Electronic Commerce includes all aspects of business processes enabled by Internet technologies. The increasing volume of transactions that take place electronically is a revolution in business practices. This program introduces students to Electronic Commerce through marketing, management, communications, and Web site design and development. It is available on-campus or online. Most of the classes in this degree transfer to the University of Texas at Arlington's Web Design/E-Commerce Bachelor of Arts Degree in Interdisciplinary Studies.

CREDIT HOURS

SEMESTER I
BUSI 1301	Introduction to Business	3
ITSC 1401	Introduction to Computers	4
ARTS 1301	Art Appreciation	3
ENGL 1301	Composition I	3
ITSC 1413	Internet/Web Page Development	4
		17

SEMESTER II
MRKG 1311	Principles of Marketing	3
MATH 2342	Introductory Statistics	3
ITSC 2435	Application Problem Solving	4
ENGL 1302	Composition II	3
SPCH 1311	Introduction to Speech Communications	3
		16

SEMESTER III
BUSI 2301	Business Law	3
ENGL 2311	Technical Writing	3
ECON 2301	Principles of Economics I	3
ITSW 1407	Introduction to Database	4
ITNW 1321	Introduction to Networking	3
		16

SEMESTER IV
IMED 2409	Internet Commerce	4

Select either Technical Specialization **OR** Business Specialization:

TECHNICAL SPECIALIZATION
IMED	2349	Internet Communications	3
ITSE	2417	JAVA Programming **OR**	4
ITSE	1407	Introduction to C++ Programming **OR**	(4)
ITSE	1431	Introduction to Visual BASIC Programming	(4)
IMED	2415	Web Page Design II	4
ITSE	2409	Introduction to Database Programming	4
			19

BUSINESS SPECIALIZATION
HRPO	2307	Organizational Behavior	3
ACCT	2301	Principles of Accounting I	3
BMGT	1303	Principles of Management	3
BUSG	2309	Small Business Management **OR**	3
MRKG	2381	Cooperative Education - Business Marketing and Marketing Management	(3)
			16

Minimum Hours Required 65-68

ELECTRONICS TECHNOLOGY

Mountain View and North Lake only

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

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

Degree Plan Code: AAS.ELETRONICS.TECH

This program prepares students for entry-level electronic technician positions by providing training in digital and analog theory and practical skills.

		CREDIT HOURS
SEMESTER I		
CETT 1403	DC Circuits	4
ENGL 1301	Composition I	3
TECM 1341	Technical Algebra **OR**	3
MATH 1314	College Algebra **OR**	(3)
MATH 1414	College Algebra	(4)
+Elective	Humanities/ Fine Arts	3
++Elective	Social/Behavioral Science	3
		16-17

SEMESTER II		
CETT 1405	AC Circuits	4
CETT 1429	Solid State Devices	4
INTC 1307	Electronic Test Equipment	3
SPCH 1311	Introduction to Speech Communication	3
PHYS 1405	Concepts in Physics **OR**	4
PHYS 1407	Concepts in Physics	(4)
		18

SEMESTER III		
CETT 1449	Digital Systems	4
CPMT 1403	Introduction to Computer Technology	4
+++Electives	Technical	8
		16

SEMESTER IV		
CETT 2433	Digital Computer Circuits	4
+++Electives	Technical	10
++++Electives		3-4
		17-18

Minimum Hours Required 67-69

+Elective must be selected from the following:
Any ARTS, HUMA, MUSI, or PHIL course.

++ Elective must be selected from the following:
Any GOVT, HDEV, HIST or PSYC course

+++ Technical electives must be selected from the following with approval from an Electronics Technology professor:

AVNC	1303	Introduction to Aircraft Electronic Systems	3
AVNC	1443	Aircraft Electrical and Electronic Systems Installation	4
AVNC	1453	Operational Testing of Aircraft Electronic Systems	4
CETT	1457	Linear Integrated Circuits	3
CETT	2443	Principles of Color Television	3
CETT	2449	Research and Project Design	4
CPMT	1447	Computer System Peripherals	4
CPMT	1449	Computer Network Technology	4
CPMT	2437	Microcomputer Interfacing	4
CPMT	2445	Computer System Troubleshooting	4
EECT	1191	Special Topics in Electrical, Electronic and Communications Engineering Technology/ Technician	1
EECT	1291	Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician	2
EECT	1391	Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician	3
EECT	1491	Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician	4
EECT	2380	Cooperative Education - Electrical, Electronic and Communications Engineering Technology/Technician	3
EECT	2439	Communications Circuits	4
ELMT	2433	Industrial Electronics	4
HYDR	1445	Hydraulics and Pneumatics	4
LOTT	2340	Microwave Fundamentals	3
RBTC	2445	Robot Application, Set-up and Testing	4

++++ Electives- must be selected from the following list with the approval of an Electronics Technology professor and must be a separate course than those chosen to meet the +++Elective:

CETT	2449	Research and Project Design	4
CPMT	2437	Microcomputer Interfacing	4
EECT	1391	Special Topics in Electrical, Electronic and Communications Engineering Technology/ Technician	3
EECT	1491	Special Topics in Electrical, Electronic and Communications Engineering/ Technology/ Technician	4
RBTC	2445	Robot Application, Set-up and Testing	4
EECT	2380	Cooperative Education - Electrical, Electronic and Communications Engineering Technology/ Technician	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.

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Associate in Applied Sciences Degree in Electronics Technology and provide the student advanced skills required by the industry to specialize in Avionics, Automated Manufacturing or Computer Maintenance.

AVIONICS

Mountain View only

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

Degree Plan Code: ES.ELET.AVIONICS

		CREDIT HOURS
SEMESTER I		
AVNC 1303	Introduction to Aircraft Electronic Systems	3
AVNC 1443	Aircraft Electrical and Electronic Systems Installation	4
AVNC 1453	Operational Testing of Aircraft Electronic Systems	4
		11

Minimum Hours Required 11

AUTOMATED MANUFACTURING

Mountain View and North Lake only

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

Degree Plan Code: ES.ELET.AUTOMATED

		CREDIT HOURS
SEMESTER I		
HYDR 1445	Hydraulics and Pneumatics	4
ELMT 2433	Industrial Electronics	4
RBTC 2445	Robot Application, Set-Up and Testing	4
		12

Minimum Hours Required 12

COMPUTER MAINTENANCE

Mountain View and North Lake only

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

Degree Plan Code: ES.ELET.COMP.MAINT

		CREDIT HOURS
SEMESTER I		
CPMT 1447	Computer System Peripherals	4
CPMT 1449	Computer Networking Technology	4
CPMT 2445	Computer System Troubleshooting	4
		12

Minimum Hours Required 12

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

ELECTRONICS TECHNOLOGY --
AVIONICS TECHNOLOGY

Mountain View only

(Certificate)

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

Degree Plan Code: CERT.ELET.AVIONICS

This one-year certificate program is intended to provide the student with a basic electronics background and a level of knowledge and practical skills adequate to gain entry-level employment in the installation and maintenance of Aircraft Electronics Systems (Avionics). This program will concentrate on the technical knowledge offered in a lecture/supervised laboratory mode. This program is designed for A/P aircraft mechanics who install avionics.

		CREDIT HOURS
SEMESTER I		
CETT 1403	DC Circuits	4
CETT 1405	AC Circuits	4
AVNC 1303	Introduction to Aircraft Electrical Systems	3
TECM 1341	Technical Algebra **OR**	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
+Elective		4
		18-19

SEMESTER II		
CETT 1429	Solid State Devices	4
CETT 1449	Digital Systems	4
EECT 2439	Communications Circuits	4
ENGL 1301	Composition I	3
		15

Minimum Hours Required 33-34

+Elective - must be selected from the following:

AVNC	1443	Aircraft Electrical and Electronics Systems Installation	4
AVNC	1453	Operational Testing of Aircraft Electronic Systems	4
CETT	2443	Principles of Color Television	4

ELECTRONICS TECHNOLOGY -- SEMICONDUCTOR MANUFACTURING TECHNOLOGY

Mountain View and North Lake only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.ELET.SEMI

This program prepares the student to perform the technical tasks within a wafer fabrication area and includes monitoring process output parameters, analyzing and troubleshooting process related problems, analyzing various chemical reactions, and making decisions which will improve yield of various wafer lots. The course of study may involve participating in wafer experiments or designing of experiments to find the source of process problems or measurement of process limits. Emphasis is placed on working closely with all members of the semiconductor manufacturing team.

CREDIT HOURS

SEMESTER I

CETT 1403	DC Circuits	4
ENGL 1301	Composition I	3
TECM 1341	Technical Algebra **OR**	
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
HYDR 1445	Hydraulics and Pneumatics	4
		14-15

SEMESTER II

CETT 1405	AC Circuits	4
CETT 1429	Solid State Devices	4
RBTC 2445	Robot Application, Set-Up and Testing	4
CHEM 1405	Introductory Chemistry I **OR**	
CHEM 1411	General Chemistry	4
+Elective	Humanities/Fine Arts	3
		19

SEMESTER III

CETT 1425	Digital Fundamentals **OR**	
CPMT 1403	Introduction to Computer Technology	4
CETT 1457	Linear Integrated Circuits	4
SMFT 1343	Semiconductor Manufacturing Technology I	3
CHEM 1407	Introductory Chemistry II **OR**	
CHEM 1412	General Chemistry **OR**	
PHYS 1415	Physical Science **OR**	
PHYS 1405	Concepts in Physics	4
		15

SEMESTER IV

ELMT 2433	Industrial Electronics	4
SMFT 2231	RF Power Systems	2
QCTC 1343	Quality Assurance	3
SMFT 2343	Semiconductor Manufacturing Technology II **OR**	
CETT 2380	Cooperative Education – Computer Engineering Technology/ Technician	3
SPCH 1311	Introduction to Speech Communication	3
++Elective	Social/Behavioral Science	3
		18

Minimum Hours Required 66-67

+Elective - must be selected from the following:

Any ARTS, HUMA, MUSI or PHIL course.

++Elective - must be selected from the following:

Any GOVT, HDEV, HIST or PSYC course.

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

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY

Mountain View only

(Certificate)

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

Degree Plan Code: C1.SRVY.GEOGRAPHIC

		CREDIT HOURS
SEMESTER I		
DFTG 1405	Technical Drafting	4
SRVY 1419	Introduction to Geographic Information Systems	4
ITSC 1401	Introduction to Computers	4
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		15-16
SEMESTER II		
DFTG 1309	Basic Computer-Aided Drafting	3
DFTG 1348	Topographical Drafting	3
SRVY 1315	Surveying Calculations I	3
SRVY 2305	Geographic Information Systems Applications	3
		12
SEMESTER III		
DFTG 1491	Special Topics in Drafting	4
SRVY 1491	Special Topics in Surveying	4
SPCH 1311	Introduction to Speech Communication	3
		11

Minimum Hours Required 38-39

HEALTH INFORMATION MANAGEMENT

Mountain View only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.HEALTH.MANAGE

Medical Records Technicians are responsible for maintaining components of health information systems consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. Medical Records Technicians possess the technical knowledge and skills necessary to process, maintain, compile and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards. The medical record technician may be responsible for functional supervision of the various components of the health information system.

CREDIT HOURS

SEMESTER I

ENGL 1301	Composition I	3
MATH 1314	College Algebra	3
SCIT 1407	Human Anatomy and Physiology I OR	4
BIOL 2401	Anatomy and Physiology I #	(4)
HITT 1205	Medical Terminology	2
ITSC 1401	Introduction to Computers	4
		16

SEMESTER II

SCIT 1408	Human Anatomy and Physiology II OR	4
BIOL 2402	Anatomy and Physiology II #	(4)
BMGT 1303	Principles of Management	3
HITT 1401	Health Data Content and Structure	4
HITT 2231	Medical Terminology-Advanced	2
POFI 1345	Integrated Software Applications II	3
		16

SEMESTER III

HITT 1345	Health Care Delivery Systems	3
HITT 1160	Clinical - Health Information Technology/Technician	1
HITT 1249	Pharmacology	2
MDCA 1302	Human Disease/Pathophysiology	3
+Elective	Humanities/Fine Arts	3
SPCH 1311	Introduction to Speech Communication	3
		15

SEMESTER IV

PSYC 2302	Applied Psychology	3
HITT 2239	Health Information Organization and Supervision	2
HITT 1441	Coding and Classification Systems	4
HITT 2343	Quality Assessment and Performance Improvement	3
HITT 1255	Health Care Statistics	2
HITT 1253	Legal and Ethical Aspects of Health Information	2
		16

SEMESTER V

HITT 2160	Clinical - Health Information Technology/Technician	1
		1

SEMESTER VI

HITT 2335	Coding and Reimbursement Methodologies	3
		3

SEMESTER VII

HITT 1161	Clinical - Health Information Technology/Technician	1
		1

Minimum Hours Required 68

+Elective may be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
Foreign Language			4

#BIOL 1406 General Biology and BIOL 1407 General Biology are prerequisites to BIOL 2401.

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

HEALTH INFORMATION MANAGEMENT -- MEDICAL RECORD CODER

Mountain View only

(Certificate)

Degree Plan Code: CERT.HIMT.CODING

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

A Medical Records Coding Specialist assigns and sequences diseases and procedures with set classification standards and codes (ICD-9-CM, CPT, and HCFA). Responsibilities include the abstracting of medical information from outpatient and inpatient commercial, day surgery, emergency room, clinic and gastroenterology, medical records for statistical research and study purposes, and audits of unbilled accounts reports. The skills required for successful performance of this job include a working knowledge of human anatomy and physiology, medical terminology, the disease process, organization and communication skills.

		CREDIT HOURS
SEMESTER I		
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
ITSC 1401	Introduction to Computers	4
SCIT 1407	Human Anatomy and Physiology I **OR**	4
BIOL 2401	Anatomy and Physiology I #	(4)
HITT 1205	Medical Terminology	2
		16
SEMESTER II		
SCIT 1408	Human Anatomy and Physiology II **OR**	4
BIOL 2402	Anatomy and Physiology II	(4)
MDCA 1302	Human Disease/Pathophysiology	3
HITT 1401	Health Data Content and Structure	4
HITT 1441	Coding and Classification Systems	4
HITT 2231	Medical Terminology-Advanced	2
		17
SEMESTER III		
HITT 1160	Clinical - Health Information Technology/Technician	1
		1
SEMESTER IV		
HITT 2335	Coding and Reimbursement Methodologies	3
		3

SEMESTER V		
HITT 1161	Clinical - Health Information Technology/Technician	1
		1

Minimum Hours Required 38

#BIOL 1406 General Biology and BIOL 1407 General Biology are prerequisites to BIOL 2401.

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MANAGEMENT

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.MANAGEMENT

The Management degree is a transfer degree for working students that permits them to earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

CREDIT HOURS

SEMESTER I

BMGT 1301	Supervision	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
BMGT 1303	Principles of Management	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		18

SEMESTER II

HRPO 2301	Human Resources Management	3
BMGT 1383	Cooperative Education-Business Administration and Management, General	3
ITSC 1401	Introduction to Computers	4
ENGL 1302	Composition II	3
Mathematics*		3-4
		16-17

SEMESTER III

HRPO 2307	Organizational Behavior	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
ACCT 2301	Principles of Accounting I ** OR	3
ACCT 2401	Principles of Accounting I **	(4)
ECON 2301	Principles of Economics I OR	
ECON 1303	Principles of Contemporary Social Issues	3
		12-13

SEMESTER IV

BMGT 2303	Problem Solving and Decision Making	3
BMGT 2383	Cooperative Education-Business Administration and Management, General	3
+Elective	Humanities/Fine Arts	3
Elective	Any Non-MGMT Course	3
Elective		3
		15

Minimum Hours Required 61-63

+Electives—may be selected from the following:

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

*Mathematics must be selected from the following:

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

**Students may substitute ACNT 1303, Introduction to Accounting I and ACNT 1304, Introduction to Accounting II. Only three hours may be applied to the required number of hours for granting the degree.

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

MANAGEMENT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: CERT.MGMT.MANAGEMENT

The Management program is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in leadership and decision-making positions as managers. Students combine management classes and on-the-job management training with their present employers. All of the courses for this certificate are applicable to the Management associate degree option. This certificate program provides an external learning experience and/or capstone experience.

		CREDIT HOURS
SEMESTER I		
BMGT 1301	Supervision	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
ENGL 1301	Composition I	3
		9
SEMESTER II		
HRPO 2301	Human Resources Management	3
BMGT 1383	Cooperative Education-Business Administration and Management, General	3
SPCH 1311	Introduction to Speech Communication	3
		9
SEMESTER III		
HRPO 2307	Organizational Behavior	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
		6
SEMESTER IV		
BMGT 2303	Problem Solving and Decision Making	3
BMGT 2383	Cooperative Education-Business Administration and Management, General	3
		6

Minimum Hours Required 30

MEDICAL ASSISTING

El Centro and Mountain View only

(Certificate)

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

Degree Plan Code: CERT.MEDA.ASSISTING

This 12-month program is designed to prepare individuals to perform the duties of a medical assistant who can function in an acute care clinical setting or physician's office in the areas of: medical office administration, clinical lab procedures, and examining room assisting. The student may elect to complete the program either as a block CEU program or as a credit certificate program.

The medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208; Telephone: 312-553-9355) on recommendation of the Committee on Accreditation for Medical Assistant Education.*

*aka Curriculum Review Board of the American Association of Medical Assistant's Endowment (AAMAE).

		CREDIT HOURS
SEMESTER I		
MDCA 1313	Medical Terminology	3
MDCA 1205	Medical Law and Ethics	2
MDCA 1201	Human Disease/Pathophysiology	2
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		13
SEMESTER II		
MDCA 1421	Administrative Procedures	4
MRMT 1211	Computers in Health Care	2
MRMT 1192	Special Topics in Medical Transcription	1
MDCA 1443	Medical Insurance	4
MDCA 1247	Pharmacology and Administration of Medications	2
		13
SEMESTER III		
MDCA 1216	Procedures in a Clinical Setting	2
MDCA 1251	Medical Assistant Laboratory Procedures	2
MDCA 1217	Procedures in a Clinical Setting	2
MDCA 2388	Internship – Medical Assistant	3
		9

Minimum Hours Required 35

OFFICE TECHNOLOGY --
EXECUTIVE ASSISTANT

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.OFCT.EXEC.ASSIST

The Associate in Applied Sciences Degree comprehensive curriculum is designed as an advanced level program to prepare students for executive assistant and computer support positions in an office environment. Students will use state-of-the-art technology to develop skills necessary to become a productive member of the business community. Topics include office management, human relations, records management, oral and written business communications, plus word processing, spreadsheets, database, presentation, and telecommunication applications.

CREDIT HOURS

SEMESTER I
POFI 1301	Computer Applications I	3
POFT 1302	Business Communications I	3
POFT 1329	Keyboarding and Document Formatting **OR**	3
POFT 2301	Document Formatting and Skillbuilding	(3)
POFI 1345	Integrated Software Applications II	3
SPCH 1311	Introduction to Speech Communication	3
		15

SEMESTER II
POFT 1309	Administrative Office Procedures I **OR**	3
POFT 1313	Professional Development for Office Personnel	(3)
POFI 2301	Word Processing	3
ENGL 1301	Composition I	3
POFT 1321	Business Math **AND**	3
+Elective	Natural Science	3-4
		15-16

SEMESTER III
POFT 2312	Business Communications II	3
POFI 1349	Spreadsheets	3
POFT 1319	Records and Information Management I	3
POFI 1341	Computer Applications II	3
++Elective		3-4
+++Elective	Humanities/Fine Arts	3
		18-19

SEMESTER IV
POFI 2331	Desktop Publishing for the Office	3
ITSW 1407	Introduction to Database	4
POFT 1380	Cooperative Education-Administrative Assistant/Secretarial Science, General **OR**	3
POFT 1381	Cooperative Education-Administrative Assistant/Secretarial Science, General **OR**	(3)
POFT 2380	Cooperative Education-Administrative Assistant/Secretarial Science, General **OR**	(3)
POFT 2381	Cooperative Education-Administrative Assistant/Secretarial Science, General	(3)
++++Elective	Social/Behavioral Science	3
		13

Minimum Hours Required 61-63

+Elective - One of the following Natural Science courses may be taken:

ECOL	1305	People and Their Environment	3
BIOL	1406	General Biology	4
BIOL	1408	Biological Science	4
BIOL	1409	Biological Science	4
GEOL	1403	Physical Geology	4
PHYS	1311	Descriptive Astronomy	3
PHYS	1401	Introductory General Physics	4
PHYS	1415	Physical Science	4

++Elective - Any POFI, POFT, ACCT, ACNT, or ITSC, ITSW, ITSE, ITNW course.

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

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

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

OFFICE TECHNOLOGY --
EXECUTIVE ASSISTANT -
TECH PREP NAVY YEOMAN

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep)

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

Degree Plan Code: AAS.OFCT.NAVY.YEOMAN

The DCCCD Navy Yeoman Option is developed in agreement with the United States Navy. This program is designed for Navy recruits only and incorporates the certificate programs leading to the Associate in Applied Sciences Degree in the Tech Prep Office Technology program. Each certificate serves as an exit point or as an incentive to continue to build promotion points and credentials while pursuing the Associate in Applied Sciences Degree during Navy training.

Exit Points:

Following the exit points within the curriculum pattern the student may:
1. Choose to enlist in the Navy September 1 after high school graduation. By completing all the tech prep high school courses and the courses listed in Summer I and II, the student will also graduate from one of the DCCCD Colleges with an Office Assistant Certificate.
2. Choose to continue during the Fall semester at the DCCCD college and defer enlistment in the Navy until January 1. This recruit will earn both the Office Assistant Certificate and the Software Application Specialist Certificate.
3. Choose to continue in the Spring semester at the DCCCD college and enlist in the Navy June 1, one year after high school graduation. This recruit will earn the Office Assistant Certificate, the Software Application Specialist Certificate and the Administrative Support Certificate. After the specialized Navy training, the yeoman will qualify for the AAS degree.

CREDIT HOURS

SEMESTER I
POFT 1302	Business Communications I	3
POFI 1345	Integrated Software Applications II	3
SPCH 1311	Introduction to Speech Communication	3
ENGL 1301	Composition I	3
POFI 2301	Word Processing	3
POFI 1301	Computer Applications I	3
POFT 1309	Administrative Office Procedures I	3
ACNT 1303	Introduction to Accounting I	3
		24

SEMESTER II
POFT 2301	Document Formatting and Skillbuilding	3
POFI 1349	Spreadsheets	3
ITSW 1407	Introduction to Database	4
POFI 1341	Computer Applications II	3
POFI 2331	Desktop Publishing for the Office	3
		16

SEMESTER III
POFT 2312	Business Communications II	3
POFT 1313	Professional Development for Office Personnel	3
+++Elective	Social/Behavioral Science	3
++Elective	Humanities/Fine Arts	3
		12

SEMESTER IV Navy Recruit Training
POFT 1319	Records and Information Management I	3
POFT 1349	Administrative Office Procedures II	3
+Elective	Natural Science	3-4
POFT 1380	Cooperative Education–Administrative Assistant/Secretarial Science, General	3
POFT 2380	Cooperative Education–Administrative Assistant/Secretarial Science, General	3
		15-16

Minimum Hours Required 67-68

+Elective - DCCCD will articulate the Navy Training Nautical Science course to meet this requirement.

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

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

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

OFFICE TECHNOLOGY --
ADMINISTRATIVE SUPPORT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C2.OFCT.ADMIN.SUPPT

The Administrative Support Certificate prepares students for a successful career as an office professional. The Certificate is developed to the specifications of the local job market.

		CREDIT HOURS
SEMESTER I		
POFI 1301	Computer Applications I	3
POFT 1302	Business Communications I	3
POFT 1329	Keyboarding and Document Formatting **OR**	3
POFT 2301	Document Formatting and Skillbuilding	(3)
POFI 1345	Integrated Software Applications II	3
SPCH 1311	Introduction to Speech Communication	3
		15
SEMESTER II		
POFT 1309	Administrative Office Procedures I **OR**	3
POFT 1313	Professional Development for Office Personnel	(3)
POFI 1349	Spreadsheets	3
POFI 2301	Word Processing	3
ENGL 1301	Composition I	3
POFT 1325	Business Math and Machine Applications **OR**	3
POFT 1321	Business Math	(3)
		15
SEMESTER III		
POFT 2312	Business Communications II	3
POFT 1313	Professional Development for Office Personnel **OR**	3
POFT 1380	Cooperative Education–Administrative Assistant/Secretarial Science, General	(3)
POFT 1319	Records and Information Management I **OR**	3
ITSW 1407	Introduction to Database	(4)
POFI 2331	Desktop Publishing for the Office	3
+Electives		3-4
		15-17

Minimum Hours Required 45-47

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW, ITMC or ITCC course including but not limited to:

POFT	1380	Cooperative Education–Administrative Assistant/Secretarial Science, General	3
POFT	1381	Cooperative Education–Administrative Assistant/Secretarial Science, General	3

OFFICE TECHNOLOGY -- OFFICE ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.OFCT.OFF.ASSIST

Upon satisfactory completion of the Office Assistant Certificate, students are prepared for entry-level positions requiring basic office skills. This certificate may be completed in one semester.

		CREDIT HOURS
SEMESTER I		
POFI 1301	Computer Applications I **OR**	3
POFT 1319	Records and Information Management I	(3)
POFT 1302	Business Communications I	3
POFT 1309	Administrative Office Procedures I **OR**	3
POFT 1313	Professional Development for Office Personnel	(3)
POFI 1345	Integrated Software Applications II	3
+Electives		3-4
		15-16

Minimum Hours Required 15-16

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW including but not limited to:

POFT	1325	Business Math and Machine Applications	3
POFT	1380	Cooperative Education – Administrative Assistant/Secretarial Science, General	3
POFT	1381	Cooperative Education – Administrative Assistant/Secretarial Science, General	3

OFFICE TECHNOLOGY -- SOFTWARE APPLICATION SPECIALIST

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.OFCT.SOFT.APP.SPC

The Software Application Specialist Certificate provides a benchmark for students to measure their computer skills using Microsoft Office software. Microsoft Office User Specialist (MOUS) Certification, which provides students valuable credentials and a competitive edge, is available for those who master required competencies.

		CREDIT HOURS
SEMESTER I		
POFI 2301	Word Processing	3
POFI 1349	Spreadsheets	3
ITSW 1407	Introduction to Database	4
POFI 1341	Computer Applications II	3
POFI 2331	Desktop Publishing for the Office	3
		16

Minimum Hours Required 16

POSTAL SERVICE

(Program will be deactivated August 31, 2003. No longer accepting new students.)

Mountain View only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.POSTAL.SERVICE

The Postal Service curriculum is designed as a two-year program that leads to an Associate in Applied Sciences Degree. 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		
PBAD 1315	Postal Organization, Development and Management	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
MATH 1324	Mathematics for Business and Economics I	3
BMGT 1303	Principles of Management	3
		15
SEMESTER II		
PBAD 1345	Postal Customer Services, Processing, and Distribution	3
ENGL 1302	Composition II	3
PSYC 2301	Introduction to Psychology	3
BMGT 1301	Supervision	3
+Elective	Humanities/Fine Arts	3
		15
SEMESTER III		
PBAD 2345	Postal Finance and Labor Relations	3
ITSC 1401	Introduction to Computers	4
HRPO 2307	Organizational Behavior	3
SOCI 1301	Introduction to Sociology	3
MRKG 1311	Principles of Marketing **OR**	
BMGT 1349	Advertising and Sales Promotions	3
		16
SEMESTER IV		
PDAD 1391	Special Topics Public Administration and Services, Other	3
HRPO 2301	Human Resources Management	3
GOVT 2301	American Government	3
Elective	Any non-BMGT and non-PBAD Course	6
		15

Minimum Hours Required 61

+Elective—must be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
HUMA	1301	Introduction to the Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3

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

Mountain View only

(Associate in Applied Sciences Degree)

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

Degree Plan Code: AAS.WELDING.TECH

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

FIRST YEAR

SEMESTER I
WLDG 1425	Introduction to Oxyfuel Welding and Cutting	4
WLDG 1428	Introduction to Shielded Metal Arc Welding	4
DFTG 1224	Blueprint Reading and Sketching	2
TECM 1303	Technical Mathemetics	3
ENGL 1301	Composition I	3
		16

SEMESTER II
WLDG 1337	Introduction to Metallurgy	3
WLDG 1457	Intermediate Shielded Metal Arc Welding	4
WLDG 2411	Preparation for Welding Inspection Certification	4
PSYC 2302	Applied Psychology	3
SPCH 1311	Introduction to Speech Communication	3
		17

SECOND YEAR

SEMESTER III
WLDG 1313	Introduction to Blueprint Reading	3
WLDG 1430	Introduction to Gas Metal Arc Welding	4
WLDG 1434	Introduction to Gas Tungsten Arc Welding	4
++Elective	Humanities/Fine Arts	3
PHYS 1405	Concepts in Physics	4
		18

SEMESTER IV
WLDG 2331	Advanced Blueprint Interpretation and Cost Analysis	3
WLDG 2443	Advanced Shielded Metal Arc Welding	4
WLDG 2447	Advanced Gas Metal Arc Welding	4
WLDG 2451	Advanced Gas Tungsten Arc	4
+Elective		1-4
		16-19

Minimum Hours Required 67-70

+Electives - must be selected from the following:

WLDG	1191	Special Topics in Welder/Welding Technologist	1
WLDG	1225	Introduction to Oxy-Fuel Welding and Cutting	2
WLDG	1230	Introduction to Gas Metal Arc (MIG) Welding	2
WLDG	1234	Introduction to Gas Tungsten Arc (TIG) Welding	2
WLDG	1291	Special Topics in Welder/Welding Technologist	2
MATH	1324	Mathematics for Business and Economics I	3
WLDG	1371	Welding Standards	3
WLDG	1381	Cooperative Education-Welder/Welding Technologist	3
WLDG	1471	Welding Qualifications	4
WLDG	2413	Welding using Multiple Processes	4
WLDG	2455	Advanced Welding Metallurgy	4

++Humanities/Fine Arts elective - Students may choose any Humanities/Fine Arts course to satisfy this elective requirement.

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

Mountain View only

(Certificate)

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

Degree Plan Code: C1.WLDG.TECH

The Welding certificate program is designed to qualify students in the Shielded Metals Arc (SMAW), Gas Tungsten Arc (GTAW), or Gas Metal Arc (GMAW) process on either plate or pipe in accordance to the American Welding Society (AWS) or the American Petroleum Institute (API) welding procedures. The student may elect to complete the program either as a CEU program or as a credit certificate program.

The certificate program provides learning experiences and/or capstone experiences in accordance to AWS D1.1 or API 1104 certifications.

		CREDIT HOURS
SEMESTER I		
TRACK A		
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1457	Intermediate Shielded Metal Arc Welding (SMAW)	4

OR

TRACK B		
WLDG 1425	Introduction to Oxy-Fuel Welding and Cutting	4
WLDG 1434	Introduction to Gas Tungsten Arc (TIG) Welding	4

OR

TRACK C		
WLDG 1430	Introduction to Gas Metal Arc (MIG) Welding	4
WLDG 2447	Advanced Gas Metal Arc Welding	4
		8

SEMESTER II		
TRACK A		
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4
WLDG 1471	Welding Qualifications	4

OR

TRACK B		
WLDG 2451	Advanced Gas Tungsten Arc (TIG) Welding	4
WLDG 1471	Welding Qualifications	4

OR

TRACK C		
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4
WLDG 1471	Welding Qualifications	4
		8

Minimum Hours Required 16

Student must complete all courses in one track (A, B, or C) to be considered a completer for this certificate.

ACCT 2301 is a 3 credit hour lecture course. ACCT 2401 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2301 Principles of Accounting I (3)
(This is a common course number. Former course prefix/number ACC 201.)
This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)
(Coordinating Board Academic Approval Number 5203015104)

ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2302 Principles of Accounting II (3)
(This is a common course number. Former course prefix/number ACC 202.)
Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)
(Coordinating Board Academic Approval Number 5203015104)

ACCT 2401 is a 4 credit hour lecture and laboratory course. ACCT 2301 is a 3 credit hour lecture course. Either course will meet degree requirements.

ACCT 2401 Principles of Accounting I (4)
(This is a common course number. Former course prefix/number ACC 208.)
This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5203015104)

ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either course will meet degree requirements.

ACCT 2402 Principles of Accounting II (4)
(This is a common course number. Former course prefix/number ACC 209.)
Prerequisite: Accounting 2301 or Accounting 2401 This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5203015104)

ACNT 1303 Introduction to Accounting I (3)
(This is a WECM course number. Former course prefix/number ACCT 1371.)
A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 Lec.)

ACNT 1304 Introduction to Accounting II (3)
(This is a WECM course number. Former course prefix/number ACCT1372.)
Prerequisite: Accounting 1303. A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. (3 Lec.)

ACNT 1311 Introduction to Computerized Accounting (3)
(This is a WECM course number.)
Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 Lec., 2 Lab.)

ACNT 1313 Computerized Accounting Applications (3)
(This is a WECM course number. Former course prefix/number ACCT 2370.)
Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program. (2 Lec., 2 Lab.)

ACNT 1329 Payroll and Business Tax Accounting (3)
(This is a WECM course number.)
Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (3 Lec.)

ACNT 1331 Federal Income Tax: Individual (3)
(This is a WECM course number. Former course prefix/number ACCT 2372.)
Prerequisite: Accounting 2301 or Accounting 2401. Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. (3 Lec.)

ACNT 1366 Practicum - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7371.)
Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment and instructor approval. A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

ACNT 1380 Cooperative Education - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7372.)
Prerequisite: Accounting 2304 or 2401, Accounting 1303, or concurrent enrollment and instructor approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. (1 Lec., 20 Ext.)

ACNT 1391 Special Topics in Accounting (3)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

ACNT 2303 Intermediate Accounting I (3)
(This is a WECM course number. Former course prefix/number ACCT 2378.)
Prerequisite: Accounting 2301 or Accounting 2401. Critical analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. Emphasis on current theory and practice.

ACNT 2304 Intermediate Accounting II (3)
(This is a WECM course number. Former course prefix/number ACCT 2379.)
Prerequisite: Accounting 2303. Continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis and statement of cash flow. (3 Lec.)

ACNT 2309 Cost Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 2376.)
Prerequisite: Accounting 2302 or Accounting 2402. A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing, and process costing. (3 Lec.)

ACNT 2311 Managerial Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 2377.)
Prerequisite: Accounting 2302 or Accounting 2402. A study of practical applications of accounting with emphasis on cost behavior, capital management decisions, budgeting, financial statement analysis, and income taxation. (3 Lec.)

ACNT 2366 Practicum - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7471.)
Prerequisite: Accounting 1366 and instructor approval. A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

ACNT 2380 Cooperative Education - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7472.)
Prerequisite: Accounting 1380 and instructor approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. (1 Lec., 20 Ext.)

AIRP 1215 Private Flight (2)
(This is a WECM course number. Former course prefix/number AVIA 1170 and AVIA 1171.)
Flight training to prepare the student for the completion of the Federal Aviation Administration private pilot certification process, including dual and solo flight in the areas of maneuvers and cross-country navigation. (1 Lec., 2 Lab.)

AIRP 1255 Intermediate Flight (2)
(This is a WECM course number. Former course prefix/number AVIA 2272.)
Provides students with flight hours and skills necessary to fulfill solo cross-country hours required for the Federal Aviation Administration Commercial Pilot, single engine land, airplane rating. (1 Lec., 2 Lab.)

AIRP 1301 Air Navigation (3)
(This is a WECM course number.)
Instruction in Visual Flight Navigation in the National Airspace System. Topics include sectional charts, flight computers, plotters, and navigation logs. Qualifies as part of a program leading to Federal Aviation Administration certification. (3 Lec.)

AIRP 1307 Aviation Meteorology (3)
(This is a WECM course number. Former course prefix/number AVIA 2377.)
In-depth coverage of meteorological phenomena affecting aircraft flight. Topics include basic concepts of aviation meteorology in the study of temperature, pressure, moisture, stability, clouds, air masses, fronts, thunderstorms, icing, and fog. Also includes analysis and use of weather data for flight planning. (3 Lec.)

AIRP 1311 Flight Theory (3)
(This is a WECM course number. Former course prefix/number AVIA 1373.)
Instruction in basic flight information needed for flight in the National Aerospace System. Topics include publications, regulations, aircraft systems, and performance. Qualifies as part of a program leading to Federal Aviation Administration certification. (3 Lec.)

AIRP 1313 Introduction to Aviation (3)
(This is a WECM course number. Former course prefix/number AVIA 1370.)
A study of the historical development of the aviation industry, including key events in civil, military, and space exploration and an overview of legislation relating to aviation. (3 Lec.)

AIRP 1317 Private Pilot Ground School (3)
(This is a WECM course number. Former course prefix/number AVIA 1371.)
Basic ground school for the Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for private pilot certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations. (3 Lec.)

AIRP 1343 Aerodynamics (3)
(This is a WECM course number. Former course prefix/number AVIA 2372.)
Study of the general principles of the physical laws of flight. Topics include physical terms and the four forces of flight, lift, weight, thrust, and drag; aircraft design; stability control; and high-speed flight characteristics. (3 Lec.)

AIRP 1347 Human Factors in Aviation (3)
(This is a WECM course number.)
Instruction in flight physiology, the decision-making process, pilot health maintenance, psychological aspects of flight, human behavior as related to the aircraft cockpit, and aeromedical information of significance to flight crews. (3 Lec.)

AIRP 1351 Instrument Ground School (3)
(This is a WECM course number. Former course prefix/number AVIA 2375.)
A study of basic instrument radio and navigation fundamentals used in instrument flight. Topics include a description and practical use of aerial navigation systems and instruments, charts used for instrument flight, and Federal Aviation Administration certification. (3 Lec.)

AIRP 2236 Certified Flight Instructor-Airplane (2)
(This is a WECM course number. Former course prefix/number AVIA 2271.)
Flight instruction necessary to qualify for the Federal Aviation Administration Certified Flight Instructor - Airplane Certificate. Topics include ground and flight instruction. (1 Lec., 2 Lab.)

AIRP 2239 Commercial Flight (2)
(This is a WECM course number. Former course prefix/number AVIA 2275.)
Flight instruction necessary to qualify for the Federal Aviation Administration Commercial Pilot Certificate. Instruction includes both dual and solo flight training to prepare the student for mastery of all commercial pilot maneuvers. (1 Lec., 2 Lab.)

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AIRP 2242 Flight Instructor - Instrument Airplane (2)
(This is a WECM course number. Former course prefix/number AVIA 2170.)
Skill development for flight instructors necessary to qualify for the Federal Aviation Administration Certified Flight Instructor Instrument Rating, airplane single-engine land. (1 Lec., 2 Lab.)

AIRP 2250 Instrument Flight (2)
(This is a WECM course number. Former course prefix/number AVIA 2274.)
Preparation for completion of the Federal Aviation Administration Instrument Pilot Rating with mastery of all instrument procedures. (1 Lec., 2 Lab.)

AIRP 2251 Multiengine Flight (2)
(This is a WECM course number. Former course prefix/number AVIA 2171.)
Preparation for the multiengine class rating which will be added to a current pilot certificate. Includes explanation and demonstration of all required Federal Aviation Administration normal and emergency operations and procedures. (1 Lec., 2 Lab.)

AIRP 2333 Aircraft Systems (3)
(This is a WECM course number.)
Study of the general principles, operation, and application of pneumatic, hydraulic, electrical, fuel, environmental, protection, and warning systems. Emphasis on types of aircraft structures and their control systems. (3 Lec.)

AIRP 2337 Commercial Ground School (3)
(This is a WECM course number. Former course prefix/number AVIA 2370.)
A study of advanced aviation topics that can be used for Federal Aviation Administration certification at the commercial pilot level. Includes preparation for the Commercial Airplane knowledge test. (3 Lec.)

AIRP 2349 Instructor Ground School (3)
(This is a WECM course number. Former course prefix/number AVIA 2379.)
Skill development in the fundamentals of teaching and learning in an aviation-oriented environment. Introduction to the techniques of instruction and analysis of flight maneuvers. Topics include flight instructor responsibilities and federal aviation regulations relating to the instructor rating. (3 Lec.)

AIRP 2352 Practical Dispatching I (3)
(This is a WECM course number. Former course prefix/number AVIA 2381.)
Study of advanced concepts in weight and balance, performance calculations, avionics, and engine and airplane specifications including Federal Aviation regulations. Preparation for the Federal Aviation Administration knowledge examination. (3 Lec.)

AIRP 2353 Practical Dispatching II (3)
(This is a WECM course number. Former course prefix/number AVIA 2382.)
A study of the duties and responsibilities required of an aircraft dispatcher. Topics include instruction in Federal Aviation Administration regulations, flight planning, and company operations for both domestic and international operations. Preparation for the Federal Aviation Administration Practical Examination. (3 Lec.)

AIRP 2355 Propulsion Systems (3)
(This is a WECM course number. Former course prefix/number AVIA 1374.)
In-depth coverage of aircraft engine theory and principles of operation of various types of aircraft engines including reciprocating, turboprop, turbojet, and turbo fan. Topics include propellers, superchargers, engine accessories, controls, and instrumentation. (3 Lec.)

ANTH 2302 Introduction to Archeology (3)
(This is a common course number. Former course prefix/number ANT 231.)
This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologist retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through Neolithic times. (3 Lec.)
(Coordinating Board Academic Approval Number 4503015125)

ARTS 1301 Art Appreciation (3)
(This is a common course number. Former course prefix/number ART 104.)
Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035126)

ARTS 1303 Survey of Art History (3)
(This is a common course number. Former course prefix/number ART 105.)
This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035226)

ARTS 1304 Survey of Art History (3)
(This is a common course number. Former course prefix/number ART 106.)
This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035226)

ARTS 1311 2D Design (3)
(This is a common course number. Former course prefix/number ART 110.)
Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015326)

ARTS 1312 3D Design (3)
(This is a common course number. Former course prefix/number ART 111.)
Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 50040153326)

ARTS 1316 Drawing I (3)
(This is a common course number. Former course prefix/number ART 114.)
This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055226)

ARTS 1317 Drawing II (3)
(This is a common course number. Former course prefix/number ARTS 115.)
Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055226)

ARTS 2311 Advanced Design (3)
(This is a common course number. Former course prefix/number ART 227.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course will focus on two- or three-dimensional projects in a special topics area. Emphasis is on individual expression. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015326)

ARTS 2312 Advanced Design (3)
(Former course prefix/number ART 229.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course will focus on two- or three-dimensional projects in a special topics area. Emphasis is on individual expression. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015326)

ARTS 2316 Painting I (3)
(This is a common course number. Former course prefix/number ART 205.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085226)

ARTS 2317 Painting II (3)
(This is a common course number. Former course prefix/number ART 206.)
Prerequisite: Arts 2316. This course continues Arts 2316. Emphasis is on individual expression. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085230)

ARTS 2323 Drawing III (3)
(This is a common course number. Former course prefix/number ART 201.)
Prerequisite: Arts 1317. Arts 1311, Arts 1312 and Arts 1316 are recommended for Art Majors. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055326)

ARTS 2324 Drawing IV (3)
(This is a common course number. Former course prefix/number ART 202.)
Prerequisite: Arts 2323, sophomore standing, or demonstrated competence approved by the instructor. This course continues Arts 2323. Emphasis is on individual expression. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055326)

ARTS 2326 Sculpture I (3)
(This is a common course number. Former course prefix/number ART 208.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Various sculptural approaches are explored. Different media and techniques are used. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007095126)

ARTS 2327 Sculpture II (3)
(This is a common course number. Former course prefix/number ART 209.)
Prerequisite: Arts 2326. This course continues Arts 2326. Emphasis is on individual expression. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007095126)

ARTS 2346 Ceramics I (3)
(This is a common course number. Former course prefix/number ART 215.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007115126)

ARTS 2347 Ceramics II (3)
(This is a common course number. Former course prefix/number ART 216.)
Prerequisite: Arts 2346 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007115126)

ARTS 2366 Watercolor I (3)
(This is a common course number. Former course prefix/number ART 217.)
Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085330)

ARTS 2367 Watercolor II (3)
(This is a common course number. Former course prefix/number ART 218.)
Prerequisite: Arts 2366. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085326)

AVIM 2331 Airline Management (3)
(This is a WECM course number. Former course prefix/number AVIA 2374.)
An examination of the organization, operation, and management of airlines. Topics include financing, aircraft selection, route feasibility studies, load factors, and marketing. (3 Lec.)

AVIM 2335 Airport Management (3)
(This is a WECM course number. Former course prefix/number AVIA 2371.)
A study of the major functions of airport management including facilities and services, organization, human resources, maintenance, planning and zoning, operations, revenues and expenses, public relations, ecology, and safety. (3 Lec.)

AVIM 2337 Aviation Law (3)
(This is a WECM course number. Former course prefix/number AVIA 1372.)
A study of the historical development of aviation law including in-depth coverage of constitutional, criminal, civil, common, and international law as it relates to aviation activities. (3 Lec.)

AVIM 2339 Aviation Marketing (3)
(This is a WECM course number. Former course prefix/number AVIA 2376.)
A study of the significance and functions of airline marketing including market research, sales, advertising and promotion, traffic demand analysis, and price determination theory. (3 Lec.)

AVIM 2380 Cooperative Education - Aviation Management (3)
(This is a WECM course number. Former course prefix/number AVIA 8481.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

AVNC 1303 Introduction to Aircraft Electronic Systems (3)
(This is a WECM course number. Former course prefix/number AVET 1370.)
This course is a study of the relationship between aircraft electronic systems and aircraft flight and navigation. Emphasis on the operation and function of the electronic systems and the operation of the systems and ramp. The student will describe the function and operation of aircraft electronic systems and operate aircraft electronic systems. (2 Lec., 2 Lab.)

AVNC 1443 Aircraft Electrical and Electronic Systems Installation (4)
(This is a WECM course number. Former course prefix/number AVET 1470.)
Suggested prerequisite: AVNC 1303. This course is a study of and practical experience in the installation of avionic systems in aircraft, mounting electronic equipment, construction and installation of electrical wiring and cables, proper use of tools, and selection of materials. The student will describe and lay out avionic systems and install avionic systems. (3 Lec., 3 Lab.)

AVNC 1453 Operational Testing of Aircraft Electronic Systems (4)
(This is a WECM course number. Former course prefix/number AVET 1471.)

Prerequisite: AVNC 1303. Topics in this course include integration of technical drawing interpretation, wiring interface checkout, and the application of ramp test equipment in common usage. Emphasis on performance of functional checks of aircraft electrical and electronic systems. The student will identify, describe, and use proper procedures and techniques for testing aircraft electronic systems. (3 Lec., 3 Lab.)

BCIS 1405 Business Computer Applications (4)
(This is a common course number.)

The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the Internet. Topics include computer terminology, hardware, software, operating systems, and information systems. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212025404)

BCIS 1431 Programming in Visual BASIC (4)
(This is a common course number.)

Introduction to business programming techniques using Visual BASIC with an emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, and input/output devices. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212025404)

BCIS 2390 Systems Analysis and Design (3)
(This is a common course number.)

Prerequisite: Any programming course or demonstrated competence approved by the instructor. Analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. Topics include information requirements analysis, specification development and writing, prototype evaluation, and network application interfaces. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212035104)

BCIS 2431 Advanced Programming in Visual BASIC (4)
(This is a common course number.)

Prerequisite: BCIS 1431 or demonstrated competence approved by the instructor. Advanced applications and business programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5212025304)

BIOL 1406 General Biology (4)
(This is a common course number. Former course prefix/number BIO 101.)

This course is the first of a two-semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1407 General Biology (4)
(This is a common course number. Former course prefix/number BIO 102.)

Prerequisite: Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1408 Biological Science (4)
(This is a common course number. Former course prefix/number BIO 115.)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 1409 Biological Science (4)
(This is a common course number. Former course prefix/number BIO 116.)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015103)

BIOL 2370 Field Biology (3)
(This is a unique need course. Former course prefix/number BIO 218.)

Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens, in the field. This course may be repeated for credit. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2606039203)

BIOL 2401 Anatomy and Physiology I (4)
(This is a common course number. Former course prefix/number BIO 221.)
Prerequisite: Biology 1406 and Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065103)

BIOL 2402 Anatomy and Physiology II (4)
(This is a common course number. Former course prefix/number BIO 222.)
Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two-course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065103)

BIOL 2406 Environmental Biology (4)
(This is a common course number.)
The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 0301025101)

BIOL 2416 Genetics (4)
(This is a common course number. Former course prefix/number BIO 226.)
Prerequisite: Biology 1406 or demonstrated competence approved by the instructor. This course focuses on genetics. Topics include Mendelian inheritance, recombinant genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2606135103)

BIOL 2420 General Microbiology (4)
(This is a common course number. Former course prefix/number BIO 216.)
Prerequisite: Biology 1406 and Biology 1407 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2605015103)

BITC 1301 Biotechnology Laboratory Instrumentation (3)
(This is a WECM course number.)
Prerequisite: BITC 1311 and/or approval of instructor. The student will demonstrate proper handling of laboratory chemicals; operate common analytical instruments; describe the theory and applications of various analytical instruments including types of electrophoresis, spectrophotometry, chromatography, and centrifugation; and practice laboratory safety. (2 Lec., 4 Lab.)

BITC 1302 Biotechnology Laboratory Methods and Techniques (3)
(This is a WECM course number.)
Prerequisite: BITC 1311 and/or approval of the instructor. A study of laboratory operations, management, equipment, instrumentation, quality control techniques, and safety procedures. Laboratory practice in using pH meters, mixing buffers, performing measurements, preparing solutions, and performing separatory techniques to specifications; and practice laboratory safety. (2 Lec., 3 Lab.)

BITC 1311 Introduction to Biotechnology (3)
(This is a WECM course number.)
An introduction to biotechnology including career exploration, history and applications of DNA/RNA technology, molecular biology, bioethics, and laboratory safety practices. (2 Lec., 3 Lab.)

BITC 1391 Special Topics in Biological Technology/Technician (3)
(This is a WECM course number.)
Prerequisites: BITC 1311 and/or approval of instructor. Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

BITC 2286 Internship-Biological Technology/Technician (2)
(This is a WECM course number.)
Prerequisite: BITC 1311 and BITC 1302 and/or approval of instructor. An experience external to the college for an advanced student in a specialized field involving written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (6 Ext.)

BITC 2401 Molecular Biology Techniques (4)
(This is a WECM course number.)
Prerequisite: BITC 1311 and/or approval of instructor. An introduction to the theory and laboratory techniques in molecular biology with an emphasis on proteins, gene expression and regulation, recombinant DNA, and nucleic acids. (3 Lec., 4 Lab.)

BITC 2431 Cell Culture Techniques (4)
(This is a WECM course number.)
Prerequisite: BITC 1311 and/or approval of instructor. A study of cell culture techniques. Laboratory emphasis on the principles and practices of initiation, cultivation, maintenance, preservation of cell lines and applications. (3 Lec., 4 Lab.)

BITC 2486 Internship-Biological Technology/Technician (4)
(This is a WECM course number.)
Prerequisite: BITC 1311 and/or approval of instructor. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (12 Ext.)

BMGT 1191 Special Topics in Business Administration and Management, General (1)
(This is a WECM course number. Former course prefix/number MGMT 2170.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

BMGT 1301 Supervision (3)
(This is a WECM course number. Former course prefix/number MGMT 1374.)
A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. (3 Lec.)

BMGT 1303 Principles of Management (3)
(This is a WECM course number. Former course prefix/number MGMT 1370.)
Concepts, terminology, principles, theory, and issues that are the substance of the practice of management. (3 Lec.)

BMGT 1313 Principles of Purchasing (3)
(This is a WECM course number. Former course prefix/number CMGT 2370 or MGMT 1373.)
The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues. (3 Lec.)

BMGT 1382 Cooperative Education - Business Administration and Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 7371.)
The student should have previous credit in or concurrent enrollment in BMGT 1301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 1383 Cooperative Education - Business Administration and Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 7372.)
The student should have previous credit in or concurrent enrollment in HRPO 2301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 1391 Special Topics in Business Administration and Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 2372.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

BMGT 2303 Problem Solving and Decision Making (3)
(This is a WECM course number. Former course prefix/number MGMT 2375.)
Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. (3 Lec.)

BMGT 2331 Total Quality Management (3)
(This is a WECM course number. Former course prefix/number MGMT 1371.)
Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment. (3 Lec.)

BMGT 2383 Cooperative Education - Business Administration and Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 8382.)
The student should have previous credit in or concurrent enrollment in BMGT 2303 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BUSG 1315 Small Business Operations (3)
(This is a WECM course number. Former course prefix/number MGMT 2371.)
A course in the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations. (3 Lec.)

BUSG 1341 Small Business Financing (3)
(This is a WECM course number. Former course prefix/number MGMT 2370.)
A study of the financial structure of a small business. Topics address business finance, including where the funds come from and what they are used for; budgeting including planning and preparing, record keeping, taxation, insurance, and banking. (3 Lec.)

BUSG 2309 Small Business Management (3)
(This is a WECM course number. Former course prefix/number MGMT 1372.)
A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 Lec.)

BUSI 1301 Introduction to Business (3)
(This is a common course number. Former course prefix/number BUS 105.)
This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)
(Coordinating Board Academic Approval Number 5201015104)

BUSI 1307 Personal Finance (3)
(This is a common course number. Former course prefix/number BUS 143.)
Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)
(Coordinating Board Academic Approval Number 1904015109)

BUSI 2301 Business Law (3)
(This is a common course number. Former course prefix/number BUS 234.)
This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)
(Coordinating Board Academic Approval Number 2201015124)

CETT 1403 DC Circuits (4)
(This is a WECM course number. Former course prefix/number ELET 1470.)
DC Circuits is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements. (3 Lec., 3 Lab.)

CETT 1405 AC Circuits (4)
(This is a WECM course number. Former course prefix/number ELET 1471.)
Prerequisite: CETT 1403. AC Circuits is a study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance. (3 Lec., 3 Lab.)

CETT 1425 Digital Fundamentals (4)
(This is a WECM course number. Former course prefix/number ELET 1473, ENGT 2471, or SEMI 1470.)
An entry level course in digital electronics covering number systems, binary mathematics, digital codes, logic gates, Boolean algebra, Karnaugh maps, and combinational logic. Emphasis on circuit logic analysis and troubleshooting digital circuits. (3 Lec., 3 Lab.)

CETT 1429 Solid State Devices (4)
(This is a WECM course number. Former course prefix/number ELET 1472.)
Prerequisite: CETT 1403 and credit or concurrent enrollment in CETT 1405. Solid State Devices is a study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, bias techniques, and thermal considerations of solid state devices. (3 Lec., 3 Lab./3 Lec., 2 Lab.)

CETT 1441 Solid State Circuits (4)
(This is a WECM course number. Former course prefix/number ELET 2486.)
Prerequisite: CETT 1429. A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. Topics will include JFETs, MOSFETs, oscillators, thyristors, power supply systems, voltage regulators, multistage amplifiers and power amplifiers. (3 Lec., 3 Lab.)

CETT 1445 Microprocessor (4)
(This is a WECM course number. Former course prefix/number ELET 2491.)
Prerequisite: CETT 1425. An introductory course in microprocessor software and hardware; its architecture, timing sequence, operation, and programming; and discussion of appropriate software diagnostic language and tools. (3 Lec., 3 Lab.)

CETT 1449 Digital Systems (4)
(This is a WECM course number. Former course prefix/number ELET 2477 and ELET 2488.)
Prerequisite: CETT 1429. Digital Systems is a course in electronics covering digital systems. Emphasis on application and troubleshooting digital systems using counters, registers, code converters, multiplexers, analog-to-digital circuits, digital-to-analog circuits, and large-scale integrated circuits. The student will evaluate the operation of digital systems while operating in correct and fault mode using various test instruments; describe the difference between a digital system and an analog system; and draw a simple block diagram of a digital computer system. (3 Lec., 3 Lab.)

CETT 1457 Linear Integrated Circuits (4)
(This is a WECM course number. Former course prefix/number ELET 2480, ENGT 2470, or SEMI 2470.)
Suggested Prerequisite: CETT 1429. A study of the characteristics, operations, stabilization, testing, and feedback techniques of linear integrated circuits. Application in computation, measurements, instrumentation, and active filtering. (3 Lec., 3 Lab.)

CETT 2433 Digital Computer Circuits (4)
(This is a WECM course number. Former course prefix/number ELET 2479 and ELET 2490.)
Prerequisite: CETT 1429. Digital Computer circuits is a study of the three major component systems of a digital computer including arithmetic logic operations, RAM and ROM memory systems, and control systems. The student will explain the operation of the three basic sections of any computer system. The student will construct and troubleshoot computer circuits including arithmetic logic units, memory systems, and control systems; describe the function of the BIOS (Basic Input Output System) in a computer system; and how a computer knows what to address when first cold booted. (3 Lec., 3 Lab.)

CETT 2435 Advanced Microprocessors (4)
(This is a WECM course number. Former course prefix/number ELET 2492.)
Prerequisite: CETT 1445. An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. (3 Lec., 3 Lab.)

CETT 2443 Principles of Color Television (4)
(This is a WECM course number. Former course prefix/number ELET 2475.)
Prerequisite: CETT 1429. This course covers the principles of color television receivers including signal processing circuits and provides color TV theory and hands-on experience in basic color TV service. The student will explain the principles of color television receivers; test color TV receiver circuits for proper operation and verify FCC color television parameters. (3 Lec., 3 Lab.)

CETT 2449 Research and Project Design (4)
(This is a WECM course number. Former course prefix/number ELET 2370 and ELET 2373.)
Prerequisite: CETT 1429. Principles of electrical/electronic design encompassing schematics wiring diagrams, materials lists, operating characteristics, completion schedules, and cost estimates. The student will build a project using the principles of the electrical/electronic design process; write an operations procedure of an electrical/electronic project; and demonstrate the operation of function of an electrical/electronic project. (2 Lec., 4 Lab.)

CHEM 1104 Chemical Calculations (1)
(This is a common course number.)
Chemical calculations are studied. This course is intended for students needing additional practice or preparation. Variable credit (one or two hours) is available. (1 Lec.)
(Coordinating Board Academic Approval Number 4005025203)

CHEM 1405 Introductory Chemistry I (4)
(Former course prefix/number CHM 115.)
Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction and solutions. Descriptive chemistry is emphasized. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015103)

CHEM 1407 Introductory Chemistry II (4)
(Former course prefix/number CHM 116.)
Prerequisite: Chemistry 1405 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015103)

CHEM 1411 General Chemistry I (4)
(This is a common course number. Former course prefix/number CHM 101.)
Prerequisite: Developmental Mathematics 0093 or the equivalent and one of the following: high school chemistry, Chemistry 1405, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including measurement and the metric system, the history of chemistry, the mole concept, chemical reactions and stoichiometry, energy and chemical reactions, states and properties of matter, the periodic table, chemical bonding, atomic and molecular structure, gas laws, and concentrations of solutions. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015203)

CHEM 1412 General Chemistry II (4)
(This is a common course number. Former course prefix/number CHM 102.)
Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Topics include states of matter, phase diagrams and intermolecular interactions; reaction kinetics, chemical equilibrium, modern acid-base theory, buffers, chemical thermodynamics, colligative properties of solutions, electrochemistry and nuclear chemistry. Topics may further include transition-metal chemistry, an introduction to organic chemistry and qualitative inorganic analysis. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015203)

CHEM 2401 Quantitative Analysis (4)
(This is a common course number. Former course prefix/number CHM 203.)
Prerequisite: Chemistry 1412, Mathematics 1314 or Mathematics 1414. A survey of methods used in analytical chemistry: gravimetric and volumetric methods based on equilibria, oxidation-reduction, and acid-base theory, spectrophotometry, chromatography and electroanalytical chemistry. (2 Lec., 6 Lab.)
(Coordinating Board Academic Approval Number 4005025103)

CHEM 2402 Instrumental Analysis (4)
(This is a common course number. Former course prefix/number CHM 234.)
Prerequisite: Chemistry 2401 or demonstrated competence approved by the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectro-photometry as analytical tools. (2 Lec., 6 Lab.)
(Coordinating Board Academic Approval Number 4005025103)

CHEM 2423 Organic Chemistry I (4)
(This is a common course number. Former course prefix/number CHM 201.)
Prerequisite: Chemistry 1412. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds, and begins the study of aliphatic and aromatic compounds, including nomenclature, structure and isomerism, stereochemistry, types of reactions, common mechanisms and syntheses. Lab includes synthesis, purification by distillation, extraction, recrystallization and chromatography, and identification by physical and chemical means and may include spectroscopic identification. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045203)

CHEM 2425 Organic Chemistry II (4)
(This is a common course number. Former course prefix/number CHM 202.)
Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, alcohols, amines and amides. Spectroscopy is included. Further topics may include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids, and carbohydrates. Laboratory includes spectroscopy and qualitative organic analysis, and further work in systhesis. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045203

CJLE 2420 Texas Peace Officer Procedures (4)
(This is a WECM course number. Former course prefix/number CRIJ 2333.)
This course is a study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. (3 Lec., 4 Lab.)

CJLE 2421 Texas Peace Officer Law (4)
(This is a WECM course number. Former course prefix/number CRIJ 2334.)
This course is a study of laws that are directly related to police field work. Topics include traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code, and civil liability. (3 Lec., 4 Lab.)

CJLE 2522 Texas Peace Officer Skills (5)
(This is a WECM course number. Former course prefix/number CRIJ 2335.)
This course includes the demonstration and practice of the skills expected of a police officer. Topics include patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. (4 Lec., 4 Lab.)

CJSA 1382 Cooperative Education - Criminal Justice Studies (3)
(This is a WECM course number. Former course prefix/number CRIJ 7371.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

CJSA 1482 Cooperative Education - Criminal Justice Studies (4)
(This is a WECM course number. Former course prefix/number CRIJ 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec. 20 Ext.)

CJSA 2382 Cooperative Education - Criminal Justice Studies (3)
(This is a WECM course number. Former course prefix/number CRIJ 7372.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

CJSA 2482 Cooperative Education - Criminal Justice Studies (4)
(This is a WECM course number. Former course prefix/number CRIJ 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

COMM 1336 Television Production I (3)
(This is a common course number. Former course prefix/number RTV 210.)
Prerequisite: Journalism 1307 or demonstrated competence approved by the instructor. This course introduces the student to station organization, studio operation, and the use of studio equipment. Topics include continuity, camera operation, sound, lighting, and videotape recording. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045206)

COMM 1337 Television Production II (3)
(This is a common course number. Former course prefix/number RTV 211.)
Prerequisite: Communications 1336. This course is a continuation of Communications 1336. Emphasis is on the concept and technique of production of television broadcasts in practical situations. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045206)

COSC 1300 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement.

COSC 1300 Computer Literacy (3)
(This is a common course number.)
The student will develop the ability to use computer-based technology in communicating, acquiring information and solving problems. Additionally, the student will evaluate the effects and implications of information technology on various aspects of society. COSC 1300 may not be applied towards a computer science major or minor. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 1101015107)

COSC 1309 Programming Methodology and Logic Design (3)
(This is a common course number.)
Introduction to problem solving in computer science. Topics include software theory, structured programming methodology, representation of algorithms using pseudocode and graphical tools, and methods for testing, evaluation, and documentation. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015107)

COSC 1315 Computer Science I (3)
(This is a common course number. Former course prefix/number CS 113.)
This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course will focus on problem-solving using modular design techniques implemented with a structured programming language. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015207)

COSC 1401 Microcomputer Concepts and Applications (4)
(This is a common course number.)
This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware and software, applications and systems development, networking and the use of contemporary software. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1101015207)

COSC 1415 Introduction to Computer Science and Programming (4)
(This is a common course number.)
This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course focuses on problem-solving using modular design techniques implemented with a structured programming language. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015207)

COSC 1430 Programming I (4)
(This is a common course number.)
Prerequisite: Computer Science 1315 or Computer Science 1415 or equivalent. Introduction to computer programming in an emerging or alternative programming language. Fundamentals of structured design, development, testing, implementation, and documentation are emphasized. Topics include language syntax, control structures, and program execution logic. This course may be repeated for credit when language varies. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015207)

COSC 2315 Computer Science II (3)
(This is a common course number.)
Prerequisite: Computer Science 1315 and Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1315 and is designed to meet the requirements for a degree in computer science or related field. Topics covered include structured problem-solving, elementary and advanced data structures, the use of pointer variables and references, and an introduction to object-oriented programming. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015307)

COSC 2415 Advanced Computer Science and Programming (4)
(This is a common course number.)
Prerequisite: Computer Science 1415 and Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1415 and is designed to meet the requirements for a degree in computer science or a related field. Topics include structured problem-solving, elementary and advanced data structures, the use of pointer variables and references, and an introduction to object-oriented programming. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015307)

COSC 2425 Assembly Language (4)
(This is a common course number. Former course prefix/number CS 212/COSC 2325.)
Prerequisite: Computer Science 1315 or demonstrated competence approved by the instructor. This course is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a study of assembly language programming, machine representation of data and instructions, and addressing techniques. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1102015407)

COSC 2430 Programming II (4)
(This is a common course number.)
Prerequisite: Computer Science 1430 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1430 and covers advanced features and programming techniques of the language under study. This course may be repeated for credit when language varies. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1102015307)

CPMT 1403 Introduction to Computer Technology (4)
(This is a WECM course number. Former course prefix/number ELET 2481.)
Prerequisite: CETT 1403. This is a fundamental computer course that provides in-depth explanation of the procedures to utilize hardware and software. Emphasis is on terminology, acronyms, and hands-on activities. The student will define and recognize terms, expressions and phrases associated with computers and use advanced commands in various applications. (3 Lec., 3 Lab.)

CPMT 1447 Computer System Peripherals (4)
(This is a WECM course number. Former course prefix/number ELET 2483.)
Prerequisite: CETT 1403. This course is an in-depth study of network technology with emphasis on network operating systems, network connectivity, hardware, and software. Mastery of implementation, troubleshooting, and maintenance of LAN and/or WAN network environments. The student will demonstrate skills in implicating complex network environments; utilize troubleshooting and diagnostics procedures; create a complex network with multilevel access and security; and establish and utilize procedures to provide routine maintenance. (3 Lec., 3 Lab.)

CPMT 1449 Computer Networking Technology (4)
(This is a WECM course number. Former course prefix/number ELET 2484.)
Suggested prerequisite: CETT 1403. This is a beginning course in computer networks with focus on networking fundamentals, terminology, hardware, software, and network architecture. A study of local/wide area networking concepts and networking installations and operations (3 Lec., 3 Lab.)

CPMT 2437 Microcomputer Interfacing (4)
(This is a WECM course number. Former course prefix/number ELET 2493.)
Prerequisite: CETT 2435. An interfacing course exploring the concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices. (3 Lec., 3 Lab.)

CPMT 2445 Computer System Troubleshooting (4)
(This is a WECM course number. Former course prefix/number ELET 2482.)
Prerequisite: CETT 1429. This is an interfacing course exploring the concepts and terminology involved in interfacing the internal architecture of the microcomputer with commonly used external devices. The student will determine the requirements of the device to be interfaced and select the proper scheme; and will implement the hardware and software processes to interface common external devices. (3 Lec., 3 Lab.)

CREX 1309 Career Exploration/Planning (3)
(This is a WECM course number. Former course prefix/number HD 104/HDEV 1370.)
An introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes and interviewing. (3 Lec.)

CRIJ 1301 Introduction to Criminal Justice (3)
(This is a common course number. Former course prefix/number CJ 140.)
This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045124)

CRIJ 1306 Court Systems and Practices (3)
(This is a common course number. Former course prefix/number CJ 132.)
The judiciary in the criminal justice system is explained. The structure of the American Court System is defined. Prosecutional right to counsel is explained. Other areas covered are pretrial release, grand juries, adjudication process, and types of rules of evidence and sentencing. (3 Lec.)
(Coordinating Board Academic Approval Number 2201015424)

CRIJ 1307 Crime in America (3)
(This is a common course number. Former course prefix/number CJ 139.)
American crime problems are studied in the historical perspective. Social and public policy factors affecting crime are discussed. The impact of crime and crime trends are shown along with the social characteristics of specific crimes. The prevention of crime is emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 4504015225)

CRIJ 1310 Fundamentals of Criminal Law (3)
(This is a common course number. Former course prefix/number CJ 130.)
A study of the nature of criminal law is presented. The philosophical and historical development of criminal law is covered. Major definitions and concepts are given. The classification of crime is covered. The elements of crimes and penalties are discussed using Texas statutes as illustrations. Criminal responsibility is defined. (3 Lec.)
(Coordinating Board Academic Approval Number 2201015324)

CRIJ 1313 Juvenile Justice System (3)
(This is a common course number. Former course prefix/number CRIJ 2322.)
A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045224)

CRIJ 2301 Community Resources in Corrections (3)
(This is a common course number. Former course prefix/number CJ 251.)
An overview of diversionary practices and treatment programs available to offenders in a local context. Topics include selected recognized models and future trends in community treatment. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045324)

CRIJ 2313 Correctional Systems and Practices (3)
(This is a common course number. Former course prefix/number CJ 250.)
A study of the role of corrections in the criminal justice system. Topics include organization and theory of correctional systems, institutional operations, management, alternatives to institutionalization, treatments and rehabilitation, and current and future issues. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045424)

CRIJ 2314 Criminal Investigation (3)
(This is a common course number. Former course prefix/number CJ 240.)
Prerequisite: CRIJ 1301. Study of investigative theory, the collection an preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045524)

CRIJ 2323 Legal Aspects of Law Enforcement (3)
(This is a common course number. Former course prefix/number CJ 247.)
This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045624)

CRIJ 2328 Police System and Practices (3)
(This is a common course number. Former course prefix/number CJ 248.)
Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. (3 Lec.)
(Coordinating Board Academic Approval Number 4301045724)

CUST 2370 Cultural Studies (3)
(This is a unique need course.)
Prerequisite: ENGL 1302. This interdisciplinary and cross-cultural course studies human thought and relationships by considering a significant theme. Themes may vary each semester. The course promotes ethical and critical reasoning. (3 Lec.)
(Coordinating Board Academic Approval Number 2401037212)

DANC 1141 Ballet Technique (1)
(This is a common course number.)
For the serious ballet dancer who wishes to take additional days of ballet dance appropriate for Ballet Level II, III, and IV. This course may be repeated for credit. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1149 Folklorico I (1)
(This is a common course number.)
A study of latin dance forms. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1150 Folklorico II (1)
(This is a common course number.)
A continuation of Folklorico I. This course may be repeated for credit. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1151 Rehearsal and Performance I (1)
(This is a common course number. Former course prefix/number DAN 116.)
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.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1152 Rehearsal and Performance II (1)
(This is a common course number. Former course prefix/number DAN 200.)
Prerequisite: Dance 1151 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 1151 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1247 Jazz I (2)
(This is a common course number. Former course prefix/number DAN 155.)
The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1248 Jazz II (2)
(This is a common course number. Former course prefix/number DAN 156.)
Prerequisite: Dance 1247 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1341 Ballet I (3)
(This is a common course number. Former course prefix/number DAN 161.)
This course explores basic ballet structure and terminology. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Instruction in beginning adagio, petit allegro, grand allegro, inside and outside turns and various jumps are studied. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1342 Ballet II (3)
(This is a common course number. Former course prefix/number DAN 163.)
Prerequisite: Dance 1341. This course is a continuation of Dance 1341. Emphasis is on body directions and stamina. More complex combinations using advanced patterning will be studied. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1345 Modern I (3)
(This is a common course number. Former course prefix/number DAN 165.)
This course explores basic modern techniques. Emphasis is on technique development, and familiarity with contemporary meters and rhythms. An awareness of major influences on concert dance is developed. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 1346 Modern II (3)
(This is a common course number. Former course prefix/number DAN 166.)
Prerequisite: Dance 1345. This course continues and further develops an exploration of Dance 1345. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 2100 Tap I (1)
(This course is considered as a PHED activity course. Former course prefix/number DAN 157/DANC 1110.)
This course explores basic tap techniques. Emphasis on technique development and familiarity with traditional tap rhythms and steps. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

DANC 2101 Tap II (1)
(This course is considered as a PHED activity course. Former course prefix/number DAN 158/DANC 1111.)
Prerequisite: Dance 2100 or demonstrated competence approved by instructor. This course continues and further develops an exploration of Dance 2100. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

DANC 2102 Body Conditioning (1)
(This course is considered as a PHED activity course. Former course prefix/number DANC 1115.)
Stretching and toning at the dancer's instrument. This course may be repeated for credit. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

DANC 2103 Hip Hop I (1)
(This course is considered as a PHED activity course. Former course prefix/number DAN 167/DANC 1170/DANC 1131.)
This course explores basic hip hop techniques. Emphasis is on technique development and familiarity with contemporary meters and rhythms. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

DANC 2104 Hip Hop II (1)
(This course is considered as a PHED activity course. Former course prefix/number DAN 168/DANC 1171/DANC 1132.)
Prerequisite: Dance 2103 or demonstrated competence approved by instructor. This course continues and further develops an exploration of Dance 2103. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

DANC 2106 Video Dance (1)
(This course is considered as a PHED activity course. Former course prefix/number DANC 1371 and DANC 2132.)
A study of techniques, styles and vocabulary of dancing for music videos, television and commercial work. This course may be repeated for credit. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

DANC 2212 Musical Comedy Dance I (2)
(This is a common course number.)
A study of musical comedy dance patterns, steps and styles. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015326)

DANC 2213 Musical Comedy Dance II (2)
(This is a common course number.)
A continuation of Musical Comedy Dance I. This course may be repeated for credit. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015326)

DANC 2247 Jazz III (2)
(This is a common course number. Former course prefix/number DAN 255.)
Prerequisite: Dance 1248. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 2248 Jazz IV (2)
(This is a common course number. Former course prefix/number DAN 256.)
Prerequisite: Dance 2247. This course is a further exploration of Dance 2247. This course may be repeated for credit. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 2341 Ballet III (3)
(This is a common course number. Former course prefix/number DAN 258.)
Prerequisite: Dance 1342. The development of ballet techniques is continued. More complicated exercises at the barre and center floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 2342 Ballet IV (3)
(This is a common course number. Former course prefix/number DAN 260.)
Prerequisite: Dance 2341. Individual proficiency, artistry and technical virtuosity are developed. This course may be repeated for credit. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 2345 Modern III (3)
(This is a common course number. Former course prefix/number DAN 265.)
Prerequisite: Dance 1346. This course consists of the development of complex falls, combinations, phrasing, and dramatic emphasis. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DANC 2346 Modern IV (3)
(This is a common course number. Former course prefix/number DAN 266.)
Prerequisite: Dance 2345. This course is a further exploration of Dance 2345. This course may be repeated for credit. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015226)

DCLS 0100 College Learning Skills (1)
(Former course prefix/number CLS 100.)
This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. Students may enroll in up to three different sections of CLS during one semester. This course does not count as TASP remediation. (1 Lec.)
(Coordinating Board Academic Approval Number 3201015212)

DFTG 1215 Architectural Blueprint Reading (2)
(This is a WECM course number. Former course prefix/number DFTG 1225.)
A study of the fundamentals of blueprint reading for the construction industry. (1 Lec., 3 Lab.)

DFTG 1224 Blueprint Reading and Sketching (2)
(This is a WECM course number. Former course prefix/number BLPR 1270.)
An introduction to reading and interpreting the "working drawings" for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts. (1 Lec., 2 Lab.)

DFTG 1271 CADD Operations (2)
(This is a local need course number. Former course prefix/number CADD 1270.)
A course in hardware selection, setup, and use of a CAD station. Emphasis is placed on control of the operating system, file management, and keyboarding. Topics address: software installation, hardware installation and configuration, such as mouse, tablet, printers, plotters, graphics adapters, and other configurable items such as communication ports, and serial ports. An introduction to word processing and spreadsheets is included. (1 Lec., 2 Lab.)

DFTG 1329 Electro-Mechanical Drafting (3)
(This is a WECM course number. Former course prefix/number CADD 2385.)
A basic course including layout and design of electro-mechanical equipment from engineering notes and sketches. Emphasis on drawing of electronic equipment control panels, interior hardware, exterior enclosures, detailed and assembly drawings with a parts list, and flat pattern layouts. (2 Lec, 4 Lab.)

DFTG 1333 Mechanical Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 105.)
An intermediate course covering detail drawings with proper dimensioning and tolerances, use of sectioning techniques, common fasteners, isometrics and oblique drawings, including bill of materials. (2 Lec., 4 Lab. / 2 Lec., 3 Lab.)

DFTG 1344 Pipe Drafting (3)
(This is a WECM course number. Former course prefix/number CADD 2374.)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. (2 Lec., 4 Lab.)

DFTG 1348 Topographical Drafting (3)
(This is a WECM course number. Former course prefix/number CADD 1370.)
A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. (2 Lec., 4 Lab.)

DFTG 1358 Electrical/Electronics Drafting (3)
(This is a WECM course number. Former course prefix/number CADD 2371.)
A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. (2 Lec., 4 Lab.)

DFTG 1372 Manufacturing Fundamentals (3)
(This is a local need course number. Former course prefix/number CADD 1371.)
A course in manufacturing fundamentals and production methods including NC-CNC concepts. Topics on interpreting and describing information required to produce a CNC program will be covered. An overview of the functions and role of CAD and its relationship to computer-aided manufacturing are studied. (2 Lec., 4 Lab.)

DFTG 1373 CAD/Graphic Processes (3)
(This is a local need course number. Former course prefix/number CADD 1372.)
A course in creating, printing, and plotting graphics in CAD drawings. Skill development in importing text and raster graphics into CAD drawings, importing CAD vector graphics into desktop documents, scanning and editing raster graphics into CAD drawings, and publishing documents. Projects in coordinating text and graphics within a desktop publishing program will include printing black and white, and color publications. (2 Lec., 4 Lab.)

DFTG 1392 Special Topics in Architectural Drafting (3)
(This is a WECM course number. Former course prefix/number CADD 2384.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

DFTG 1394 Special Topics in Electrical/Electronics Drafting (3)
(This is a WECM course number. Former course prefix/number CADD 2381.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

DFTG 1395 Special Topics in Mechanical Drafting (3)
(This is a WECM course number. Former course prefix/number CADD 2375.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

DFTG 1405 Technical Drafting (4)
(This is a WECM course number. Former course prefix/number CADD 1470 or ENGT 1372.)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. (2 Lec., 4 Lab. / 2 Lec., 6 Lab.)

DFTG 1409 Basic Computer-Aided Drafting (3)
(This is a WECM course number. Former course prefix/number DFTG 1309.)
An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating and scaling objects, adding text and dimensions, using layers coordinating systems; as well as input and output devices. (2 Lec., 6 Lab.)

DFTG 1417 Architectural Drafting - Residential (4)
(This is a WECM course number. Former course prefix/number CADD 1471.)
Architectural drafting procedures, practices and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. (2 Lec., 6 Lab.)

DFTG 1421 Architectural Illustration (4)
(This is a WECM course number.)
Architectural drawing and sketching, including freehand drawing, perspectives, delineation in various media and development of students' graphical expression, including an introduction to various reproduction methods. (2 Lec., 6 Lab.)

DFTG 1452 Intermediate Computer-Aided Drafting (4)
(This is a WECM course number.)
A continuation of practices and techniques used in basic computer-aided drafting emphasizing batched files, scripted files, customized program menus, and extracted attributes. Introduction to three-dimensional drafting. (2 Lec., 6 Lab.)

DFTG 1454 Architectural Drafting - Commercial (4)
(This is a WECM course number.)
Architectural drafting procedures, practices, and symbols including the preparation of detailed working drawings for a commercial building with emphasis on commercial construction methods. (2 Lec., 6 Lab.)

DFTG 1491 Special Topics in Drafting (4)
(This is a WECM course number. Former course prefix/number DFTG 1391.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

DFTG 2304 Printed Circuit Board Design (3)
(This is a WECM course number. Former course prefix/number CADD 2376.)
An intermediate course including single-sided and double-sided printed circuit board design, emphasizing the drawings, standards, and processes required to layout printed circuit board and manufacturing documentation. (2 Lec., 4 Lab.)

DFTG 2310 Structural Drafting (3)
(This is a WECM course number. Former course prefix/number CADD 2370.)
Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of America Institute of Steel Construction, including units on concrete detailing conforming to America Concrete Institute standards. (2 Lec., 4 Lab.)

DFTG 2312 Technical Illustration (3)
(This is a WECM course number. Former course prefix/number CADD 2372 or ENGT 1272.)
Prerequisite: DFTG 1309 or DFTG 1409. Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading, text; and use of different media. (2 Lec., 4 Lab.)

DFTG 2336 Computer-Aided Drafting Programming (3)
(This is a WECM course number. Former course prefix/number CADD 2386.)
Emphasis on the productivity of CAD software through development of computer-aided drafting programs with emphasis on database design, access techniques, and structure methods with particular application in engineering graphics. (2 Lec., 4 Lab.)

DFTG 2350 Geometric Dimensioning and Tolerancing (3)
(This is a WECM course number. Former course prefix/number CADD 2387 or ENGT 2271.)
An introduction to geometric dimensioning and tolerancing, according to ANSI Y14.5 standards. Application of various geometric dimensions and tolerances to engineering drawings. Emphasis on cumulative effects on part function, gauging equipment, and inspection procedures. (2 Lec., 4 Lab.)

DFTG 2356 Advanced Printed Circuit Board Design (3)
(This is a WECM course number. Former course prefix/number CADD 2379.)
An advanced course including the layout of surface mounted components and integrated circuit modular design, emphasizing the design and drawing layouts required to produce surface mounted components and integrated circuit modular printed circuit boards. (2 Lec., 4 Lab.)

DFTG 2374 Integrated Circuit Design (3)
(This is a local need course number. Former course prefix/number CADD 2377.)
Skill development in the design of integrated circuits using current computer hardware and software. Instruction in active devices combines electronic theory and laboratory exercises to enable students to design simple integrated circuits from schematic diagrams and design rules. (2 Lec., 4 Lab.)

DFTG 2375 Advanced Integrated Circuit Design (3)
(This is a local need course number. Former course prefix/number CADD 2378.)
Skill development in the design of complex integrated circuits. Projects in schematic diagrams will require students to use two sets of design rules. Topics address meeting industrial standards of current technologies. (2 Lec., 4 Lab.)

DFTG 2380 Cooperative Education-Drafting (3)
(This is a WECM course number. Former course prefix/number CADD 8381.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

DFTG 2381 Cooperative Education-Drafting (3)
(This is a WECM course number. Former course prefix/number CADD 8382.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

DFTG 2402 Machine Drafting (4)
(This is a WECM course number.)
Production of detail and assembly drawings of machines, threads, gears, cams, tolerances and limit dimensioning, surface finishes, and precision drawings. (2 Lec., 6 Lab.)

DFTG 2432 Advanced Computer-Aided Drafting (4)
(This is a WECM course number.)
Exploration of the use of system customization for drawing production enhancement and the principles of data manipulation. Presentation of advanced applications, such as three-dimensional objects creation and linking graphic entities to external non-graphic data. (2 Lec., 6 Lab.)

DFTG 2440 Solid Modeling/Design (4)
(This is a WECM course number. Former course prefix/number DFTG 2340.)
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. (2 Lec., 6 Lab.)

DLEA 0094 Learning Skills Improvement (1)
(Former course prefix/number DL 094.)
Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. This course should not be used for TASP remediation. (2 Lab.)
(Coordinating Board Academic Approval Number 3201015212)

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1324, 1332, 1333, 1414 and 2342. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for TECM 1341.

DMAT 0090 Pre Algebra Mathematics (3)
(Former course prefix/number DM 090.)
Prerequisite: An appropriate assessment test score. This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0091 Elementary Algebra (3)
(Former course prefix/number DM 091.)
Prerequisite: Developmental Mathematics 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0093 Intermediate Algebra (3)
(Former course prefix/number DM 093.)
Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045219)

DMAT 0097 Algebra Fundamentals I (3)
(Former course prefix/number DM 097.)
Prerequisite: Developmental Mathematics 0096 or 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations and simple exponents. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0098 Algebra Fundamentals II (3)
(Former course prefix/number DM 098.)
Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091. This course is a course in introductory algebra which includes rational expressions, inequalities and quadratic equations. Also included are properties of real numbers, the straight line, absolute value equations and advanced factoring. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DMAT 0099 Algebra Fundamentals III (3)
(Former course prefix/number DM 099.)
Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0098. This is a course in intermediate algebra which further develops rational expressions, roots, exponents and radicals. Also covered are quadratic inequalities, relations functions and graphs and system of non-linear equations. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045219)

DMAT 0100 Review of Basic Mathematical Concepts (1)
(Former course prefix/number: None.)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0098. This course is for students who have not passed the mathematics section of the TASP test. Topics covered will include: real numbers; graphs, charts and tables; solving linear and quadratic equations; algebraic expressions; solving problems involving geometric concept and applied reasoning skills. This course cannot be used as a prerequisite for any college-level mathematics course. This course may be repeated for a maximum of 3 credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045119)

DRAM 1120 Rehearsal and Performance I (1)
(This is a common course number. Former course prefix/number THE 114.)
Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5005015226)

DRAM 1121 Demonstration Lab (1)
(Former course prefix/number THE 199/DRAM 1170.)
Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)
(Coordinating Board Academic Approval Number 5005015226)

DRAM 1221 Rehearsal and Performance II (2)
(This is a common course number. Former course prefix/number THE 210.)
Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)
(Coordinating Board Academic Approval Number 5005015226)

DRAM 1310 Introduction to the Theatre (3)
(This is a common course number. Former course prefix/number THE 101.)
The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)
(Coordinating Board Academic Approval Number 5005015126)

DRAM 1323 Theatre Workshop (3)
(This is a common course number. Former course prefix/number THE 236.)
A course in theatre with emphasis on performance techniques in musical and repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005015226)

DRAM 1336 Television Production I (3)
(Former course prefix/number THE 201/DRAM 2370. The common course number is COMM 1336.)
This course is cross-listed with COMM 1336. Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and videotape recording. The student may register for either DRAM 1336 or COMM 1336, but may receive credit for only one of the two courses. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045206)

DRAM 1337 Television Production II (3)
(Former course prefix/number THE 202/DRAM 2371. The common course number is COMM 1337.)
Prerequisite: Drama 1336. This course is a continuation of Drama 1336. This course is cross-listed with COMM 1337. Emphasis is on the concept and technique of production in practical situations. The student may register for either DRAM 1337 or COMM 1337, but may receive credit for only one of the two courses. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045206)

DRAM 1351 Acting I (3)
(This is a common course number. Former course prefix/number THE 106.)
The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035126)

DRAM 1352 Acting II (3)
(This is a common course number. Former course prefix/number THE 107.)
Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035126)

DRAM 2324 Broadcasting Communications I (3)
(Former course prefix/number THE 211/DRAM 2375. The common course number is COMM 2324)
Basic techniques of television and video performance are introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 0907015306)

DRAM 2325 Broadcasting Communications II (3)
(Former course prefix/number THE 212/DRAM 2376. The common course number is COMM 2325.)
Prerequisite: Drama 2324 or demonstrated competence approved by the instructor. This course is a continuation of Drama 2324. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)
(Coordinating Board Academic Approval Number 0907015306)

DRAM 2336 Voice and Articulation (3)
(This is a common course number. Former course prefix/number THE 109.)
Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)
(Coordinating Board Academic Approval Number 5005035226)

DRAM 2366 Development of the Motion Pictures (3)
(This is a common course number. Former course prefix/number THE 203.)
Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (3 Lec.)
(Coordinating Board Academic Approval Number 5006025126)

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

DREA 0090 Developmental Reading (3)
(Former course prefix/number DR 090.)
This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0091 Developmental Reading (3)
(Former course prefix DR 091.)
This course continues .the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0093 Developmental Reading (3)
(Former course prefix DR 093.)
This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0100 College Learning Skills in Reading (1)
This course offers further development of reading comprehension, vocabulary, and study skills for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0200 Learning Skills Improvement in Reading (2)
This course offers further development of reading comprehension and vocabulary for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. Emphasis is on the development of learning skills according to individual needs. This course may be repeated for a maximum of three credits. (2 Lab.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0300 Communication Skills in Reading (3)
This course offers basic reading skill training through the use of whole language development. This course is designed for students whose assessment scores indicate special needs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0400 Communication Skills in Reading (4)
This course is for students with significant reading problems. It is organized around reading skill development. Emphasis is on individual needs and personalized programs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

DWRI 0090 Developmental Writing (3)
(Former course prefix/number DW 090.)
This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0091 Developmental Writing (3)
(Former course prefix/number DW 091.)
This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0093 Developmental Writing (3)
(Former course prefix/number DW 093.)
This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0100 Developmental Writing (1)
This course focuses on instruction to prepare students to meet TASP requirements. This course is also for students who wish to extend their writing skills for academic or career programs. Individualized study and practice are provided. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0200 Developmental Writing (2)
This course focuses upon writing skills improvement. Writing skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0300 Developmental Writing (3)
This course focuses upon strengthening writing skills. Topics include grammar, paragraph structure, and effective communication strategies. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0400 Developmental Writing (4)
This course is for students with significant writing problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of the semester) upon the referral of an instructor. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3201085312)

ECON 1303 Economics of Contemporary Social Issues (3)
(This is a common course number. Former course prefix/number ECO 105.)
This course is an application of the basic economic concepts to the study of social issues and issues of public policy. Topics such as the environment, health care, welfare reform, poverty, job security and economic growth are discussed. This course may also serve as preparation for Economics 2301 and Economics 2302, but will not replace either of these courses where they are required in a specific degree plan. (3 Lec.).
(Coordinating Board Academic Approval Number 1904025209)

ECON 2301 Principles of Economics I (3)
(This is a common course number. Former course prefix/number ECO 201.)
Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015125)

ECON 2302 Principles of Economics II (3)
(This is a common course number. Former course prefix/number ECO 202.)
Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015125)

ECON 2311 Economics of Global Issues (3)
(This is a common course number. Former course prefix/number ECO 203.)
This course examines the history and theory of international trade and global economic development. Economic, social, cultural, and political issues which impact the global economy and basic human welfare are studied. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015225)

EDUC 1301 Introduction to Education (3)
(This is a common course number.)
A study of the role and responsibilities of teachers and school organizations, including an enriched integrated pre-service course and content experience that: 1) provides active recruitment and support of undergraduates interested in a teaching career; 2) provides students with opportunities to participate in early field experiences; 3) provides students with support from college and school faculty in small cohort groups, introducing and analyzing the culture of schooling and classrooms. (3 Lec.)
(Coordinating Board Academic Approval Number 1301015109)

EDUC 1325 Principles and Practices of Multicultural Education (3)
(This is a common course number.)
An examination of cultural diversity found in society and reflected in the classroom. Topics will include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups. (3 Lec.)
(Coordinating Board Academic Approval Number 1301015109)

EECT 1104 Electronic Soldering (1)
(This is a WECM course number. Former course prefix/number ELET 1171.)
The theory of tools and equipment for electronic soldering techniques. The student will select and use appropriate soldering tools and equipment, demonstrate proper soldering techniques, and practice safety procedures. Emphasis will be primarily on terminal and printed circuit board through-hole soldering. (2 Lab.)

EECT 1191 Special Topics in Electrical, Electronic And Communications Engineering Technology/Technician (1)
(This is a WECM course number. Former course prefix/number ELET 2170.)
Topics in this course address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

EECT 1204 Electronic Soldering (2)
(This is a WECM course number.)
The theory of tools and equipment for electronic soldering techniques. The student will select and use appropriate soldering tools and equipment, demonstrate proper soldering techniques, and practice safety procedures. Emphasis will be on surface-mount soldering techniques. (1 Lec., 2 Lab.)

EECT 1291 Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician (2)
(This is a WECM course number. Former course prefix/number ELET 2270.)
Topics in this course address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 1 Lab.)

EECT 1300 Technical Customer Service (3)
(This is a WECM course number.)
General principles of customer service within a technical environment. Topics include internal/external customer relationships, time-management, best practices, and verbal and non-verbal communications skills. (3 Lec.)

EECT 1346 Telecommunications Trafficking Engineering (3)
(This is a WECM course number.)
Prerequisite: EECT 1403. A study of telecommunications traffic management including blocking avoidance schemes, data collection and analysis and reporting techniques. (3 Lec.)

EECT 1391 Special Topics In Electrical, Electronic and Communications Engineering Technology/Technician (3)
(This is a WECM course number. Former course prefix/number ELET 2372.)
Topics in this course address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 2 Lab.)

EECT 1403 Introduction to Telecommunications (4)
(This is a WECM course number. Former course prefix/number ETEL 1170.)
An overview of the telecommunications industry. Topics include the history of the telecommunications industry, terminology, rules and regulations and industry standards and protocols. (3 Lec., 3 Lab.)

EECT 1442 Telecommunications Outside Plant (4)
(This is a WECM course number.)
Prerequisite: EECT 1403. A study of outside plant facilities with emphasis on cabling layout design, splicing, bonding, grounding and facility protection systems. Safety practices and procedures are included. (3 Lec., 3 Lab.)

EECT 1444 Telecommunications Broadband Systems (4)
(This is a WECM course number.)
Prerequisite: EECT 1403. A survey of tele-communications broadband transmissions systems including protocols, testing, applications and safety practices. (3 Lec., 3 Lab.)

EECT 1491 Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician (4)
(This is a WECM course number. Former course prefix/number ELET 2470.)
Topics in this course address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec., 3 Lab.)

EECT 2380 Cooperative Education - Electrical, Electronic and Communications Engineering Technology/Technician (3)
(This is a WECM course number. Former course prefix/number ELET 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

EECT 2381 Cooperative Education - Electrical, Electronic and Communications Engineering Technology/Technician (3)
(This is a WECM course number. Former course prefix/number ELET 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

EECT 2430 Telecommunications Switching (4)
(This is a WECM course number. Former course prefix/number ETEL 2472.)
Prerequisite: EECT 1403. The operation of telecommunications switching equipment and related software. Topics include installation, testing, maintenance, and troubleshooting. (3 Lec., 3 Lab.)

EECT 2432 Telecommunications Signaling (4)
(This is a WECM course number. Former course prefix/number ETEL 2475.)
Prerequisite: EECT 1403. The study of signaling schemes in telecommunications. Topics include circuits and systems necessary to implement signaling protocols, conversions and formats. Also included is the study of the history of signaling schemes. (3 Lec., 3 Lab.)

EECT 2433 Telephone Systems (4)
(This is a WECM course number.)
A study of installation and maintenance systems including telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and digital transmission techniques. (3 Lec., 3 Lab.)

EECT 2435 Telecommunications (4)
(This is a WECM course number. Former course prefix/number ETEL 2474.)
Prerequisite: CETT 2439. A study of modern telecommunications systems incorporating microwave, satellite, optical, and wire/cable-based communications systems. Instruction in installation, testing, and maintenance of communications systems components. (3 Lec., 3 Lab.)

EECT 2437 Wireless Telephony Systems (4)
(This is a WECM course number. Former course prefix/number ETEL 2478.)
Suggested prerequisite: EECT 1401. Principles of wireless/cellular telephony systems to include call processing, hand-off, site analysis, antenna radiation patterns, commonly used test/maintenance equipment and access protocol. (3 Lec., 3 Lab.)

EECT 2439 Communications Circuits (4)
(This is a WECM course number. Former course prefix/number ELET 2476 and ETEL 2473.)
Prerequisite: CETT 1429. This course is a study of communications systems with emphasis on amplitude modulation, frequency modulation, phase modulation, and digital pulse modulation. Discussion of several types of modulators, demodulators, receivers, transmitters, and transceivers. The student will describe the operation of communications receivers and transmitters; measure and troubleshoot communications systems; and describe the use of microwave receivers used in down-links in communications and the geographical regional transponder relationships used to communicate by cell phone. (3 Lec., 3 Lab.)

EECT 2440 Telecommunications Central Office Equipment (4)
(This is a WECM course number. Former course prefix/number ETEL 2476.)
Prerequisite: EECT 1403. An examination of the theory, operation and maintenance of central office telecommunications equipment. This course is designed to make the student familiar with the installation of telecommunications switching equipment, interpretation of technical documents, and standard practices and procedures including safety procedures. (3 Lec., 3 Lab.)

ELMT 2433 Industrial Electronics (4)
(This is a WECM course number. Former course prefix/number ELET 2473.)
Prerequisite: CETT 1429. This course is a study of devices, circuits, and systems primarily used in automated manufacturing and/or process control including computer controls and interfacing between mechanical, electrical, electronic, and computer equipment. Presentation of programming schemes. The student will describe how electronic input and output circuits are used to control automated manufacturing and/or process systems; identify basic elements used for input, output, timing, and control; define how programmable electronic systems use input data to alter output responses; troubleshoot a representative system; and demonstrate how system operation can be altered with software programming. (3 Lec., 3 Lab.)

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

ENGL 1301 Composition I (3)
(This is a common course number. Former course prefix/number ENG 101.)
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met TASP or Alternative Assessment Reading and Writing Standards. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015112)

ENGL 1302 Composition II (3)
(This is a common course number. Former course prefix/number ENG 102.)
Prerequisite: English 1301 and TASP/Alternative Assessment Standard in Reading and Writing must be met. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015112)

ENGL 2311 Technical Writing (3)
(This is a common course number. Former course prefix/number ENG 210.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)
(Coordinating Board Academic Approval Number 2311015112)

English In The Sophomore Year

English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342, and 2343 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

ENGL 2322 British Literature (3)
(This is a common course number. Former course prefix/number ENG 201.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from their beginnings through the 18th century. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015112)

ENGL 2323 British Literature (3)
(This is a common course number. Former course prefix/number ENG 202.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from the 19th century to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015112)

ENGL 2327 American Literature (3)
(This is a common course number. Former course prefix/number ENG 205.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from their beginnings to the 19th century. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015112)

ENGL 2328 American Literature (3)
(This is a common course number. Former course prefix/number ENG 206.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from the 19th century to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015112)

ENGL 2332 World Literature (3)
(This is a common course number. Former course prefix/number ENG 203.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the ancient world to approximately 1600 C.E. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015212)

ENGL 2333 World Literature (3)
(This is a common course number. Former course prefix/number ENG 204.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from approximately 1600 C.E. to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015212)

ENGL 2342 Studies in Literature (3)
(Former course prefix/number ENG 215/ENGL 2370)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015112)

ENGL 2343 Studies in Literature (3)
(Former course prefix/number ENG 216/ENGL 2371)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015112)

ENGR 2301 Engineering Mechanics I (3)
(This is a common course number. Former course prefix/number EGR 107.)
Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is a study of the statics of particles and rigid bodies with vector mathematics in three-dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual works, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented. (3 Lec.)
(Coordinating Board Academic Approval Number 1411015210)

ENGR 2302 Engineering Mechanics II (3)
(This is a common course number. Former course prefix/number EGR 201.)
Prerequisite: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered. (3 Lec.)
(Coordinating Board Academic Approval Number 1411015310)

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

ESOL 0031 - ESOL 0034 (Listening/Speaking)
These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

ESOL 0041 - ESOL 0044 (Reading)
These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

ESOL 0051 - ESOL 0054 (Writing)
These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

ESOL 0061 - ESOL 0064 (Grammar)
These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

ESOL 0031 - ESOL 0034 (Escuchar y Conversar)
Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

ESOL 0041 - ESOL 0044 (Lectura)
Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

ESOL 0051 - ESOL 0054 (Escritura)
Estos cursos estan diseñados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produciran escritos para diferentes audiencias y con diversos propositos.

ESOL 0061 - ESOL 0064 (Gramatica)
Estos cursos estan disenados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

ESOL 0031 ESL Listening/Speaking (3)
(Former course prefix/number ESL 031.)
This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085578)

ESOL 0032 ESL Listening/Speaking (3)
(Former course prefix/number ESL 032.)
This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085578)

ESOL 0033 ESL Speaking (3)
(Former course prefix/number ESL 033.)

This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085578)

ESOL 0034 ESL Academic Speaking (3)
(Former course prefix/number ESL 034.)

This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085578)

ESOL 0041 ESL Reading (3)
(Former course prefix/number ESL 041.)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085678)

ESOL 0042 ESL Reading (3)
(Former course prefix/number ESL 042.)

This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085678)

ESOL 0043 ESL Reading (3)
(Former course prefix/number ESL 043.)

This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085678)

ESOL 0044 ESL Reading (3)
(Former course prefix/number ESL 044.)

This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085678)

ESOL 0045 Developmental Reading for Non-Native Speakers (1)
(Former course prefix/number ESL 045.)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for reading. The content will include a review of reading comprehension, vocabulary development and critical thinking skills. This course is only open to students whose first language is not English. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085478)

ESOL 0051 ESL Writing (3)
(Former course prefix/number ESL 051.)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085778)

ESOL 0052 ESL Writing (3)
(Former course prefix/number ESL 052.)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085778)

ESOL 0053 ESL Writing (3)
(Former course prefix/number ESL 053.)

This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085778)

ESOL 0054 ESL Writing (3)
(Former course prefix/number ESL 054.)

This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085778)

ESOL 0055 ESL Writing (1)
(Former course prefix/number ESL 055.)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for writing. Content will include a review of single and multi-paragraph compositions, sentence structure, and edited American usage. This course is open only to students whose first language is not English. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085478)

ESOL 0061 ESL Grammar (3)
(Former course prefix/number ESL 061.)
This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085778)

ESOL 0062 ESL Grammar (3)
(Former course prefix/number ESL 062.)
This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085778)

ESOL 0063 ESL Grammar (3)
(Former course prefix/number ESL 063.)
This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085778)

ESOL 0064 ESL Grammar (3)
(Former course prefix/number ESL 064.)
This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085778)

FIRT 1303 Fire and Arson Investigation I (3)
(This is a WECM course number.)
In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination. (3 Lec.)

FREN 1411 Beginning French (4)
(This is a common course number. Former course prefix/number FR 101.)
This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609015113)

FREN 1412 Beginning French (4)
(This is a common course number. Former course prefix/number FR 102.)
Prerequisite: French 1411 or the equivalent. This course continues the oral practice, reading, writing, grammar and cultural studies begun in French 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609015113)

FREN 2311 Intermediate French (3)
(This is a common course number. Former course prefix/number FR 201.)
Prerequisite: French 1412 or the equivalent. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015213)

FREN 2312 Intermediate French (3)
(This is a common course number. Former course prefix/number FR 202.)
Prerequisite: French 2311 or the equivalent. This course is a continuation of French 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015213)

GEOG 1301 Physical Geography (3)
(This is a common course number. Former course prefix/number GPY 101.)
The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015125)

GEOL 1401 Earth Science (4)
(This is a common course number. Former course prefix/number ES 117.)
This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. This course is also offered as Physical Science 1417. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4007035103)

GEOL 1403 Physical Geology (4)
(This is a common course number. Former course prefix/number GEO 101.)
This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4006015103)

GEOL 1404 Historical Geology (4)
(This is a common course number. Former course prefix/number GEO 102.)
This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4006015103)

GEOL 1445 Oceanography (4)
(This is a common course number. Former course prefix/number GEO 105.)
This course covers the study of the physical and biological characteristics of the ocean. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4007035103)

GOVT 2301 American Government (3)
(This is a common course number. Former course prefix/number GVT 201.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)
(Coordinating Board Academic Approval Number 4510025125)

GOVT 2302 American Government (3)
(This is a common course number. Former course prefix/number GVT 202.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)
(Coordinating Board Academic Approval Number 4510025125)

GRPH 1322 Electronic Publishing I (3)
(This is a WECM course number. Former course prefix/number GRAP 1378 or VCOM 2374.)
An introduction to computer layout and design using major components of electronic publishing including text, graphics, and page layout and design using a computer. Introduction to the basic concepts and terminology associated with typography and page layout. (2 Lec., 4 Lab.)

HDEV 0092 Student Success (3)
(Former course prefix/number HD 092.)
In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)
(Coordinating Board Academic Approval Number 3201995178)

HDEV 0100 Educational Alternatives (1)
(Former course prefix/number HD 100.)
The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)
(Coordinating Board Academic Approval Number 3201995178)

HDEV 0110 Assessment of Prior Learning (1)
(Former course prefix/number HD 110.)
Prerequisite: Limited to students in Technical Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)
(Coordinating Board Academic Approval Number 3201995178)

HDEV 1372 Cognitive Processes: The Master Student Course (3)
(This is a unique need course. Former course prefix/number HD 108.)
This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. Adaptation to the higher education atmosphere is also emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 4203019125.)

HDEV 2315 Principles and Processes of Personal and Social Adjustment (3)
(Former course prefix/number HD 112. Common course number is PSYC 2315.)
Designed as an Applied Psychology and Human Relations course, this course is an intensive theoretical and practical study of interpersonal communication processes. The course content surveys the major psychological principles of communication and utilizes an experiential model for the practical application of skill based competencies. Students develop an awareness and understanding of their own feelings, values, attitudes, and behaviors and also explore the processes by which these factors effect the quality of their interactions with others. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015625)

HIST 1301 History of the United States (3)
(This is a common course number. Former course prefix/number HST 101.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025125)

HIST 1302 History of the United States (3)
(This is a common course number. Former course prefix/number HST 102.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025125)

HIST 2311 Western Civilization (3)
(This is a common course number. Former course prefix/number HST 105.)
The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015425)

HIST 2312 Western Civilization (3)
(This is a common course number. Former course prefix/number HST 106.)
This course is a continuation of History 2311. It follows the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015425)

HIST 2321 World Civilizations (3)
(This is a common course number. Former course prefix/number HST 103.)
This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015325)

HIST 2322 World Civilizations (3)
(This is a common course number. Former course prefix/number HST 104.)
This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015325)

HIST 2372 Advanced Historical Studies (3)
(This is a unique need course. Former course prefix/number HST 205.)
Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. This course may be repeated for credit when topics vary. (3 Lec.)
(Coordinating Board Academic Approval Number 4508019625)

HITT 1160 Clinical-Health Information Technology/Technician (1)
(This is a WECM course number. Former course prefix/number HIMT 1270.)
Prerequisite: HITT 1401 Health Care Date Content and Structure, ENGL 1301 Composition I and HITT 1345 Health Care Delivery Systems concurrently. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (3 Ext.)

HITT 1161 Clinical-Health Information Technology/Technician (1)
(This is a WECM course number. Former course prefix/number HIMT 2272.)
Prerequisite: HITT 1441 Coding and Classification Systems and HITT 2335 Coding and Reimbursement Methodologies. A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Emphasis will be on ICD-9 and CPT clinical coding with related project to be completed. (6 Ext.)

HITT 1205 Medical Terminology (2)
(This is a WECM course number. Former course prefix/number HIMT 2475.)
Study of word origin and structure through the introduction of prefixes, suffixes, root words, plurals, abbreviations and symbols, surgical procedures, medical specialties and diagnostic procedures. (2 Lec.)

HITT 1249 Pharmacology (2)
(This is a WECM course number. Former course prefix/number HIMT 1376.)
Prerequisite: SCIT 1407 Human Anatomy and Physiology I, SCIT 1408 Human Anatomy and Physiology II, HITT 1205 Medical Terminology and HITT 2231 Medical Terminology-Advanced. Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems. (2 Lec.)

HITT 1253 Legal and Ethical Aspects of Health Information (2)
(This is a WECM course number. Former course prefix/number HIMT 1375)
Prerequisite: HITT 1401 Health Care Date Content and Structure, HITT 1345 Health Care Delivery Systems, HITT 1160 Introductory Clinical and ENGL 1301 Composition I. Concepts of confidentiality, ethics, health care legislation, and regulations relating to the maintenance and use of health information. (2 Lec.)

HITT 1255 Health Care Statistics (2)
(This is a WECM course number. Former course prefix/number HIMT 1377.)
Prerequisite: HITT 1401 Health Care Date Content and Structure, HITT 1345 Health Care Delivery Systems, HITT 1160 Introductory Clinical, ENGL 1301 Composition I and MATH 1314 College Algebra. General principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data with overview of guidelines for Texas Department of Health Vital Statistics and studies. (2 Lec.)

HITT 1345 Health Care Delivery Systems (3)
(This is a WECM course number. Former course prefix/number HIMT 2375.)
Prerequisite: HITT 1401 Health Care Date Content and Structure, ENGL 1301 Composition I and HITT 1160 Introductory Clinical. Introduction to organization, financing, and delivery of health care services, accreditation, licensure and regulatory agencies. (3 Lec.)

HITT 1401 Health Data Content and Structure (4)
(This is a WECM course number. Former course prefix/number HIMT 1375)
Suggested Prerequisites: ENGL 1301 Composition I. Introduction to systems and processes for collecting, maintaining and disseminating primary and secondary health related information. Instruction in delivery and organizational structure to include content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms and screens. (3 Lec., 2 Lab.)

HITT 1441 Coding and Classification Systems (4)
(This is a WECM course number. Former course prefix/number HIMT 1470.)
Prerequisite: SCIT 1407 Human Anatomy and Physiology I, SCIT 1408 Human Anatomy and Physiology II, HITT 1205 Medical Terminology, and HITT 2231 Medical Terminology Advanced. Application of basic coding rules, principles, guidelines and conventions. (3 Lec., 3 Lab.)

HITT 2160 Clinical-Health Information Technology/Technician (1)
(This is a WECM course number. Former course prefix/number HIMT 2271.)
A method of instruction providing detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Emphasis will be on management functions within the health care setting. Limited to the graduates only each year. (5 Ext.)

HITT 2231 Medical Terminology - Advanced (2)
(This is a WECM course number. Former course prefix/number HIMT 2475.)
Study of advanced terminology in various medical and surgical specialties. (2 Lec.)

HITT 2239 Health Information Organization and Supervision (2)
(This is a WECM course number. Former course prefix/number HIMT 2270.)
Principles of organization and supervision of human, fiscal and capital resources. (2 Lec.)

HITT 2335 Coding and Reimbursement Methodologies (3)
(This is a WECM course number. Former course prefix/number HIMT 2471.)
Prerequisite: HITT 1441 Coding and Classification Systems. Development of advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding perspective payment systems and methods of reimbursement. (2 Lec., 2 Lab.)

HITT 2343 Quality Assessment and Performance Improvement (3)
(This is a WECM course number. Former course prefix/number HIMT 1377.)
Prerequisite: HITT 1401 Health Care Date Content and Structure, HITT 1345 Health Care Delivery Systems, HITT 1160 Introductory Clinical, ENGL 1301 Composition I and MATH 1314 College Algebra. Study of the many facets of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality improvement functions, quality tools, utilization management, risk management and medical staff quality issues. (3 Lec.)

HRPO 2301 Human Resources Management (3)
(This is a WECM course number. Former course prefix/number MGMT 2374.)
Behavioral and legal approaches to the management of human resources in organizations. (3 Lec.)

HRPO 2307 Organizational Behavior (3)
(This is a WECM course number. Former course prefix/number MGMT 2373.)
The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. (3 Lec.)

HUMA 1301 Introduction to the Humanities (3)
(This is a common course number. Former course prefix/number HUM 101.)
Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)
(Coordinating Board Academic Approval Number 2401035112)

HUMA 1302 Advanced Humanities (3)
(This is a common course number. Former course prefix/number HUM 102.)
Prerequisite: Humanities 1301 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)
(Coordinating Board Academic Approval Number 2401035112)

IMED 2349 Internet Communications (3)
(This is a WECM course number. Former course prefix/number MULT 2372.)
Prerequisite: IMED 2315. Advanced seminar in web server design and maintenance. Topics include scripting, web site planning, testing, security, production, and marketing. Topics include developments in the field of Internet communications. (2 Lec., 4 Lab.)

IMED 2409 Internet Commerce (4)
(This is a WECM course number.)
An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing online transactions, and generating dynamic content. (3 Lec., 3 Lab.)

IMED 2415 Web Page Design II (4)
(This is a WECM course number.)
A study of hypertext mark-up language (HTML) and interesting layout techniques for creating engaging well designed web pages. Emphasis on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues. (3 Lec., 3 Lab.)

INTC 1307 Electronic Test Equipment (3)
(This is a WECM course number. Former course prefix/number ELET 1370 or ENGT 1472.)
Prerequisite: Suggested Prerequisite: Credit or concurrent enrollment in CETT 1405. A study of the theory and application of analog and digital meters, oscilloscopes, frequency generation, frequency measurements, and special measuring instruments. Emphasis on accuracy and limitations of instruments and calibration techniques. (2 Lec., 3 Lab.)

ITCC 1402 Local Area Networks Design and Protocols: Cisco 1 (4)
(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1313.)
Prerequisite: Advanced level of understanding of personal computers and operating systems approved by designated Information Technology personnel. Skill development in the design and installation of local area networks to ensure optimal throughput. Topics include cabling, cable closets, management devices, selection, and installation of network devices, protocols, and subnetting. (3 Lec., 4 Lab.)

ITCC 1406 Basic Router Configuration: Cisco 2 (4)
(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1317.)
Prerequisite: ITCC 1402 or ITNW 1313. An introduction to Cisco basic router configuration for local area networks.Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features. (3 Lec., 4 Lab.)

ITCC 1442 Local Area Management (LAN): Cisco 3 (4)
(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1340.)
Prerequisite: ITCC 1406 or ITNW 1317. Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. Topics include configuring routers for the IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems. (3 Lec., 4 Lab.)

ITCC 1446 Wide Area Management (WAN): Cisco 4 (4)
(This is a WECM course number. Former course prefix/number CISC 2484 and ITNW 1344.)
Prerequisite: ITCC 1442 or ITNW 1340. An introduction to wide area networking (WAN) services and management. Topics include configuring and monitoring WAN services, encapsulating WAN data, and WAN protocols. (3 Lec., 4 Lab.)

ITCC 2432 Advanced Routing Configuration: Cisco 5 (4)
(This is a WECM course number. Former course prefix/number ITNW 1492.)
Prerequisite: CCNA certification and successful completion of skills-based exam or successful completion of Wide Area Management (WAN): Cisco 4 (ITCC 1446 or ITNW 1344). A study of advanced network deployment issues and methods used to configure Cisco routers for effective LAN and WAN traffic management. Topics include designing scalable internetworks, managing traffic and access for IP and IPX/SPX, configuring OSPF in single and multiple areas, and configuring and using interior and border gateway routing protocols. (3 Lec., 4 Lab.)

ITCC 2436 Building Remote Access Networks: Cisco 6 (4)
(This is a WECM course number.)
Prerequisite: ITCC 2432. Designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols. (3 Lec., 4 Lab.)

ITCC 2440 Configuring LAN Switches: Cisco 7 (4)
(This is a WECM course number.)
Prerequisite: ITCC 2436. An introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANs, switch architecture (hardware and software), switch configuration, management and troubleshooting. (3 Lec., 4 Lab.)

ITCC 2444 Internetwork Troubleshooting: Cisco 8 (4)
(This is a WECM course number.)
Prerequisite: ITCC 2440. A study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting Tools, diagnosing and correcting problems with TCP/IP, Novell, and AppleTalk networks, and with Frame Relay and ISDN network connections. (3 Lec., 4 Lab.)

ITMC 1401 Microsoft Windows 2000 Network and Operating System Essentials (MS 2151) (4)
(This is a WECM course number.)
An introduction to Microsoft Windows 2000 and to the networking technologies that it supports. (3 Lec., 4 Lab.)

ITMC 1419 Installing and Administering Windows 2000 (4)
(This is a WECM course number.)
An introduction to Microsoft Windows 2000 operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows 2000-based network. (3 Lec., 4 Lab.)

ITMC 1441 Implementing Microsoft Windows 2000 Professional and Server (MS 2152) (4)
(This is a WECM course number.)
Provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on standalone computers and on client computers that are part of a workgroup or domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and servers. (3 Lec., 4 Lab.)

ITMC 1442 Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) (4)
(This is a WECM course number.)
Installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 server family of products. (3 Lec., 4 Lab.)

ITMC 1443 Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154) (4)
(This is a WECM course number.)
Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. (3 Lec., 4 Lab.)

ITMC 1458 Supporting Microsoft Windows 2000 (4)
(This is a WECM course number.)
Skill development for customizing, configuring, supporting, and troubleshooting Windows 2000. (3 Lec., 4 Lab.)

ITMC 2430 Updating Support Skills from Microsoft Windows NT 4.0 to Microsoft Windows 2000 (MS 1560) (4)
(This is a WECM course number.)
Provides Microsoft Windows NT 4.0 support professionals with the knowledge and skills necessary to support Microsoft Windows 2000 networks. (3 Lec., 4 Lab.)

ITMC 2431 Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561) (4)
(This is a WECM course number.)
Provides Microsoft senior support professionals and network architects with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of the organization, and then designing the Active Directory structure that meets those needs. (3 Lec., 4 Lab.)

ITMC 2432 Designing a Microsoft Windows 2000 Networking Services Infrastructure (MS 1562) (4)
(This is a WECM course number.)
Provides senior support professionals with the information and skills to create a networking services infrastructure design that supports the required network applications. (3 Lec., 4 Lab.)

ITMC 2433 Designing a Secure Microsoft Windows 2000 Network (MS 2150) (4)
(This is a WECM course number.)
Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies. (3 Lec., 4 Lab.)

ITMC 2434 Designing a Microsoft Windows 2000 Upgrade Strategy (MS 2010) (4)
(This is a WECM course number.)
Provides students with the knowledge and skills necessary to select and design a strategy to migrate from Microsoft Windows NT Server 4.0 directory services infrastructure to a Microsoft Windows 2000 Active Directory service by describing the planning processes and implications involved. (3 Lec., 4 Lab.)

ITMC 2435 Analyzing and Tuning Microsoft Windows 2000 and Microsoft BackOffice Server 4.5 Performance (MS 1535) (4)
(This is a WECM course number.)
Provides students with the knowledge and necessary skills to monitor, analyze, and optimize the performance of a computer running Microsoft Windows 2000 and the Microsoft BackOffice Server 4.5 family. (3 Lec., 4 Lab.)

ITNW 1192 Special Topics in Business Systems Networking and Telecommunications (1)
(This is a WECM course number. Former course prefix/number CISC 2170.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.).

ITNW 1280 Cooperative Education - Business Systems Networking and Telecommunications (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITNW 1292 Special Topics in Business Systems Networking and Telecommunications (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITNW 1313 Local Area Networks Design and Protocols: Cisco 1 (3)
(This is a WECM course number. Former course prefix/number CISC 2373.)
Prerequisite: Basic understanding of personal computers and operating systems or instructor approval. Skill development in the design and implementation of local area networks to ensure optimal throughput. Topics include cabling, cable closets, management of devices, selection and installation of devices, protocols, and subnetting. (2 Lec., 4 Lab.)

ITNW 1317 Basic Router Configuration: Cisco 2 (3)
(This is a WECM course number. Former course prefix/number CISC 2373 and CISC 2484.)
Prerequisite: ITNW 1313. An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features. (2 Lec., 4 Lab.)

ITNW 1321 Introduction to Networking (3)
(This is a WECM course number. Former course prefix/number CISC 1372.)
Introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the Internet and networking hardware and software, including current developments in networking. (2 Lec., 2 Lab.)

ITNW 1340 Local Area Management (LAN): Cisco 3 (3)
(This is a WECM course number. Former course prefix/number CISC 2373 and CISC 2484.)
Prerequisite: ITNW 1317. Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. Topics include configuring routers for the IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems. (2 Lec., 4 Lab.)

ITNW 1343 Network Technologies (Novell 565) (3)
(This is a WECM course number. Former course prefix/number CISC 1380.)
Prerequisite: ITNW 1321 or instructor approval. An introduction to networking technologies. Topics include basic computer networking terminology and concepts, contemporary network services, transmission media, protocols, the OSI reference model, networking hardware and software, routing, bridging, switching, IP addressing and subnetting. (3 Lec.)

ITNW 1344 Wide Area Management (WAN): Cisco 4 (3)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Prerequisite: ITNW 1340. An introduction to wide area networking (WAN) services and management. Topics include configuring and monitoring WAN services, encapsulating WAN data, and WAN protocols. (2 Lec., 4 Lab.)

ITNW 1380 Cooperative Education - Business Systems Networking and Telecommunications (3)
(This is a WECM course number. Former course prefix/number CISC 7471)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITNW 1392 Special Topics in Business Systems Networking and Telecommunications (3)
(This is a WECM course number. Former course prefix/number CISC 2372.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITNW 1419 Installing and Administering Windows 2000 (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
An introduction to Microsoft ® Windows 2000 operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows 2000-based network. (3 Lec., 4 Lab.)

ITNW 1425 Fundamentals of Networking (4)
(This is a WECM course number. Former course prefix/number
CISC 2370.)
Instruction in networking technologies and their
implementation. Topics include the OSI reference
model, network protocols, transmission media, and
networking hardware and software. (3 Lec., 4 Lab.)

ITNW 1433 Microsoft Networking Essentials (4)
(This is a WECM course number. Former course prefix/number
CISC 2370.)
Instruction in networking essential concepts including the
OSI reference model, network protocols, transmission
media, and networking hardware and software. (3 Lec.,
4 Lab.)

ITNW 1437 Introduction to the Internet (4)
(This is a WECM course number. Former course prefix/number
CISC 1376.)
Introduction to the Internet with emphasis on using the
World Wide Web to locate, transfer, and publish
information. Survey of emerging technologies on the
Internet. (3 Lec., 4 Lab.)

**ITNW 1446 Microsoft Exchange Server 5.5 Series -
Concepts and Administration (4)**
(This is a WECM course number. Former course prefix/number
CISC 2484.)
Skills development in the day-to-day management of an
established Exchange Server Organization using
Microsoft r Exchange Server. (3 Lec., 4 Lab.)

**ITNW 1448 Implementing and Supporting Windows
NT Workstation 4.0 (4)**
(This is a WECM course number.)
Skills development in the management of Windows NT
Workstation 4.0 as a desktop operating system and as a
networked client. (3 Lec., 4 Lab.)

**ITNW 1452 Internetworking Microsoft TCP/IP on
Microsoft Windows NT 4.0 (4)**
(This is a WECM course number. Former course prefix/number
CISC 2465 and CISC 2373.)
A course in the skill development for set up,
configuration, use and support Transmission Control
Protocol/Internet Protocol (TCP/IP) on Microsoft
Windows NT operating system version 4.0. (3 Lec., 4
Lab.)

**ITNW 1454 Implementing and Supporting Windows
NT Server 4.0 (4)**
(This is a WECM course number. Former course prefix/number
CISC 2488.)
A course in the development of skills necessary to
implement, administer, and troubleshoot information
systems that incorporate Windows NT Sever 4.0 in a
networked computing environment. (3 Lec., 4 Lab.)

**ITNW 1456 Implementing Microsoft Internet Explorer
4.0 (4)**
(This is a WECM course number. Former course prefix/number
CISC 2484.)
An introduction to the architecture and features of
Microsoft® Internet Explorer version 4.0. Topics include
set up , configuration, use, and deployment of Internet
Explorer in a network environment. (3 Lec., 4 Lab.)

ITNW 1458 Supporting Microsoft Windows 2000 (4)
(This is a WECM course number. Former course prefix/number
CISC 2484.)
Skill development for customizing, configuring,
supporting, and troubleshooting Windows 2000. (3 Lec.,
4 Lab.)

**ITNW 1492 Special Topics in Business Systems
Networking and Telecommunications (4)**
(This is a WECM course number. Former course prefix/number
CISC 2484.)
Topics address recently identified current events, skills,
knowledge, and/or attitudes and behaviors pertinent to
thetechnology , or occupation and relevant to the
professional development of the student. This course
may be repeated if topics and learning outcomes vary.
(3 Lec., 4 Lab.)

ITNW 2330 Fundamentals of Internetworking (3)
(This is a WECM course number. Former course prefix/number
CISC 2379.)
Prerequisite: ITNW 1321 or instructor approval.
Advanced concepts of internetworking to include
internetworking devices and protocols. Topics include
the OSI Reference Model, distance vector and link state
routing protocols, routers and bridges. (2 Lec., 2 Lab.)

**ITNW 2337 Network Management Using
ManageWise (3)**
(This is a WECM course number.)
Prerequisite: ITNW 1420 or instructor approval.
Instruction in the implementation of ManageWise.
Topics include monitoring critical systems on an
internetwork, troubleshooting printing problems, and
optimizing network performance. (2 Lec., 2 Lab.)

ITNW 2401 Administering Microsoft Windows NT (4)
(This is a WECM course number. Former course prefix/number
CISC 2462 and CISC 2484.)
Development of knowledge and skills necessary to
perform post-installation and day-to-day administration
tasks in a single-domain or multiple-domain Windows NT
based network. (3 Lec., 4 Lab.)

ITNW 2413 Networking Hardware (4)
(This is a WECM course number. Former course prefix/number CISC 2488.)
Preparation to work with and maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices. (3 Lec., 4 Lab.)

ITNW 2417 Network Security (4)
(This is a WECM course number.)
Instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses. (3 Lec., 4 Lab.)

ITNW 2421 Networking with TCP/IP (4)
(This is a WECM course number.)
Preparation to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. (3 Lec., 4 Lab.)

ITNW 2435 Network Troubleshooting and Support (4)
(This is a WECM course number. Former course prefix/number CISC 2485.)
Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hardware/software. (3 Lec., 4 Lab.)

ITNW 2451 Microsoft Windows NT Core Technologies (4)
(This is a WECM course number. Former course prefix/number CISC 2463 and CISC 2471.)
Foundation course for supporting a network operating system. Skill development in installing, configuring, customizing, optimizing, networking, integrating, and troubleshooting a network operating system. (3 Lec., 4 Lab.)

ITNW 2452 Administering Microsoft SQL Server 7.0 (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Administering Microsoft SQL Server 7.0 is a skills development course in the installation, configuration, administration, and troubleshooting of Microsoft SQL ServerTM client/server database management system version 7.0. (3 Lec., 4 Lab.)

ITNW 2453 Supporting Microsoft Proxy Server 2.0 (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
An introduction to Microsoft Proxy Server 2.0 including installation, configuration, and troubleshooting Basic architecture, methods of controlling Internet access, using Internet Service Manager to administer Proxy Server, configuring the cache, enhancing Performance Monitor, and methods of improving performance. (3 Lec., 4 Lab.)

ITNW 2454 Internet/Intranet Server (4)
(This is a WECM course number.)
Hands-on experience in designing, installing, configuring, maintaining, and managing an Internet server. (3 Lec., 4 Lab.)

ITNW 2456 Supporting Microsoft Windows NT Server 4.0 - Enterprise Technologies (4)
(This is a WECM course number. Former course prefix/number CISC 2464 and CISC 2484.)
This course prepares students to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment. (3 Lec., 4 Lab.)

ITNW 2457 Windows 2000 Active Directory (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Advanced concepts of planning and implementing Microsoft Windows 2000 Active Directory in an enterprise environment. (3 Lec., 4 Lab.)

ITNW 2458 Microsoft Exchange Server 5.5 Series - Design and Implementation (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
An in-depth study of electronic messaging using Microsoft Exchange Server 5.5. (3 Lec., 4 Lab.)

ITNW 2459 Creating and Managing a Web Server Using Microsoft Internet Information Server (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Instruction in the installation configuration, and implementation of Microsoft Internet Information Server (IIS). (3 Lec., 4 Lab.)

ITNW 2471 Administering Microsoft SMS 2.0 (4)
(This is a local need course number. Former course prefix/number CISC 2484.)
Prerequisite: ITNW 2451. Instruction in the administration of Systems Management Server (SMS) 2.0. Topics include client discovery and installation, software distribution, hardware and software inventory, software metering, and remote tools. (3 Lec., 4 Lab.)

ITSC 1280 Cooperative Education - Computer and Information Sciences, General (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSC 1281 Cooperative Education - Computer and Information Sciences, General (2)
(This is a WECM course number. Former course prefix/number CISC 7272.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSC 1380 Cooperative Education - Computer and Information Sciences, General (3)
(This is a WECM course number. Former course prefix/number CISC 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSC 1381 Cooperative Education - Computer and Information Sciences, General (3)
(This is a WECM course number. Former course prefix/number CISC 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSC 1401 will not meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. COSC 1300 will meet this requirement.

ITSC 1401 Introduction to Computers (4)
(This is a WECM course number. Former course prefix/number CISC 1470.)
Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. (3 Lec., 4 Lab.)

ITSC 1405 Introduction to PC Operating Systems (4)
(This is a WECM course number. Former course prefix/number CISC 2478.)
A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (3 Lec., 3 Lab.)

ITSC 1407 UNIX Operating System I (4)
(This is a WECM course number. Former course prefix/number CISC 1480 and ITSW 1406.)
A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. (3 Lec., 3 Lab.)

ITSC 1413 Internet/Web Page Development (4)
(This is a WECM course number.)
Instruction in the use of Internet services and the fundamentals of web page design and web site development. The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize, and publish web pages and sites. This course may be repeated when topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSC 1421 PC Operating Systems - Windows (4)
(This is a WECM course number.)
Introduction to windows-based microcomputer operating systems. Topics include installation and configuration, file management, memory and storage management, peripheral device control, and use of utilities. (3 Lec., 3 Lab.)

ITSC 1425 Personal Computer Hardware (4)
(This is a WECM course number. Former course prefix/number CISC 2480.)
A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. (3 Lec., 3 Lab.)

ITSC 2435 Application Problem Solving (4)
(This is a WECM course number. Former course prefix/number CISC 1471.)
Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Utilization of current application software to solve advanced problems and generate customized solutions, involving projects and software specific to a specific curricular area. Topics include problem solving skills, logic structures, and programming. (3 Lec., 4 Lab.)

ITSC 2437 UNIX Operating System II (4)
(This is a WECM course number. Former course prefix/number CISC 2490 and ITSW 2436.)
Prerequisite: ITSC 1407 or instructor consent. Advanced study of the UNIX operating system. Includes advanced concepts of system management and communication, the installation and maintenance of software, network security, and data integrity issues. (3 Lec., 3 Lab.)

ITSC 2439 Personal Computer Help Desk (4)
(This is a WECM course number.)
Prerequisite: ITSC 1405 and (ITSW 1401 or ITSW 2431) and (ITSW 1404 or ITSW 1434) and (ITSW 1407 or ITSW 2437) or instructor consent. Diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business. (2 Lec., 4 Lab.)

ITSE 1280 Cooperative Education - Computer Programming (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1281 Cooperative Education - Computer Programming (2)
(This is a WECM course number. Former course prefix/number CISC 7272.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1291 Special Topics in Computer Programming (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSE 1380 Cooperative Education - Computer Programming (3)
(This is a WECM course number. Former course prefix/number CISC 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1381 Cooperative Education - Computer Programming (3)
(This is a WECM course number. Former course prefix/number CISC 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1391 Special Topics in Computer Programming (3)
(This is a WECM course number. Former course prefix/number CISC 2372.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSE 1407 Introduction to C++ Programming (4)
(This is a WECM course number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1431 Introduction to Visual BASIC Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1373.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1450 System Analysis and Design (4)
(This is a WECM course number. Former course prefix/number CISC 2479.)
Prerequisite: Any ITSE programming course or instructor consent. Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. (3 Lec., 4 Lab.)

ITSE 1491 Special Topics in Computer Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSE 2409 Introduction to Database Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1472.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 Lec., 4 Lab.)

ITSE 2413 Web Authoring (4)
(This is a WECM course number.)
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 Lec., 4 Lab.)

ITSE 2417 JAVA Programming (4)
(This is a WECM course number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. (3 Lec., 4 Lab.)

ITSE 2431 Advanced C++ Programming (4)
(This is a WECM course number.)
Prerequisite: ITSE 1407 or instructor consent. The student will develop correct, well documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques. (3 Lec., 4 Lab.)

ITSE 2449 Advanced Visual BASIC Programming (4)
(This is a WECM course number.)
Prerequisite: ITSE 1431 or instructor consent. Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSW 1280 Cooperative Education - Data Processing Technology/Technician (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1281 Cooperative Education - Data Processing Technology/Technician (2)
(This is a WECM course number. Former course prefix/number CISC 7272.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1283 Cooperative Education - Management Information Systems and Business Data Processing, General (2)
(This is a WECM course number. Former course prefix/number CISC 7272.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1380 Cooperative Education - Data Processing Technology/Technician (3)
(This is a WECM course number. Former course prefix/number CISC 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1381 Cooperative Education - Data Processing Technology/Technician (3)
(This is a WECM course number. Former course prefix/number CISC 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1382 Cooperative Education - Management Information Systems and Business Data Processing, General (3)
(This is a WECM course number. Former course prefix/number CISC 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1383 Cooperative Education - Management Information Systems and Business Data Processing, General (3)
(This is a WECM course number. Former course prefix/number CISC 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1401 Introduction to Word Processing (4)
(This is a WECM course number. Former course prefix/number CISC 1474)
An overview of the production of documents, tables, and graphics. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, and spelling checkers. (3 Lec., 4 Lab.)

ITSW 1404 Introduction to Spreadsheets (4)
(This is a WECM course number. Former course prefix/number CISC 2476.)
Instruction in the concepts, procedures, and importance of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and introduction to macro programming. (3 Lec., 4 Lab.)

ITSW 1407 Introduction to Database (4)
(This is a WECM course number. Former course prefix/number CISC 2481.)
Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. (3 Lec., 4 Lab.)

ITSW 1410 Presentation Media Software (4)
(This is a WECM course number. Former course prefix/number CISC 2375.)
Prerequisite: ITSC 1401 Introduction to Computers or instructor consent. Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Topics include product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials. (3 Lec., 4 Lab.)

ITSW 2401 Fundamental of Geographic Information Systems (GIS) (4)
(This is a WECM course number.)
Prerequisite: ITSE 1407 or instructor consent. Introduction to the use of geographic information systems software for planning and problem-solving. (3 Lec., 4 Lab.)

ITSW 2431 Advanced Word Processing (4)
(This is a WECM course number. Former course prefix/number OFCT 2372.)
Prerequisite: ITSW 1401 or instructor consent. Continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents. (3 Lec., 4 Lab.)

ITSW 2434 Advanced Spreadsheets (4)
(This is a WECM course number.)
Prerequisite: ITSW 1404 or instructor consent. Designed to provide an understanding of advanced functionality of electronic spreadsheets. Topics include mathematical and financial functions, advanced formatting, graphics and macros. (3 Lec., 4 Lab.)

ITSW 2437 Advanced Database (4)
(This is a WECM course number.)
Prerequisite: ITSW 1407 or instructor consent. Designed to provide an understanding of advanced functionality of databases. Topics include advanced data manipulation features, importing and exporting data, and advanced macros and programming. (3 Lec., 4 Lab.)

NOTE: This course carries a Dallas County Community College prefix of "JOUR"; however, most can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the course descriptions.

JOUR 1307 Introduction to Mass Communications (3)
(Former course prefix/number JN 101. The common course number is COMM 1307.)
This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)
(Coordinating Board Academic Approval Number 0904035106)

LIBR 1370 College Library Research Methods and Materials (3)
(This is a unique need course. Former course prefix/number LS 102.)
This course is a survey of college research methodologies and materials with emphasis on search strategies appropriate for college-level research in the undergraduate disciplines, the structure and assessment of information sources within society, and the organization of academic libraries. Attention will also be given to the formal presentation of research results, including models of academic writing, bibliographic preparation and documentation standards. (3 Lec.)
(Coordinating Board Academic Approval Number 2501019112)

LOTT 1401 Introduction to Fiber Optics (4)
(This is a WECM course number. Former course prefix/number ETEL 2477)
An introductory course in fiber optics and its application including advantages of fiber, light transmission in fiber, sources, detectors and connectors. (3 Lec., 3 Lab.)

LOTT 2340 Microwave Fundamentals (3)
(This is a WECM course number. Former course prefix/number ELET 2371)
Prerequisite: CETT 1429. This course is an introduction to microwave theory and applications, transmitter and receiver. The student will state the principles of operation and demonstrate the proper, safe operation of microwave signal sources: reflex klystron, backward wave oscillator (BWO), traveling wave tube (TWT), magnetron, gunn effect device, and impact diode. The student will demonstrate the use of various types of measurement devices including but not limited to: microwave power meters, voltage standing wave radio (VSWR) meters, slotted lines, frequency meters, and attenuators. The student will perform the calculation and conversion of measured values to a useful form; and verify through calculations and measurements characteristics of a transmission line and a transmission load. The student will demonstrate theory and use of the following waveguide and coaxial components given Z_O and Z_L: hybrid junctions, attenuators, detectors, modulators, matching stubs, and directional couplers. The student will state the principles of operation of microwave antennas, phased arrays, and lenses; and state the operating principles of the following terms: time domain reflectometer (TDR), multiplexing, and pulsed radar. (3 Lec.)

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.)

MATH 1314 is a 3 credit hour lecture course. MATH 1414 is a 4 credit hour lecture course. Either course will meet degree requirements.

MATH 1314 College Algebra (3)
(This is a common course number. Former course prefix/number MTH 101.)
Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015419)

MATH 1316 Plane Trigonometry (3)
(This is a common course number. Former course prefix/number MTH 102.)
Prerequisite: Mathematics 1314 or Mathematics 1414 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015319)

MATH 1324 Mathematics for Business and Economics (3)
(This is a common course number. Former course prefix/number MTH 111.)
Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial,rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015219)

MATH 1325 Business Calculus and Applications (3)
(This is a common course number. Former course prefix/number MTH 112.)
Prerequisite: Mathematics 1324, MATH 1314 or MATH 1414. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015219)

MATH 1332 College Mathematics I (3)
(This is a common course number. Former course prefix/number MTH 115.)
Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015119)

MATH 1348 Analytic Geometry (3)
(This is a common course number. Former course prefix/number MTH 121.)
Prerequisite: Mathematics 1316 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015519)

MATH 1350 Fundamentals of Mathematics I (3)
(This is a common course number.)
Prerequisite: Math 1314 or Math 1414 or the equivalent. Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015619)

MATH 1351 Fundamentals of Mathematics II (3)
(This is a common course number.)
Prerequisite: MATH 1350, College Algebra or the equivalent. Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) certification. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015619)

MATH 1414 is a 4 credit hour lecture course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.

MATH 1414 College Algebra (4)
(Former course prefix/number MTH 103.)
Prerequisite: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)
(Coordinating Board Academic Approval Number is 2701015419)

MATH 2315 Calculus III (3)
(This is a common course number. Former course prefix/number MTH 226.)
Prerequisite: Mathematics 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015919)

MATH 2320 Differential Equations (3)
(This is a common course number. Former course prefix/number MTH 230.)
Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015119)

MATH 2342 Introductory Statistics (3)
(This is a common course number. Former course prefix/number MTH 202.)
Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)
(Coordinating Board Academic Approval Number 2705015119)

MATH 2412 Precalculus Mathematics (4)
(This is a common course number. Former course prefix/number MTH 109.)
Prerequisite: An appropriate assessment test score and either high school pre-AP precalculus or trigonometry, or Mathematics 1316. This course consists of the study of algebraic and trigonometric topics including polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)
(Coordinating Board Academic Approval Number 2701015819)

MATH 2414 Calculus II (4)
(This is a common course number. Former course prefix/number MTH 225.)
Prerequisite: Mathematics 2513 or equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)
(Coordinating Board Academic Approval Number 2701015919)

MATH 2513 Calculus I (5)
(This is a common course number. Former course prefix/number MTH 124.)
Prerequisite: Mathematics 2412 or Mathematics 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)
(Coordinating Board Academic Approval Number 2701015919)

MDCA 1201 Human Disease/Pathophysiology (2)
(This is a WECM course number. Former course prefix/number MEDA 1271 or MEDT 1270 and MEDA 1272.)
Prerequisite: MDCA 1313. A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. (2 Lec.)

MDCA 1205 Medical Law and Ethics (2)
(This is a WECM course number.)
Prerequisite: GED or High School Diploma and admission to program. Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. Includes current ethical issues as they relate to the practice of medicine and fiduciary responsibilities. This course may be repeated for credit. (2 Lec.)

MDCA 1216 Procedures in a Clinical Setting (2)
(This is a WECM course number. Former course prefix/number MEDA 1275.)
Prerequisite: MDCA 1313, MDCA 1205 and MDCA 1201. Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office. (1 Lec., 2 Lab.)

MDCA 1217 Procedures in a Clinical Setting (2)
(This is a WECM course number. Former course prefix/number MEDA 1276.)
Prerequisite: MDCA 1216, MDCA 1313 and MDCA 1201. Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office. (1 Lec., 2 Lab.)

MDCA 1247 Pharmacology and Administration of Medications (2)
(This is a WECM course number. Former course prefix/number MEDA 1280.)
Prerequisite: MDCA 1313 and MDCA 1201. Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. (1 Lec., 2 Lab.)

MDCA 1251 Medical Assistant Laboratory Procedures (2)
(This is a WECM course number. Former course prefix/number MEDA 1277.)
Prerequisite: MDCA 1313 and MDCA 1201. Emphasis on common laboratory procedures performed in the physician's office or clinical setting. Includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, and electrocardiography. (1 Lec., 2 Lab.)

MDCA 1302 Human Disease/Pathophysiology (3)
(This is a WECM course number. Former course prefix/number HIMT 1376.)
Prerequisite: SCIT 1407 Human Anatomy and Physiology I, SCIT 1408 Human Anatomy and Physiology II, HITT 1205 Medical Terminology and HITT 2231 Medical Terminology - Advanced. A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment , signs, and symptoms of common diseases of all body systems. (2 Lec., 2 Lab.)

MDCA 1313 Medical Terminology (3)
(This is a WECM course number. Former course prefix/number MEDA 1370.)
Prerequisite: GED or High School Diploma and admission to program. A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. (3 Lec.)

MDCA 1421 Administrative Procedures (4)
(This is a WECM course number. Former course prefix/number MEDA 1270 and MEDA 1273.)
Prerequisite: MDCA 1313, MDCA 1201. A course in medical office procedures, including appointment scheduling, medical records creation and maintenance, phone communications, transcriptions, coding, billing, collecting, third party reimbursement, credit arrangements, and use of computer in the medical office. (4 Lec.)

MDCA 1443 Medical Insurance (4)
(This is a WECM course number. Former course prefix/number MEDA 1279.)
Prerequisite: MDCA 1313 and MDCA 1201. Emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party. Additional topics may include managed care or medical economics. (4 Lec.)

MDCA 2388 Internship - Medical Assistant (3)
(This is a WECM course number. Former course prefix/number MEDA 1274 and MEDA 1278.)
Prerequisite: Successful completion of all courses in the Medical Assisting Curriculum. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This is an unpaid experience. (3 Ext.)

(Offered in cooperation with the University of Texas at Arlington. Registration for these courses is through Mountain View College.)

MILS 1180 Leadership Laboratory (1)
(Former course prefix/number MIL 102.)
A practical laboratory of applied leadership and skills. Student-planned, -organized and -conducted training, oriented toward leadership development. Laboratory topics include marksmanship, small unit tactics, multi-tiered programs focused on individual skill levels. Uniform and equipment provided, no fee. May be repeated for credit. (3 Lab.)

MILS 1241 Introduction to ROTC and the Army (2)
(Former course prefix/number MIL 100.)
The military organization with emphasis on tradition, doctrine, and contribution to national objectives. Consideration of techniques to improve study habits and time management. Concurrent enrollment in MILS 1180 leadership lab and mandatory participation in weekly physical fitness training, plus optional participation in a weekend field training exercise. (2 Lec.)

MILS 1242 Introduction to Leadership (2)
(Former course prefix/number MIL 101.)
Prerequisite: None. Introduction to the concept of officership as a profession. Questions of war, morality, ethics, values, and leadership. Consideration of study and time management techniques useful in becoming a master student. Concurrent enrollment in MILS 1180 leadership lab and mandatory participation in weekly physical fitness training, plus optional participation in a weekend field training exercise. (2 Lec.)

MILS 2248 Evolution of Contemporary Military Strategy (2)
(Former course prefix/number MIL 202.)
A review of contemporary military conflicts. Selected battles from World War II, Korea, Vietnam, and the Yom Kippur War are examined for impact upon current U.S. military doctrine, strategy, and weapons systems. All military science students must enroll or participate in MILS 1180 concurrently with this course unless exception is given by the PMS. (2 Lec.)

MILS 2291 Conference Course (2)
(Former course prefix/number MIL 203.)
Prerequisite: Permission of the PMS. Independent study. Designed to supplement the military science curricula by a student's concentrated study in a narrower field of military skill or subject matter. May be repeated for credit. Does not count for PE credit. (2 Lec.)

MILS 2351 Self/Team Development (3)
(Former course prefix/number MIL 204.)
Application of ethics-based leadership skills and fundamentals of ROTC's Leadership Development Program. Introduction to planning, organizing, and leading small unit offensive and defensive operations. Consideration of the principles of leadership, the principles of war, the decision-making process, and military correspondence. Concurrent enrollment in MILS 1180 leadership lab and mandatory participation in weekly physical fitness training, plus optional participation in a weekend field training exercise. (3 Lec.)

MILS 2352 Individual/Team Military Tactics (3)
(Former course prefix/number MIL 205.)
Introduction to individual and team aspects of military tactics in small unit operations. Includes use of radio communications, making safety assessments, movement techniques, planning for team safety/security, and pre-execution checks. Concurrent enrollment in Military Science 1180 mandatory, plus optional participation in physical fitness and a weekend exercise. (3 Lec.)

MRKG 1311 Principles of Marketing (3)
(This is a WECM course number. Former course prefix/number MRKT 2370.)
Introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. (3 Lec.)

MRKG 1381 Cooperative Education - Business Marketing and Marketing Management (3)
(This is a WECM course number. Former course prefix/number MRKT 7371.)
Prerequisite: Completion of two courses in Business Marketing or demonstrated competence approved by the instructor. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 15 Ext.)

MRMT 1192 Special Topics in Medical Transcription (1)
(This is a WECM course number. Former course prefix/number MEDA 1272.)
Prerequisite: MDCA 1313, MDCA 1201, and program admission or instructor approval. Fundamental use of dictation equipment, medical office reports, and creating medical records. Students will learn to spell and use medical terminology appropriately. (2 Lab.)

MRMT 1211 Computers in Health Care (2)
(This is a WECM course number. Former course prefix/number MEDA 1172.)
Prerequisite: Typing speed of 30 wpm. Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing and retrieving health care data. (1 Lec., 2 Lab.)

MUAP 1115-1181 Applied Music-Minor (1)
These courses are open to students enrolled in music theory, ensembles, and other music major and minor courses. They provide private instruction in the student's secondary area and consist of a one-half hour lesson a week. Private music may be repeated for credit. (1 Lec.)

MUAP 1115 Applied Music-Electric Bass (1)
(This is a common course number. Former course prefix/number MUS 141.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1117 Applied Music-Flute (1)
(This is a common course number. Former course prefix/number MUS 128.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1121 Applied Music-Oboe (1)
(This is a common course number. Former course prefix/number MUS 129.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1125 Applied Music-Bassoon (1)
(This is a common course number. Former course prefix/number MUS 131.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1129 Applied Music-Clarinet (1)
(This is a common course number. Former course prefix/number MUS 130.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1133 Applied Music-Saxophone (1)
(This is a common course number. Former course prefix/number MUS 132.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1137 Applied Music-Trumpet (1)
(This is a common course number. Former course prefix/number MUS 133.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1141 Applied Music-French Horn (1)
(This is a common course number. Former course prefix/number MUS 134.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1145 Applied Music-Trombone (1)
(This is a common course number. Former course prefix/number MUS 135.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1149 Applied Music-Baritone (1)
(This is a common course number. Former course prefix/number MUS 136.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1153 Applied Music-Tuba (1)
(This is a common course number. Former course prefix/number MUS 137.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1157 Applied Music-Percussion (1)
(This is a common course number. Former course prefix/number MUS 138.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1158 Applied Music-Drum Set (1)
(This is a common course number. Former course prefix/number MUS 143.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1161 Applied Music-Guitar (1)
(This is a common course number. Former course prefix/number MUS 140.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1165 Applied Music-Organ (1)
(This is a common course number. Former course prefix/number MUS 122.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1169 Applied Music-Piano (1)
(This is a common course number. Former course prefix/number MUS 121.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1181 Applied Music-Voice (1)
(This is a common course number. Former course prefix/number MUS 123.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2215- 2281 Applied Music-Concentration (2)
These courses are open to students enrolled in music theory, ensembles, or other music major and minor courses. They provide private instruction in the area of the student's concentration and consist of one hour of instruction per week. Private music may be repeated for credit. (1 Lec.)

MUAP 2215 Applied Music-Electric Bass (2)
(This is a common course number. Former course prefix/number MUS 241.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2217 Applied Music-Flute (2)
(This is a common course number. Former course prefix/number MUS 228.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2221 Applied Music-Oboe (2)
(This is a common course number. Former course prefix/number MUS 229.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2225 Applied Music-Bassoon (2)
(This is a common course number. Former course prefix/number MUS 231.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2229 Applied Music-Clarinet (2)
(This is a common course number. Former course prefix/number MUS 230.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2233 Applied Music-Saxophone (2)
(This is a common course number. Former course prefix/number MUS 232.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2237 Applied Music-Trumpet (2)
(This is a common course number. Former course prefix/number MUS 233.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2241 Applied Music-French Horn (2)
(This is a common course number. Former course prefix/number MUS 234.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2245 Applied Music-Trombone (2)
(This is a common course number. Former course prefix/number MUS 235.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2249 Applied Music-Baritone (2)
(This is a common course number. Former course prefix/number MUS 236.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2253 Applied Music-Tuba (2)
(This is a common course number. Former course prefix/number MUS 237.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2257 Applied Music-Percussion (2)
(This is a common course number. Former course prefix/number MUS 238.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2258 Applied Music-Drum Set (2)
(This is a common course number. Former course prefix/number MUS 243.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2261 Applied Music-Guitar (2)
(This is a common course number. Former course prefix/number MUS 240.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2265 Applied Music-Organ (2)
(This is a common course number. Former course prefix/number MUS 222.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2269 Applied Music-Piano (2)
(This is a common course number. Former course prefix/number MUS 221.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2281 Applied Music-Voice (2)
(This is a common course number. Former course prefix/number MUS 223.)
(Coordinating Board Academic Approval Number 5009035426)

MUEN 1123 Band (1)
(This is a common course number. Former course prefix/number MUS 160/MUSI 1237/MUSI 1126.)
Prerequisite: Demonstrated competence approved by the instructor. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035526)

MUEN 1131 Keyboard Ensemble (1)
(This is a common course number. Former course prefix/number MUS 174/MUSI 1132.)
Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035626)

MUEN 2141 Chorus (1)
(This is a common course number. Former course prefix/number MUS 150/MUSI 2143.)
Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035526)

MUSI 1116 Musicianship I (1)
(This is a common course number. Former course prefix/number MUS 161.)
Prerequisite: Music 1300, Music 1304 or consent of the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045626)

MUSI 1117 Musicianship II (1)
(This is a common course number. Former course prefix/number MUS 162.)
Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045626)

MUSI 1181 Piano Class I (1)
(This is a common course number. Former course prefix/number MUS 117.)
This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075130)

MUSI 1182 Piano Class II (1)
(This is a common course number. Former course prefix/number MUS 118)
Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075126)

MUSI 1183 Voice Class I (1)
(This is a common course number. Former course prefix/number MUS 151.)
This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085126)

MUSI 1184 Voice Class II (1)
(This is a common course number. Former course prefix/number MUS 152.)
This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085126)

MUSI 1192 Guitar Class I (1)
(This is a common course number. Former course prefix/number MUS 119.)
An introductory course in acoustic guitar playing based on acoustic and classical guitar technique. Music reading of melodic, harmonic, and rhythmic exercises are learned to gain initial mastery of the fundamental techniques of guitar playing. Introductory elements about the history and culture of the guitar are included in this course. May be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009035126)

MUSI 1193 Guitar Class II (1)
(This is a common course number. Former course prefix/number MUS 120.)
Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009035126)

MUSI 1300 Foundations of Music I (3)
(This is a common course number. Former course prefix/number MUS 113.)
This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045426)

MUSI 1306 Music Appreciation (3)
(This is a common course number. Former course prefix/number MUS 104.)
The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025126)

MUSI 1308 Music Literature (3)
(This is a common course number. Former course prefix/number MUS 110.)
The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025226)

MUSI 1309 Music Literature (3)
(This is a common course number. Former course prefix/number MUS 111.)
This course is a continuation of Music 1308. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025226)

MUSI 1311 Music Theory I (3)
(This is a common course number. Former course prefix/number MUS 145.)
Prerequisite: Music 1300 and 1304 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045126)

MUSI 1312 Music Theory II (3)
(This is a common course number. Former course prefix/number MUS 146.)
Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045126)

MUSI 2116 Musicianship III (1)
(This is a common course number. Former course prefix/number MUS 271.)
Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045726)

MUSI 2117 Musicianship IV (1)
(This is a common course number. Former course prefix/number MUS 272.)
Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045726)

MUSI 2181 Piano Class III (1)
(This is a common course number. Former course prefix/number MUS 217.)
Prerequisite: Music 1181 and 1182 or demonstrated competence approved by the instructor. This course is a continuation of functional keyboard skills, including harmonization, sight-reading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075126)

MUSI 2182 Piano Class IV (1)
(This is a common course number. Former course prefix/number MUS 218.)
Prerequisite: Music 2181 or demonstrated competence of the instructor. This course is a continuation of functional keyboard skills in Music 2181 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075126)

MUSI 2311 Music Theory III (3)
(This is a common course number. Former course prefix/number MUS 245.)
Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045226)

MUSI 2312 Music Theory IV (3)
(This is a common course number. Former course prefix/number MUS 246.)
Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2117 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045226)

NUTR 1322 Principles of Nutrition (3)
(Former course prefix/number NTR 101. Common Course Number is HECO 1322.)
This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)
(Coordinating Board Academic Approval Number 1905025109)

PBAD 1315 Postal Organization, Development, and Management (3)
(This is a WECM course number. Former course prefix/number POST 1377.)
An overview of the history of written communication and merchandise delivery. Topics include current postal organization; postal philosophies, policies, procedures, rules and regulations; and principles of effective supervision. (3 Lec.)

PBAD 1345 Postal Customer Services, Processing, and Distribution (3)
(This is a WECM course number. Former course prefix/number POST 1376.)
Fundamentals of mail delivery and collection systems within the Postal Service. Topics include postal and non-postal services, retail functions, and customer relations; rapid separation facts; revenue determination procedures; and flow characteristics involved in receipt, processing, and dispatch of all mail. (3 Lec.)

PBAD 1391 Special Topics Public Administration and Services, Other (3)
(This is a WECM course number. Former course prefix/number POST 1375.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

PBAD 2345 Postal Finance and Labor Relations (3)
(This is a WECM course number. Former course prefix/number POST 2375.)
In-depth coverage of the internal workings of postal finance units and the regulations and procedures involved. Topics include laws and practices related to labor and management in the postal service. Emphasis will be on national and local agreements, bargaining units and associations, grievance procedures, and the National Labor Relations Board. (3 Lec.)

PHED 1100 Beginning Lifetime Sports Activities (1)
(This is a common course number. Former course prefix/number PEH 100.)
Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, conditioning activities and physical assessments where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1102 Beginning Soccer (1)
(This is a common course number. Former course prefix/number PEH 104.)
Course content emphasizes the basic playing skills of both indoor and outdoor soccer at the beginner level, as well as rules, strategies, safety, offensive and defensive patterns of play, and competitive activities. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1106 Beginning Badminton (1)
(This is a common course number. Former course prefix/number PEH 114.)
Course content emphasizes the basic playing skills of badminton at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. Each of the above elements will be applied to the singles, doubles, and mixed-double games. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1109 Beginning Golf (1)
(This is a common course number. Former course prefix/number PEH 118.)
Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping, and etiquette are included. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1110 Beginning Tennis (1)
(This is a common course number. Former course prefix/number PEH 119.)
This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Equipment is furnished. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1111 Beginning Bowling (1)
(This is a common course number. Former course prefix/number PEH 120.)
Basic bowling skills at the beginner level as well as rules, strategies, safety, scoring and competitive activities are emphasized. All classes are conducted at an off-campus bowling lane. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1113 Beginning Gymnastics (1)
(This is a common course number. Former course prefix/number PEH 122.)
Beginning level skills in both men's and women's all-around gymnastic events are emphasized. Men's events include horizontal bar, pommel horse, rings, vaulting, floor exercise, and parallel bars. Women's events include floor exercise, vaulting, balance beam, and uneven parallel bars. Basic tumbling skills are also included. All appropriate events will be incorporated into a beginner's level routine. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1114 Beginning Swimming (1)
(This is a common course number. Former course prefix/number PEH 123.)
This course is designed to teach a non-swimmer or a shallow water swimmer to become a safe and efficient deep-water swimmer. After the development of sufficient skills to perform a modified crawl stroke, the elementary back stroke, survival floating, jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1115 Social Dance (1)
(This is a common course number. Former course prefix/number PEH 124.)
This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the two-step, cotton-eyed Joe, square dance, and other dances. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1116 Conditioning Exercise (1)
(This is a common course number. Former course prefix/number PEH 125.)
This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1117 Beginning Basketball and Volleyball (1)
(This is a common course number. Former course prefix/number PEH 127.)
Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1119 Beginning Weight Training (1)
(This is a common course number. Former course prefix/number PEH 131.)
Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1120 Beginning Self-Defense (1)
(This is a common course number. Former course prefix/number PEH 132.)
Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. Uniform required. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1121 Beginning Jogging (1)
(This is a common course number. Former course prefix/number PEH 133.)
Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1123 Beginning Walking for Fitness (1)
(This is a common course number. Former course prefix/number PEH 135.)
This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1124 Beginning Aerobics (1)
(This is a common course number. Former course prefix/number PEH 137.)
This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1125 Aquatic Fitness (1)
(This is a common course number. Former course prefix/number PEH 143.)
This course is designed to promote fitness through the use of water-related activities compatible with a pool environment. Emphasis is placed on water resistant exercises, lap swimming utilizing various kicks and strokes, relays, and a variety of aquatic games. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1130 Intermediate Lifetime Sports Activities (1)
(This is a common course number. Former course prefix/number PEH 200.)
Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1131 Intermediate Soccer (1)
(This is a common course number. Former course prefix/number PEH 204.)
Basic skills and techniques are refined beyond the beginner level. Analysis and practice of strategies, safety, offensive and defensive patterns of play and competitive activities are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1132 Intermediate Softball (1)
(This is a common course number. Former course prefix/number PEH 212.)
Emphasis is placed on game strategy, base coaching, preparing a lineup, conducting drills, and performance on hitting, catching, and throwing. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1134 Intermediate Physical Fitness (1)
(This is a common course number. Former course prefix/number PEH 215.)
Basic skills and techniques of fitness-related activities are developed beyond the beginner level. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1135 Intermediate Archery (1)
(This is a common course number. Former course prefix/number PEH 217.)
Course content includes refinement for basic archery skills and competitive target shooting and field archery. Equipment is furnished. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1136 Intermediate Golf (1)
(This is a common course number. Former course prefix/number PEH 218.)
Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual golf course playing are emphasized. Equipment is furnished. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1137 Intermediate Tennis (1)
(This is a common course number. Former course prefix/number PEH 219.)
Emphasis is placed on refinement of basic skills and specialty shots. Competitive activities in singles, doubles and mixed doubles will be included. Equipment is furnished. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1139 Intermediate Gymnastics (1)
(This is a common course number. Former course prefix/number PEH 222.)
Basic tumbling and the all-around events for men and women will be emphasized at the intermediate performance level. Course emphasis is placed on the development, preparation and presentation of gymnastic routines. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1140 Intermediate Swimming (1)
(This is a common course number. Former course prefix/number PEH 223.)
The correct performance of the crawl, elementary back stroke, side and breast strokes will be emphasized. Some speed and endurance swimming will be required. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1141 Intermediate Weight Training (1)
(This is a common course number. Former course prefix/number PEH 231.)
Skills and instruction in weight training techniques are developed beyond the beginner level. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1143 Intermediate Jogging (1)
(This is a common course number. Former course prefix/number PEH 233.)
Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1144 Intermediate Walking for Fitness (1)
(This is a common course number. Former course prefix/number PEH 235.)
Students participate in a low impact exercise walking program beyond the beginning level. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1145 Intermediate Aerobics (1)
(This is a common course number. Former course prefix/number PEH 237.)
This course emphasizes the development of cardiovascular endurance through a combination of walking, jogging, jumping, etc. Individual fitness levels are developed beyond the beginner level. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1146 Intermediate Basketball (1)
(This is a common course number. Former course prefix/number PEH 239.)
Basic skills and techniques are refined beyond the beginner level. Analysis and practice of shooting, passing, dribbling, team play, strategies, and competitive play covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1147 Intermediate Volleyball (1)
(This is a common course number. Former course prefix/number PEH 240.)
Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the forearm pass, setting, spiking, serving, team play, strategies, and competitive play are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1150 Intermediate Bowling (1)
(This is a common course number. Former course prefix/number PEH 220.)
This course is designed for students seeking improvement in the lifetime sport of bowling. The course covers a review of history, etiquette, care and selection of equipment, rules and scoring. Additional information will be provided on handicapping, league play, variation of grips, spot bowling and alley textures. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1164 Beginning Physical Fitness (1)
(This is a common course number. Former course prefix/number PEH 115.)
Students are introduced to wellness related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to:aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085223)

PHED 1251 Scuba Diving (2)
(Former course prefix/number PEH 225/PHED 2270)
This course includes instruction in the proper use of equipment, safety, physiology and open water diving. Students completing course requirements receive certification through one of several major accredited associations. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3601085323)

PHED 1252 Advanced Open Water Scuba (2)
(Former course prefix/number PEH 228/PHED 2271)
Prerequisite: Physical Education 1251 or appropriate certifying agency entry level certificate. Instruction will include the introductory knowledge and skill development in the open water environment for the student to participate in underwater investigation, deep diving, search and light salvage, and limited visibility/night diving. Safety, special equipment, dive planning and dive buddy procedures will be covered. Upon successful completion of the course, the student will receive advanced open water certification through a qualified certifying agency. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3601085323)

PHED 1270 Divemaster (2)
(This is a unique need course. Former course prefix/number PEH 142.)
Prerequisite: Physical Education 1252 or advanced certification from any of the national certifying organizations. This course is designed for the advanced diver who seeks additional training as an instructional assistant responsible for the organization, teaching and safety of scuba divers. Students who successfully complete this course will receive divemaster certification. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3601089323)

PHED 1304 Health for Today (3)
(This is a common course number. Former course prefix/number PEH 101.)
Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)
(Coordinating Board Academic Approval Number 5103015116)

PHED 1306 Advanced First Aid and Emergency Care (3)
(This is a common course number. Former course prefix/number PEH 257.)
This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)
(Coordinating Board Academic Approval Number 5103015316)

PHED 1308 Sports Officiating I (3)
(This is a common course number. Former course prefix/number PEH 147.)
This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1202045109)

PHED 1309 Sports Officiating II (3)
(This is a common course number. Former course prefix/number PEH 148.)
This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1202045109)

PHED 1321 The Coaching of Football and Basketball (3)
(This is a common course number. Former course prefix/number PEH 236.)
The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3105065123)

PHIL 1301 Introduction to Philosophy (3)
(This is a common course number. Former course prefix/number PHI 101.)
An introduction to the ideas about such things as the good life, reality, God, the acquisition and characteristics of knowledge, and the nature of humans. Students will evaluate both ancient and modern theories about these issues in terms of their logic, historical significance, and meaning in everyday life, as they practice the methods for doing philosophy. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015112)

PHIL 1313 Critical Thinking (3)
(Former course prefix/number PHI 103/PHIL 1370.)
This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015712)

PHIL 2303 Logic (3)
(This is a common course number. Former course prefix/number PHI 105.)
The critical and correct construction and analysis of arguments using induction, deduction and scientific reasoning. Students will practice analyzing fallacies, definitions, analogies, and uses of language. They will learn to use some of the elementary tools of formal logic, such as Venn diagrams, truth tables, and formal proofs using the rules of inference. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015212)

PHIL 2306 Ethics (3)
(This is a common course number. Former course prefix/number PHI 203.)
Consideration of what constitutes a good and a moral life. Using classical and contemporary theories, students will weigh such ingredients as pleasure, duty, power, and love as they apply to current issues of daily living. Students may consider ethical problems in business, law, and medicine. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015312)

NOTE: These courses have a Dallas County Community College prefix of "PHOT;" however, some can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

PHOT 1316 Introduction to Photography and Photojournalism (3)
(Former course prefix/number PHO 110. Common Course Number is COMM 1316.)
Prerequisite: None. Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. (2 Lec., 4 Lab)
(Coordinating Board Academic Approval Number 0904015506)

PHOT 1317 Advanced Photography and Photojournalism (3)
(Former course prefix/number PHO 111. Common Course Number is COMM 1317.)
Prerequisite: Photography 1316 or demonstrated competence approved by the instructor Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0904015512)

PHOT 2325 Introduction to Digital Imaging (3)
(Former course prefix/number PHO 124. Common Course Number is COMM 2325.)
Prerequisite: Photography 1316 or Art 2356 is recommended for this course. This is a broad-based, introductory course which explores the creation and manipulation of images on the computer. The course content will include an introduction to the computer system, an overview of desktop publishing and graphic programs, use of the digital camera, scanning-in photographs, and exploring techniques of photo-manipulation. (2 Lec., 4 Lab)
(Coordinating Board Academic Approval Number 0907015306)

PHOT 2326 Advanced Digital Imaging (3)
(Former course prefix/number PHO 125. Common Course Number is COMM 2326.)
Prerequisite: Photography 2325 is required. In addition, Photography 1316 or Art 2356 is recommended. This course will explore in greater depth the applications covered in the Introduction to Digital Photography (Photography 2325) class. Students will work to master the technical complexities of digital photography and seek to clarify a personal direction through extended projects. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0907015306)

PHYS 1111 Astronomy Laboratory I (1)
(This is a common course number. Former course prefix/number AST 103.)
Prerequisite: Credit or concurrent enrollment in Physics 1311. 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. (3 Lab.)
(Coordinating Board Academic Approval Number 4002015103)

PHYS 1112 Astronomy Laboratory II (1)
(This is a common course number. Former course prefix/number AST 104.)
Prerequisite: Credit or concurrent enrollment in Physics 1312. 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. (3 Lab.)
(Coordinating Board Academic Approval Number 4002015103)

PHYS 1401 Introductory General Physics (4)
(This is a common course number. Former course prefix/number PHY 111.)
Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015303)

PHYS 1402 Introductory General Physics (4)
(This is a common course number. Former course prefix/number PHY 112.)
Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015303)

PHYS 1405 Concepts in Physics (4)
(This is a common course number. Former course prefix/number PHY 117.)
This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015103)

PHYS 1407 Concepts in Physics (4)
(This is a common course number. Former course prefix/number PHY 118.)
This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015103)

PHYS 1411 Fundamentals of Astronomy (4)
(This is a common course number. Former course prefix/number AST 111.)
This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. (3 Lec., 3 Lab)
(Coordinating Board Academic Approval Number 4002015103)

PHYS 1412 General Introductory Astronomy (4)
(This is a common course number. Former course prefix/number AST 112.)
This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. (3 Lec., 3 Lab)
(Coordinating Board Academic Approval Number 4002015103)

PHYS 1415 Physical Science (4)
(This is a common course number. Former course prefix/number PSC 118.)
This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. (3 Lec., 3 Lab)
(Coordinating Board Academic Approval Number 4001015103)

PHYS 2425 General Physics (4)
(This is a common course number. Former course prefix/number PHY 201.)
Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. (3 Lec., 3 Lab)
(Coordinating Board Academic Approval Number 4008015403)

PHYS 2426 General Physics (4)
(This is a common course number. Former course prefix/number PHY 202.)
Prerequisite: Physics 2425 and credit or concurrent enrollment in Mathematics 2414. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. (3 Lec., 3 Lab)
(Coordinating Board Academic Approval Number 4008015403)

POFI 1301 Computer Applications I (3)
(This is a WECM course number. Former course prefix/number OFCT 1377.)
Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications, procedures, and Internet usage. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1341 Computer Applications II (3)
(This is a WECM course number. Former course prefix/number OFCT 2373.)
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1345 Integrated Software Applications II (3)
(This is a WECM course number. Former course prefix/number OFCT 1380.)
Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1349 Spreadsheets (3)
(This is a WECM course number. Former course prefix/number OFCT 1380.)
Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics. This course may be repeated for credit. (2 Lec., 3 Lab.)

POFI 2301 Word Processing (3)
(This is a WECM course number. Former course prefix/number OFCT 1379.)
Prerequisite: Keyboarding proficiency. Instructions on the various aspects of a word processing software package. Emphasis on the use of text editing features to produce business documents. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 2331 Desktop Publishing for the Office (3)
(This is a WECM course number. Former course prefix/number OFCT 2372.)
In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1127 Introduction to Keyboarding (1)
(This is a WECM course number. Former course prefix/number OFCT 1171.)
Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. (2 Lab.)

POFT 1193 Special Topics in General Office/Clerical and Typing Services (1)
(This is a WECM course number. Former course prefix/number OFCT 1170.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (2 Lab.)

POFT 1207 Proofreading and Editing (2)
(This is a WECM course number.)
Instruction in proofreading and editing skills necessary to assure accuracy in written documents and business correspondence. (1 Lec., 2 Lab.)

POFT 1293 Special Topics in General Office/Clerical and Typing Services (2)
(This is a WECM course number. Former course prefix/number OFCT 1170.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (1 Lec., 2 Lab.)

POFT 1302 Business Communications I (3)
(This is a WECM course number.)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (2 Lec., 2 Lab.)

POFT 1309 Administrative Office Procedures I (3)
(This is a WECM course number. Former course prefix/number OFCT 1373.)
Prerequisite: Basic keyboarding skills. Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. (2 Lec., 2 Lab.)

POFT 1313 Professional Development for Office Personnel (3)
(This is a WECM course number.)
Preparation for the work force including business ethics, teamwork, professional attire, promotability, and interpersonal skills development. (2 Lec., 2 Lab.)

POFT 1319 Records and Information Management I (3)
(This is a WECM course number. Former course prefix/number OFCT 1371.)
Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. (2 Lec., 2 Lab.)

POFT 1321 Business Math (3)
(This is a WECM course number. Former course prefix/number MTH 130/MATH 1371.)
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. (3 Lec.)

POFT 1325 Business Math and Machine Applications (3)
(This is a WECM course number. Former course prefix/number OFCT 1372.)
Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software. (2 Lec., 2 Lab.)

POFT 1329 Keyboarding and Document Formatting (3)
(This is a WECM course number. Former course prefix/number OFCT 1375.)
Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (2 Lec., 2 Lab.)

POFT 1349 Administrative Office Procedures II (3)
(This is a WECM course number.)
Advanced office application with special emphasis on decision making, goal setting, management theories, and critical thinking. (2 Lec., 2 Lab.)

POFT 1380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1382 Cooperative Education-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7371.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec. 15 Ext.)

POFT 1383 Cooperative Education-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1392 Special Topics in Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1393 Special Topics in General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 1270.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1493 Special Topics in General Office/Clerical and Typing Services (4)
(This is a WECM course number. Former course prefix/number OFCT 1370.)
Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 4 Lab.)

POFT 2203 Speed and Accuracy Building (2)
(This is a WECM course number. Former course prefix/number OFCT 1173.)
Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. (1 Lec., 2 Lab.)

POFT 2301 Document Formatting and Skillbuilding (3)
(This is a WECM course number. Former course prefix/number OFCT 1376.)
Prerequisite: Keyboarding and Document Formatting. A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis is on proofreading, editing, following instruction, and keying documents from various copy. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 2312 Business Communications II (3)
(This is a WECM course number. Former course prefix/number OFCT 2370.)
Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. (2 Lec., 2 Lab.)

POFT 2331 Administrative Systems (3)
(This is a WECM course number.)
Experience in project management and office procedures utilizing integration of previously learned skills. (2 Lec., 2 Lab.)

POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2382 Cooperative Education-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7372.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 15 Ext.)

POFT 2383 Cooperative Education-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7472.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2388 Internship-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7372.)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

PSYC 1300 Learning Framework (3)
(This is a common course number.)
This course is a study of theoretical models regarding how people learn, think and motivate themselves. Students will use assessment instruments to help them identify their own academic strengths and weaknesses. Students are ultimately expected to integrate and apply these skills to become effective efficient learners. (3 Lec.)
(Coordinating Board Academic Approval Number 4203015125)

PSYC 2301 Introduction to Psychology (3)
(This is a common course number. Former course prefix/number PSY 101.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015125)

PSYC 2302 Applied Psychology (3)
(This is a common course number. Former course prefix/number PSY 202.)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Psychological facts and principles are applied to problems and activities of life and will be used to examine basic aspects of human relationships in society. This course will involve the direct application of psychological principles to human relations problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015225)

PSYC 2306 Human Sexuality (3)
(This is a common course number. Former course prefix/number PSY 103.)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015325)

PSYC 2314 Developmental Psychology (3)
(This is a common course number. Former course prefix/number PSY 201.)
Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec)
(Coordinating Board Academic Approval Number 4207015125)

RBTC 2445 Robot Application, Set-Up and Testing (4)
(This is a WECM course number. Former course prefix/number ELET 2471.)
This is a capstone course that provides the student with laboratory experience in the installation, set-up, and testing of robotic cells. Topics include maintenance. The student will demonstrate familiarity with hardwiring and interfacing PLCs, robots, CNC equipment, and support equipment; troubleshoot and debug equipment to make it function in a live automated environment; and apply design techniques to maintain maximum cycle times on an automated system. (3 Lec., 3 Lab.)

NOTE: These courses carry a Dallas County Community College prefix of "RELI"; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.

RELI 1304 Major World Religion (3)
(Former course prefix/number REL 201. The common course number is PHIL 1304.)
This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)
(Coordinating Board Academic Approval Number 3802015212)

RELI 1316 Religion in American Culture (3)
(Former course prefix/number REL 101/RELI 1370.)
Prerequisite: None. This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life. (3 Lec.)
(Coordinating Board Academic Approval Number 3802015112)

RELI 1317 The History and Literature of the Bible (3)
(Former course prefix/number REL 105/RELI 1372.)
This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people (3 Lec.)
(Coordinating Board Academic Approval Number 3802015112)

SCIT 1407 Human Anatomy and Physiology I (4)
(This is a WECM course number. Former course prefix/number BIOL 1470.)
In-depth coverage of the structure and function of the human body. Topics include cell structure and function; tissues; body organization; and the integumentary, skeletal, muscular, nervous and endocrine systems. Emphasis is on homeostasis. (3 Lec., 3 Lab.)

SCIT 1408 Human Anatomy and Physiology II (4)
(This is a WECM course number. Former course prefix/number BIOL 1472.)
Prerequisite: SCIT 1407, Human Anatomy and Physiology I. A continuation of Human Anatomy and Physiology I with in-depth coverage of the structure and function of the human body. Topics include the digestive, respiratory, cardiovascular, lymphatic, immune, excretory, and reproductive systems. Emphasis is on homeostasis. (3 Lec., 3 Lab.)

SCWK 2331 Abnormal Behavior (3)
(This is a WECM course number. Former course prefix/number SWAT 1372.)
An introduction to the literature concerning maladaptive behavior including characteristics, classification, diagnosis, and treatment modalities. Topics include factors associated with defining and identifying abnormal behavior. (3 Lec.)

SMFT 2231 RF Power Systems (2)
(This is a WECM course number. Former course prefix/number ELET 2271.)
Prerequisite: CETT 1429. This course is a study of RF power systems and their applications in the semiconductor manufacturing industry. Topics include plasma physics, RF power amplifiers and oscillators, transmission lines, impedance matching and safety. The student will describe the applications of RF power systems in the semiconductor industry; describe hazards and required safety precautions in RF power systems; analyze the operation of power RD generators; explain the principles of resonance, filter applications, transmission line characteristics, and impedance matching in RF power systems. (2 Lec.)

SOCI 1301 Introduction to Sociology (3)
(This is a common course number. Former course prefix/number SOC 101.)
This course is a sociological study of social behavior, processes and structures, emphasizing diversity and commonality among human beings. Topics are examined through several sociological perspectives, encouraging critical thinking and personal responsibility about social issues. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015125)

SOCI 1306 Social Problems (3)
(This is a common course number. Former course prefix/number SOC 102.)
This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015225)

SOCI 2306 Human Sexuality (3)
(This is a common course number. Former course prefix/number SOC 103.)
Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015325)

SOCI 2319 Race, Ethnicity and Community (3)
(This is a common course number. Former course prefix/number SOC 204.)
This course focuses on cultural, social, and institutional factors affecting relationships within and among ethnic, cultural, and racial groups. Emphasis is on current problems of intergroup relations, social movements, and related social changes, as well as community building and conflict resolution. The historic contributions of the groups may be presented. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015325)

SPAN 1411 Beginning Spanish (4)
(This is a common course number. Former course prefix/number SPA 101.)
This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055113)

SPAN 1412 Beginning Spanish (4)
(This is a common course number. Former course prefix/number SPA 102.)
Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor This course continues the oral practice, reading, writing, grammar and cultural studies begun in Spanish 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055113)

SPAN 2306 Spanish Conversation (3)
(This is a common course number. Former course prefix/number SPA 207.)
Prerequisite: Spanish 1411 and Spanish 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2311. This course may be repeated for credit. Topics vary from semester to semester. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055413)

SPAN 2311 Intermediate Spanish (3)
(This is a common course number. Former course prefix/number SPA 201.)
Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor This course is designed to further develop students' overall language proficiency and cultural knowledge though advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055213)

SPAN 2312 Intermediate Spanish (3)
(This is a common course number. Former course prefix/number SPA 202.)
Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor This course is a continuation of Spanish 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture through contemporary literature. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055213)

SPCH 1144 Speech Communication Laboratory (1)
(This is a common course number. Former course prefix/number SC 100.)
This laboratory course focuses on students applying speech communication skills through service projects, internships, and leadership activities. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 2310016012)

SPCH 1145 Speech Communication Workshop (1)
(This is a common course number. Former course prefix/number SC 110.)
This laboratory course offers students a wide variety of applied speech communication experiences. This course may be repeated four times for credit (2 Lab.)
(Coordinating Board Academic Approval Number 2310016012)

SPCH 1311 Introduction to Speech Communication (3)
(This is a common course number. Former course prefix/number SC 101.)
Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches. This course requires college-level reading and writing skills. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015112)

SPCH 1315 Fundamentals of Public Speaking (3)
(This is a common course number. Former course prefix/number SC 105.)
Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015312)

SRVY 1315 Surveying Calculations I (3)
(This is a WECM course number.)
An introduction to the mathematics used in surveying and mapping, e.g., algebra, plane trigonometry, and plane, solid, and analytical geometry. (3 Lec.)

SRVY 1419 Introduction to Geographic Information Systems (4)
(This is a WECM course number.)
A study of the theory of geographic information systems, including conceptual understanding and database development, terms, definitions, classifications, use and client requirements, and prevailing and applicable professional standards. Projects and procedures to establish maps based upon geographic information systems. (3 Lec., 3, Lab.)

SRVY 1491 Special Topics in Surveying (4)
(This is a WECM course number.)
Prerequisite: SRVY 1419. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec., 3, Lab.)

SRVY 2305 Geographic Information Systems Applications (3)
(This is a WECM course number.)
A hands-on course with computer applications providing additional conceptual understanding of geographic information systems and practical applications using a variety of Geographic Information System software. (2 Lec., 4 Lab.)

TECA 1303 Family and the Community (3)
(This is an academic transfer credit course number.)
A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues. (3 Lec.)
(Coordinating Board Academic Approval Number 2001075109)

TECA 1311 Introduction to Early Childhood Education (3)
(This is an academic transfer credit course number.)
An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. If you enroll in this academic transfer credit course, you must also enroll in course CDEC 1174. (3 Lec.)
(Coordinating Board Academic Approval Number 2002015109)

TECA 1318 Nutrition, Health and Safety (3)
(This is an academic transfer credit course number.)
A study of nutrition, health, and safety, including community health, universal health precautions, and legal implications. Practical applications of these principles in a variety of settings. (3 Lec.)
(Coordinating Board Academic Approval Number 2002015209)

TECA 1354 Child Growth and Development (3)
(This is an academic transfer credit course number.)
A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. If you enroll in this academic transfer credit course you may also be required to enroll in course CDEC 1175. (3 Lec.)
(Coordinating Board Academic Approval Number 1907065209)

TECM 1303 Technical Mathematics (3)
(This is a WECM course number. Former course prefix/number MTH 136/MATH 1372/MATH 1373.)
A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance. (3 Lec.)

WLDG 1191 Special Topics in Welder/Welding Technologist (1)
(This is a WECM course number. Former course prefix/number WLD 100.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec., 1 Lab.)

WLDG 1217 Introduction to Layout and Fabrication (2)
(This is a WECM course number.)
A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction. Lab required. (1 Lec., 4 Lab.)

WLDG 1221 Introduction to Welding Fundamental I (2)
(This is a WECM course number. Former course prefix/number WLD 113.)
An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. (1 Lec., 3 Lab.)

WLDG 1222 Introduction to Welding Fundamental II (2)
(This is a WECM course number. Former course prefix/number WLD 114.)
A continuation of Welding 1221, an introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. (1 Lec., 3 Lab.)

WLDG 1225 Introduction to Oxy-Fuel Welding and Cutting (2)
(This is a WECM course number.)
An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. (1 Lec., 3 Lab.)

WLDG 1230 Introduction to Gas Metal Arc (MIG) Welding (2)
(This is a WECM course number.)
A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. (1 Lec., 3 Lab.)

WLDG 1234 Introduction to Gas Tungsten Arc (TIG) Welding (2)
(This is a WECM course number.)
An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. (1 Lec., 3 Lab./1 Lec., 4 Lab.)

WLDG 1253 Intermediate Layout and Fabrication (2)
(This is a WECM course number. Former course prefix/number PPFA 2288.)
A continuation of the introductory Layout and Fabrication course which covers design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. Required. (1 Lec., 3 Lab.)

WLDG 1254 Intermediate Layout and Fabrication (2)
(This is a WECM course number.)
A continuation of the introductory Layout and Fabrication course which covers design and production of shop layout and fabrication. Emphasis placed on symbols, blueprints, and written specifications. (1 Lec., 3 Lab.)

WLDG 1257 Intermediate Shielded Metal Arc (SMAW) Welding (2)
(This is a WECM course number.)
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Lab required. (1 Lec., 4 Lab.)

WLDG 1291 Special Topics in Welder/Welding Technologist (2)
(This is a WECM course number. Former course prefix/number WELD 2274.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec., 3 Lab.) (1 Lec., 2 Lab.)

WLDG 1313 Introduction to Blueprint Reading for Welders (3)
(This is a WECM course number. Former course prefix/number WELD 1371.)
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry. (2 Lec., 4 Lab./3 Lec., 1 Lab.)

WLDG 1337 Introduction to Metallurgy (3)
(This is a WECM course number. Former course prefix/number WELD 2370.)
A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. (1 Lec., 6 Lab.)

WLDG 1371 Welding Standards (3)
(This is a local need course number.)
Topics will address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec., 6 Lab.)

WLDG 1381 Cooperative Education-Welder/Welding Technologist (3)
(This is a WECM course number. Former course prefix/number WLD 104.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid workexperience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

WLDG 1391 Special Topics in Welder/Welding Technologist (3)
(This is a WECM course number. Former course prefix/number WELD 2373.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec., 6 Lab./2 Lec., 3 Lab.)

WLDG 1425 Introduction to Oxy-Fuel and Cutting (4)
(This is a WECM course number. Former course prefix/number WELD 1270 or WELD 1271.)
An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. (2 Lec., 6 Lab.)

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) (4)
(This is a WECM course number. Former course prefix/number WELD 1272 or WELD 1273.)
An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. (2 Lec., 6 Lab.)

WLDG 1430 Introduction to Gas Metal Arc (MIG) Welding (4)
(This is a WECM course number. Former course prefix/number WELD 2272 or WELD 2273.)
A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. (2 Lec., 6 Lab.)

WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding (4)
(This is a WECM course number. Former course prefix/number WELD 2270.)
An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. (2 Lec., 6 Lab.)

WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW) (4)
(This is a WECM course number. Former course prefix/number WELD 1470.)
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. (2 Lec., 6 Lab.)

WLDG 1471 Welding Qualifications (4)
(This is a local need course number.)
Topics covered will include interpretation of applicable welding specifications, electrode use, current/polarity characteristics, performing a wide range of welding operations, weld quality analysis, welding supplies/materials conservation practices, and operational safety practices. (2 Lec., 6 Lab.)

WLDG 1491 Special Topics in Welder/Welding Technologist (4)
(This is a WECM course number. Former course prefix/number WLD 111.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 6 Lab.)

WLDG 2331 Advanced Blueprint Interpretation and Cost Analysis (3)
(This is a WECM course number. Former course prefix/number WELD 2372.)
A continuation of the Blueprint for Welders course. Emphasis placed on inspection, cost analysis, and estimating, including instruction in basic drafting skills. (2 Lec., 4 Lab.)

WLDG 2411 Preparation for Welding Inspector Certification) (4)
(This is a WECM course number. Former course prefix/number WELD 1472.)
Preparation for students for certification as welding inspectors, including accepted testing requirements and procedures, measurement systems, duties and responsibilities of inspectors, destructive and nondestructive testing, quality assurance/quality control, welding codes and blueprints, procedures, and case studies. An overview of welding tools and equipment, metallurgy, chemistry, and joint design. (3 Lec., 4 Lab.)

WLDG 2413 Welding Using Multiple Processes (4)
(This is a WECM course number. Former course prefix/number WLD 202.)
Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding, gas metal arc welding, flux-cored arc welding, gas tunsten arc welding, or any other approved welding process. (2 Lec., 6 Lab.)

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) (4)
(This is a WECM course number. Former course prefix/number WELD 1471.)
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. (2 Lec., 6 Lab.)

WLDG 2447 Advanced Gas Metal Arc (MIG) Welding (4)
(This is a WECM course number. Former course prefix/number WELD 2471.)
Advanced topics in GMAW welding, including welding in various positions and directions. (2 Lec., 6 Lab.)

WLDG 2451 Advanced Gas Tungsten Arc (TIG) Welding (4)
(This is a WECM course number. Former course prefix/number WELD 2470.)
Advanced topics in GTAW welding, including welding in various positions and directions. (2 Lec., 6 Lab.)

WLDG 2455 Advanced Welding Metallurgy (4)
(This is a WECM course number. Former course prefix/number WELD 2371.)
A study of metallurgy as it applies to welding, including structure, identification, and testing of metals; temperature changes and their effect on welded metals; properties of metals, and factors affecting weldability of ferrous and nonferrous metals. (2 Lec., 4 Lab.)

COLLEGE POLICIES & PROCEDURES

STUDENT CODE OF CONDUCT

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

The Code of Student Conduct, Student Grievance Procedure, Computer Use Policy, Computer Software Policy, Firearms Policy and Communicable Disease Policy are common to all the colleges of the Dallas County Community College District. Certain words in the policies and procedures have been changed to reflect a college perspective; for instance, "District" may have been changed to "college." A complete listing of policies and procedures may be found in the DCCCD Policies and Procedures Manual in the college President's Office.

PURPOSE

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

POLICIES, RULES, AND REGULATIONS

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

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

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

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

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

DEFINITIONS

Definitions to be used in this policy are as follows:

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

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

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

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

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

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

BILL J. PRIEST INSTITUTE FOR ECONOMIC DEVELOPMENT

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

RESPONSIBILITY

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

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

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

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

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

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

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

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

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

8. Sexual harassment.

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

10. Unauthorized use of computer hardware or software.

11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by college policies.

Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

"Cheating on a test" shall include:

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

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

12. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.

13. Theft of property or of services on college premises or at college-sponsored activities.

14. Intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.

15. Failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.

16. Violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.

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

18. Unauthorized presence on or use of college premises.

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

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

20. Use or possession of an alcoholic beverage on college premises with the exception of:

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

DISCIPLINE

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with The Student Code of Conduct. A "violation" means an act or omission which is contrary to a published college regulation or policy.

Sanctions for violations of prohibited conduct for (1) through (6) may result in expulsion; for (7) through (20) may result in sanctions other than expulsion or suspension.

Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

"Aggravated violation" means a violation which resulted or foreseeable could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

DISCIPLINARY PROCEEDINGS

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

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

2. Proceed administratively and impose disciplinary action; or

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

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

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

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

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

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

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

SUMMONS

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

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

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

DISPOSITION

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

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

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

3. Administrative disposition means:

   a. The voluntary acceptance of the penalty or penalties provided in this code.

   b. Other appropriate penalties administered by the VPSD.

   c. Without recourse by the student to hearing procedures provided herein.

The VPSD shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Campus Security, to the complainant, and to other appropriate officials.

HEARING COMMITTEE

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

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

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

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

NOTICE

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

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

CONTENT OF NOTICE

The notice shall advise the student of the following rights:

1. To a private hearing or a public hearing (as he or she chooses);

2. To appear alone or with legal counsel if the alleged violation subjects the student to expulsion or suspension. The role of legal counsel is limited as provided in the code;

3. To have a parent or legal guardian present at the hearing;

4. To know the identity of each witness who will testify;

5. To cause the committee to summon witnesses, and to require the production of documentary and other evidence possessed by the College;

6. To cross-examine each witness who testifies.

FAILURE TO COMPLY WITH NOTICE

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

ROLE OF LEGAL COUNSEL

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

PRELIMINARY MATTERS

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

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

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

1. The name of each witness he or she wants summoned and a description of all documentary and other evidence possessed by the college which he or she wants produced.

2. An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing.

3. The name of the legal counsel, if any, who will appear with the student.

4. A request for a separate hearing, if any, and the grounds for such a request.

HEARING PROCEDURE

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

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

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

1. Persons present shall be the complainant, the VPSD, and the student with a parent or guardian if desired.

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

3. The VPSD shall read the complaint.

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

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

6. The student may present his or her defense.

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

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

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

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

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

1. Persons present: the complainant, the VPSD and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:

   a. Faculty Association

   b. College Newspaper

   c. College President

   Other persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities;

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

3. The VPSD shall read the complaint.

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

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

6. The student may present his or her defense.

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

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

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

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

EVIDENCE

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

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

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

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

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

RECORD

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

PETITION FOR ADMINISTRATIVE REVIEW

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

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

A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's action. A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

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

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

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

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

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

AUTHORIZED DISCIPLINARY PENALTIES

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

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

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

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

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

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

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

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

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

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

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

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

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

HAZING

1. *Personal Hazing Offense*

   A person commits an offense if the person:
   1. engages in hazing;
   2. solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;
   3. intentionally, knowingly, or recklessly permits hazing to occur; or

4. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the VPSD or other appropriate official of the institution.

2. *Definition*

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

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

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

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

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

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

STUDENT GRIEVANCE PROCEDURE

DEFINITION

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

SCOPE

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

SEXUAL HARASSMENT

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

INFORMAL PROCEDURES

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

OTHER PROCEDURAL MATTERS

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

FORMAL PROCEDURES

Procedures for appeals are as follows:

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

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

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

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

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

BOARD ACTION

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

APPEAL COMMITTEE PROCEDURES

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

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

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

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

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

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

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

7. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witness (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.

COORDINATORS

Coordinator(s) for the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (Title II) and Education Amendments of 1972 (Title IX)

Cedar Valley College
Dr. Claire Gauntlett - Dean of Institution Effectiveness & Research
Section 504, Title II, and Title IX Coordinator

Brookhaven College
Maxine Rodgers - Vice President of Business Services
Section 504 and Title II Coordinator

Lynn Levesque - Athletic Director
Title IX Coordinator

Eastfield College
Jim Jones - Vice-President of Business Services
Section 504, Title II, and Title IX Coordinator

El Centro College
Jim Handy - Assistant Dean of Student Services
Section 504 and Title II Coordinator

Bettie Tully - College Ombudsperson
Title IX Coordinator

Mountain View College
Dr. John Pruit - Executive Dean of Learning Support Services
Section 504, Title II Coordinator, and Title IX Coordinator

North Lake College
Mary Ciminelli - Interim Dean of Student, Enrollment, Development
    & Student Retention
Section 504, Title II, and Title IX Coordinator

Richland College
Oscar Lopez - Director of Disability Services
Wes Hayes - Director of Facilities
Section 504 and Title II Coordinators

Tom McLaughlin - Dean of Students
Title IX Coordinator

COMPUTER USE POLICY

Purpose of Computer Use Policy

The college is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, the college encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The college also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, the college encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the college's policies concerning computing use.

The chancellor is authorized to promulgate policies and procedures to implement this policy. Refer to the Business Procedures Manual for additional information.

Use of College Resources

Use of college computing resources and facilities requires that individual users act in compliance with college policies and procedures, and failure to comply may result in restriction or revocation of access to college resources. Computing "resources and facilities" include, but are not limited to college-owned host computer systems, networks, peripheral equipment (such as modems, terminals and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks and the like), and all computer communications controlled, administered, or accessed directly or indirectly by the college or by any user. The college provides users with an account that permits use of the computing resources and facilities within policies and procedures established by the college. Any person who uses college computing resources and facilities through college-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by the college. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal and international), college policies and procedures, and contractual agreements. Employees who use college computers or facilities must comply with the Texas Public Information Act and the Local Government Records Act as described in CR (Regulation). The college reserves the right to limit, restrict or deny computing resources and facilities for those who violate college policies, procedures, or local, state or federal laws.

Freedom of Expression

Censorship is not compatible with the goals of the college. The college shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality..

Privacy

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as the college. Issuance of a password or other means of access is to assure appropriate confidentiality of college files and information. It is not a guarantee of privacy nor a license for abuse or improper use of the college's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated college officials, or required by law and CR (Regulation).

Intellectual Property

All users should be aware that property laws apply to the electronic environment. Users must abide by all software licenses. College copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, utilization of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law.

Criminal and Illegal Acts

Computing resources of the college, which include the hardware, software and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate college authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion or sex.

Authorized Use

Computing resources are provided by the college to accomplish tasks related to the college's mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

1. imposes no measurable cost on the college;

2. is not harmful to the college;

3. is not a hindrance to the daily operations of the college; and

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4. has no adverse effect upon an individual's job or educational performance.

Unauthorized Use

Unauthorized use of the college's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other college users; or unauthorized encryption. Refer to the Business Procedures Manual for additional information.

Individual Responsibility for Use of Computing Resources and Facilities

All users will use these resources and facilities in accordance with college policies and procedures as well as all laws. Failure to fulfill these responsibilities may lead to the cancellation of computer access, other disciplinary action by the college and/or referral to legal and law enforcement agencies, in accord with existing college policies and procedures. Individuals using the college's computing resources or facilities shall:

1. Use college computing resources and facilities in accord with this policy, and respect the rights of other computer users by complying with laws, license agreements and contracts.

2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate use of computing facilities prevent others from using these resources.

3. Use of college computing accounts must be limited to authorized purposes. Use of college-owned resources and facilities shall be limited to college-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.

4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek, read, provide, remove, reconfigure or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the college without the permission of those other computer users or the college. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.

5. Report improper use of computer resources and facilities which may include:
   a. breach of computer security
   b. unauthorized access to computing resources
   c. release of password or other confidential information on computer security
   d. harmful access
   e. alteration, damage, or destruction of data
   f. injection of a destructive computer virus
   g. invasion of privacy
   h. reading files without authorization
   i. criminal and illegal acts

6. Comply with requests concerning computing from the system operator.

7. Report any incidents of harassment and/or discrimination using college computing resources and facilities in accord with the college's policy. It may be harassment if the behavior:
   a. is unwelcome;
   b. interferes with the user's ability, or the ability of others to work or study;

c. creates an intimidating, hostile or offensive environment.

Alternatively, users may file a grievance through appropriate channels.

8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via college computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through the college systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

Computer Software and Copyright Law

The college respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to college policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action. College regulations and procedures will establish guidelines for the use of computer resources and local area networks.

Computer Software Policy

It is the policy of the college to respect the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication or copying of computer software or documentation is contrary to college policy and is a violation of the law. Violators are subject to both civil and criminal penalties and/or disciplinary action. Students may use individually owned software on college computers only if the user can provide proof of a license from the copyright owner or will sign a statement to that effect. Additionally, installation of any individually software may need to first be approved by the appropriate college official. Students may have access to computer networks only to further the institutional goals of the college.

COMMUNICABLE DISEASE POLICY

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

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

Nondiscrimination

Students: No student will be required to cease attending a college or participating in college functions solely on the basis of diagnosis of a communicable disease.

Employees: An employee who has a communicable disease will be treated in the same manner as other employees who have other illnesses or injuries.

Confidentiality

The college shall comply with applicable statutes and regulations which protect the privacy of persons who have a communicable disease.

Education

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

Counseling

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

FIREARMS POLICY

Firearms are strictly forbidden upon any campus (including all buildings and grounds) and all other locations owned, operated or leased by the Dallas County Community College District. This prohibition applies to any person including a person who processes a license to carry a handgun under the Concealed Handgun Law.

STUDENT RIGHT TO KNOW ACT

Under the terms of the Student Right to Know Act, the college maintains and updates on an annual basis, student persistence, graduation rates, transfer rates and other relevant statistics. To obtain copies of these reports, contact the District Office of Research. Campus crime statistics may be obtained from college police/security offices.

(Published in compliance with the Student Right-to-Know and Campus Security Act; Public Law 101-542)

Texas Department of Health
Recommended Adult Immunization Schedule

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

ALERT!!

MEASLES (aka. rubella, Red Measles, Hard Measles, 10-day Measles)

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

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

TETANUS (aka. Lockjaw)

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

POLIOMYELITIS

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

SECTION 51.933 TEX. EDU. CODE

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

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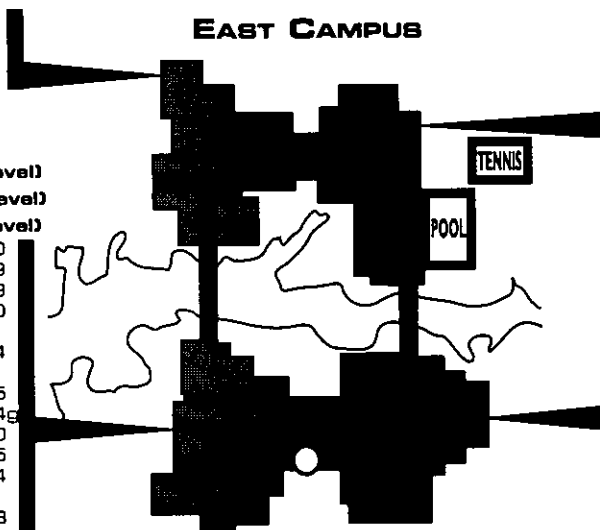
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Mountain View College
4849 West Illinois Avenue
Dallas, Texas 75211
www.mvc.dcccd.edu
214.860.8680

DIRECTIONS TO MVC

FROM NORTH (DENTON, FARMERS BRANCH, CARROLLTON)
Travel south on I35E(Stemmons Expressway)to Loop 12 south and continue past I-30. Exit to Spur 408 and immediately exit on Illinois Avenue. Turn left on Illinois. The college is located on the left between Duncanville Road and Knoxville Road.

FROM NORTH (ADDISON AND RICHARDSON AREA VIA THE NORTH DALLAS TOLLWAY) Travel south on the Dallas North Tollway to I-35E. Take I-35 west (Fort Worth exit). Continue on I-30 west to Loop 12. Take Loop 12 south. Exit to Spur 408 and immediately exit on Illinos Avenue. Turn left on Illinois. The college is located on the left between Duncanville Road and Knoxville Road.

FROM NORTH (GARLAND AND RICHARDSON AREA) Travel south on Central Expressway. Follow the signs to 35E South to Waco. Go south on I-35E past downtown to Illinois Avenue exit. Turn right on Illinois. Travel approximately 4.5 miles. The college is located on the right between Duncanville Road and Knoxville Road.

FROM EAST (MESQUITE AREA) Travel west on I-30 (R.L. Thornton) past downtown towards Ft. Worth. Exit at Loop 12 and go south, staying in the right lane. Exit to Spur 408 and immediately exit at Illinois Avenue. Turn left on Illinois. The college is located on the left between Duncanville Road and Knoxville Road.

FROM SOUTH (DUNCANVILLE, CEDAR HILL) Travel north on Main Street to Camp Wisdom. Turn left on Camp Wisdom and right on Duncanville Road, which leads directly to the West Campus entrance.

FROM SOUTH (DE SOTO, LANCASTER) Travel west on I-20 to Cockrell Hill Road. Exit and turn right on Cockrell Hill Road. Travel north to Illinois Avenue and turn left. The college is located between Duncanville Road and Knoxville Road.

FROM WEST (IRVING AND DFW AIRPORT) Travel east on Hwy. 183 to Loop 12. Exit and travel south on Loop 12 to Spur 408., staying in the right lane. Exit at Illinois Avenue and turn left. The college is located between Duncanville Road and Knoxville Road.

FROM WEST (GRAND PRAIRIE, ARLINGTON VIA I-30) Travel east on I-30. Exit at Loop 12 and travel south to Spur 408, stay in the right lane. Exit at Illinois Avenue and turn left. The college is located on the left between Duncanville Road and Knoxville Road.

FROM WEST (GRAND PRAIRIE, ARLINGTON VIA I-20) Travel east on I-20 to Spur 408. Go north on Spur 408 to the Illinois Avenue exit. Exit and turn right on Illinois. The college is located on the left between Duncanville Road and Knoxville Road.

FROM DOWNTOWN Travel south on I-35E to the Illinois Avenue exit. Exit and turn right. Travel approximately 4.5 miles to the campus. The college is located on the right between Duncanville Road and Knoxville Road.
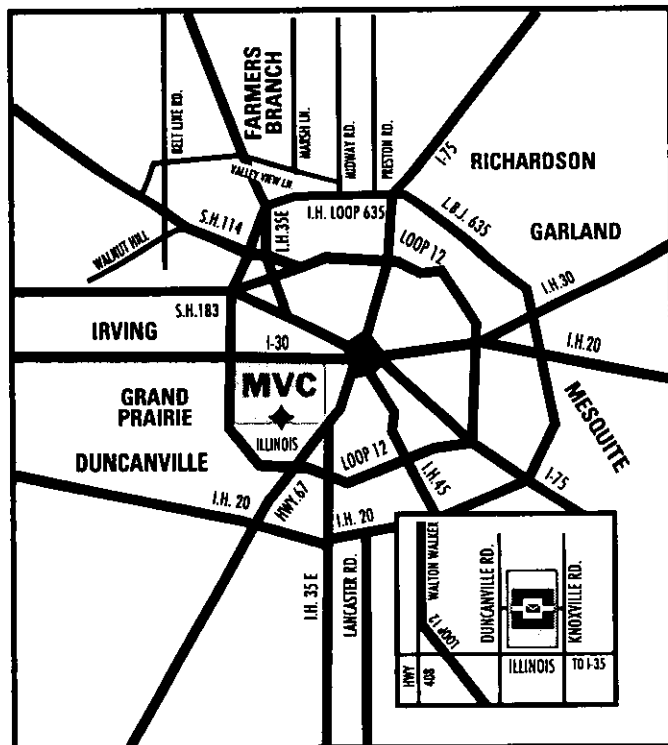
Application for Admission
Dallas County Community College District

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

Please check the college you plan to attend. Type or print in ink and complete all items.

☐ **Brookhaven College**
3939 Valley View Lane
Farmers Branch, TX 75244-4997
972-860-4700

☐ **Cedar Valley College**
3030 North Dallas Avenue
Lancaster, TX 75134-3799
972-860-8201

☐ **Eastfield College**
3737 Motley Drive
Mesquite, TX 75150-2099
972-860-7100

☐ **El Centro College**
Main & Lamar Streets
Dallas, TX 75202-3604
214-860-2037

☐ **Mountain View College**
4849 West Illinois Avenue
Dallas, TX 75211-6599
214-860-8680

☐ **North Lake College**
5001 N. MacArthur Blvd.
Irving, TX 75038-3899
972-273-3000

☐ **Richland College**
12800 Abrams Road
Dallas, TX 75243-2199
972-238-6106

☐ **Bill J. Priest Institute**
1402 Corinth
Dallas, TX 75215-2181
214-860-5700

REASON FOR ATTENDING

I will take courses:

☐ To Earn a One-Year Certificate [APPN.CERT]

☐ To Earn a Two-Year Degree [APPN.ASSOCIATE]

☐ To Improve Job Skills [APPN.J/R]

☐ To Transfer to a University [APPN.U/T]

☐ For Personal Interest [APPN.N/D]

☐ In Continuing Education/NonCredit [APPN.C/E]

☐ Uncertain [APPN.UNCERTAIN]

* Your responses to these questions are voluntary.

PERSONAL INFORMATION

SOCIAL SECURITY NUMBER
☞ ☐☐☐-☐☐-☐☐☐☐ ☜

GENDER *   ☐ M ☐ F

NAME Give full legal name. Do not use initials unless initials are your legal name.
Last   First   Middle

Give names, if different from above, that are on transcripts from other institutions.

DATE OF BIRTH (MM/DD/YY)

ADDRESS   NUMBER   STREET   APARTMENT

CITY   STATE   ZIP   COUNTY

HOME PHONE NUMBER ( )

WORK PHONE NUMBER ( )

E-MAIL ADDRESS

FOR OFFICE USE

Date Received:

Residency Code:

County Code:

How Admitted:

Term:

Citizen:

TASP Status:

Cond. Agreement:

Staff:

ETHNICITY (How do you identify yourself?)*

☐ African American/Black (2)
☐ American Indian or Alaskan Native (5)
☐ Asian or Pacific Islander (4)
☐ Hispanic/Latino (3)
☐ International/Non-Immigrant (6)
☐ White/Non-Hispanic (1)
☐ Other (7)

MY PRIMARY LANGUAGE IS:* _____

INTERNATIONAL AND NON-IMMIGRANT STUDENTS (You must see an international student specialist.)

☐ I have F-1 student visa status.

☐ I have other non-immigrant status.
Type of VISA _____ Date Issued: _____ Expiration Date: _____
Country of Residence: _____

PERSON TO BE NOTIFIED IN THE EVENT OF AN EMERGENCY
Name _____ Phone Number (___) _____

EDUCATIONAL INFORMATION

NAME OF LAST HIGH SCHOOL ATTENDED   CITY   STATE

DID YOU (or will you) GRADUATE FROM HIGH SCHOOL?
☐ Yes (Year of Graduation _____)   ☐ No (Last Year Attended _____)   ☐ GED (Year Received _____)

☞ Official transcripts for all previous college work (except DCCCD colleges) must be submitted. ☜

List all colleges attended, including DCCCD. Attach separate sheet, if necessary. (list most recent first)	Name and Location (City and State)	Dates Attended Fm (Mo/Yr)	To (Mo/Yr)	Hours/ Credits	Degree,Cert. Received (if any)	Currently on Suspension Y	N
1.							
2.							
3.							
4.							

* Your responses to these questions are voluntary.   ☞ Continued on reverse side ☜   DCCCD Home Page URL: HTTP://WWW.DCCCD.EDU

DOCUMENTATION & OATH REQUIREMENT

REQUIRED STATE RESIDENT VERIFICATION

DO YOU LIVE IN DALLAS COUNTY?	HOW LONG HAVE YOU LIVED IN DALLAS COUNTY?	HOW LONG HAVE YOU LIVED IN TEXAS?	PREVIOUS STATE OR COUNTRY OF RESIDENCE
☐ Yes ☐ No	Year(s) _____ Month(s) _____	Year(s) _____ Month(s) _____	_____

1.) If you consider yourself a resident of TEXAS for tuition purposes, CHECK ONE of the following:

☐ I am a U.S. citizen.

☐ I am a Permanent Resident, Refugee or have other legal immigrant status.

Date residency document/card issued   _____ ,

Document/card number   _____
    "Documentation must be viewed by Admissions personnel."

☐ I have filed with the proper federal immigration authorities a declaration of intention to become a citizen.

☐ I have no documentation of formal status with federal immigration authorities and have lived in Dallas County the past 12 consecutive months.

2.) If your claim for residency is based upon your having lived in Texas for the past 12 months, please answer the following questions:

IF YOU CAME HERE WITHIN THE PAST 5 YEARS, WHY DID YOU MOVE TO TEXAS?

☐ Education   ☐ Employment   ☐ Other (Please Specify) _____

HAVE YOU BEEN EMPLOYED IN TEXAS FOR THE PAST 12 MONTHS?   ☐ Yes   ☐ No

3.) If your claim for residency is based upon a parent or legal guardian (and not yourself) please answer the following questions:

NAME OF THE PERSON UPON WHOM CLAIM IS BASED   ☐ Parent   HOW LONG HAS THIS PERSON LIVED IN TEXAS?

Last _____ First _____ Middle _____   ☐ Legal Guardian Year(s) _____ Month(s) _____

PREVIOUS STATE OR COUNTRY OF RESIDENCE _____   IS THIS PERSON A U.S. CITIZEN? ☐ Yes ☐ No

IF THIS PERSON CAME HERE WITHIN THE PAST 5 YEARS, WHY DID THIS PERSON MOVE TO TEXAS?

☐ Education   ☐ Employment   ☐ Other (Please Specify) _____

HAS PARENT OR LEGAL GUARDIAN CLAIMED YOU AS A DEPENDENT FOR U.S. FEDERAL INCOME TAX PURPOSES FOR THE TAX YEAR PRECEDING YOUR REGISTRATION?

☐ Yes. If "Yes," provide copies of income tax return.   ☐ No

WILL THIS PERSON CLAIM YOU AS A DEPENDENT FOR THE CURRENT TAX YEAR? ☐ Yes ☐ No

OATH OF RESIDENCY

I understand that information submitted herein will be relied upon by college/university officials to determine my status for admission and residency eligibility. I authorize the college/university to verify the information I have provided and obtain my TASP test scores as necessary. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

Have you taken the TASP (Texas Academic Skills Program) test? ☐ Yes. If "Yes," month and year _____ ☐ No

APPLICANT'S SIGNATURE	DATE

The Admissions / Registrar's Office reserves the right to request additional information in order to comply with state residency requirements prior to enrollment.

DOCUMENTS SUBMITTED TO MEET ADMISSIONS AND RESIDENCY REQUIREMENTS BECOME THE PROPERTY OF THE COLLEGE AND MAY NOT BE RETURNED.

The "official" catalog of the Dallas County Community College District is on the web. This printed version is for your convenience. Changes made since the printed catalog's publication only can be found on the website at **www.mvc.dcccd.edu**

MOUNTAIN VIEW COLLEGE

4849 W. Illinois Avenue
Dallas, Texas 75211
214.860.8680