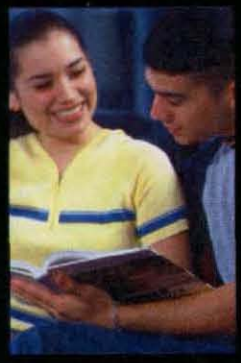
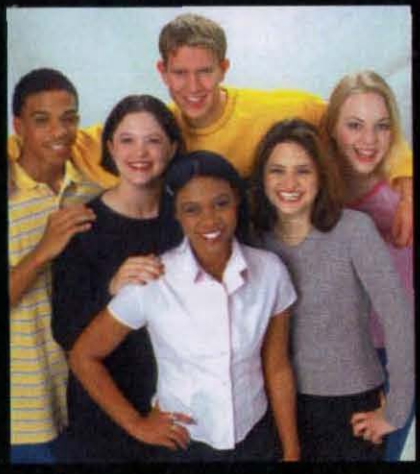
2001-2002
North Lake College Catalog





LIVE & LEARN

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Beginning College

It's as easy as 1-2-3

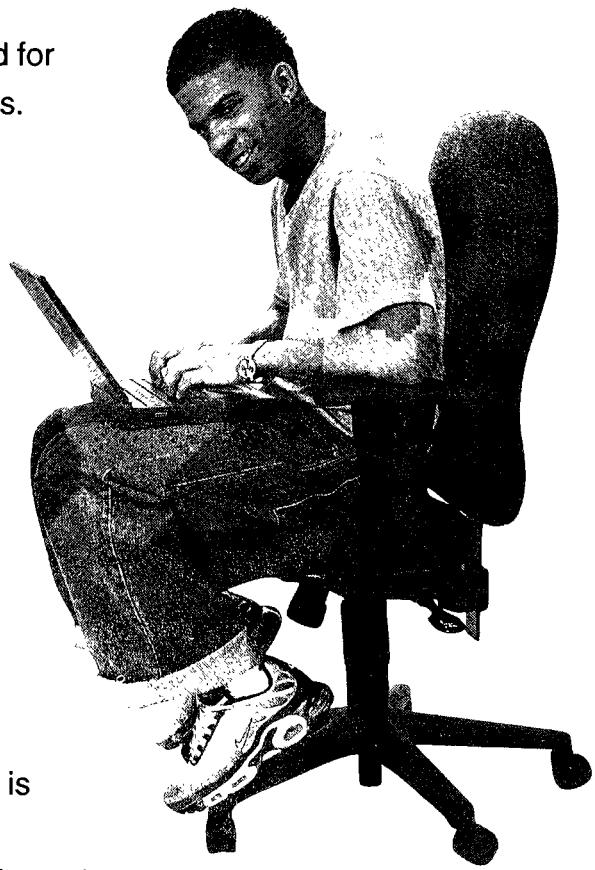
1. Apply

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:

- Go by a campus 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 the colleges
- Apply online at our website at http://www.dcccd.edu/nlc

2. See an advisor

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

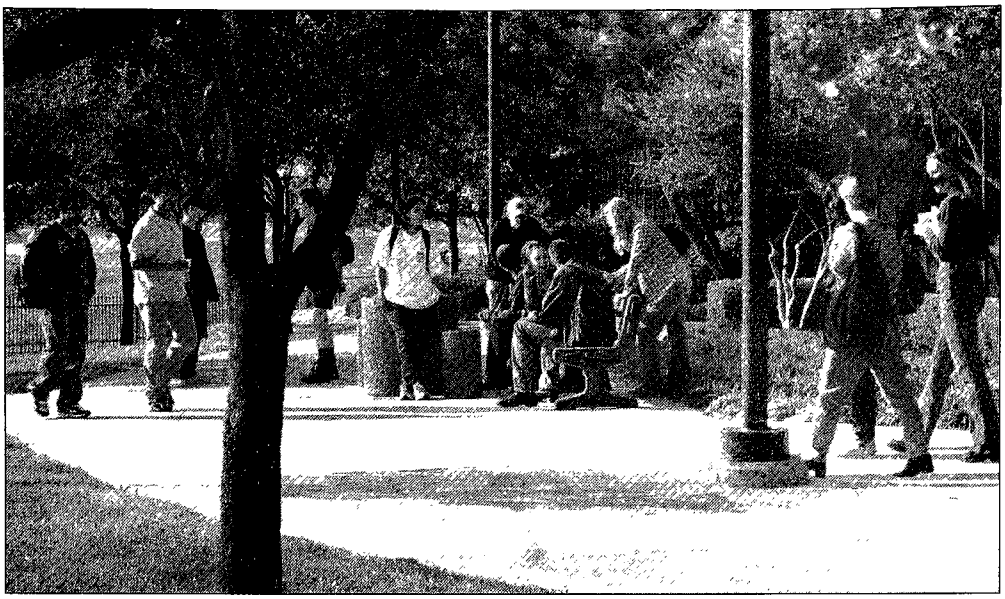


3. Register

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

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

2001-2002 Catalog



Please Note:

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

We are glad you decided to take a look at what North Lake College has to offer you. Our goal is to serve Dallas County with excellent learning opportunities that are accessible, affordable and accredited. We've been serving learners like you since 1977, 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 North Lake College campus, which is located at:

5001 North MacArthur Boulevard
Irving, Texas 75038
Telephone 972-273-3004

North Lake College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone number 404-679-4501) to award the associate degree.

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

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

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NORTH LAKE COLLEGE

North Lake College makes educational and cultural opportunities available to all area citizens with its accessible location and active involvement in the community. This commitment to serve the community has resulted in a balance of academic courses, technical programs and continuing education offerings.

Outstanding facilities provide a stimulating and pleasant environment for students, faculty and staff. This combination makes North Lake an exciting center for personal growth for each of its nearly 10,000 students.

North Lake College Mission Statement

North Lake College, created as a part of the Dallas County Community College District in 1977, is a public community college which anticipates and responds to the educational, training, and employment needs of the community. The college prepares people for successful living and responsible citizenship through quality educational programs. We invite dynamic partnerships with all our constituencies: students, community, business and industry, and government; we celebrate a supportive environment in all aspects of the college experience. We are committed to providing equal access and quality learning experiences to a diverse student population in an environment characterized by excellence in service and responsible use of resources.

To accomplish its mission, North Lake College has established the following goals:

- Prepare students to succeed in earning a baccalaureate degree by offering freshman and sophomore transfer courese.
- Provide comprehensive support services and appropriate accommodations to promote the educational, personal, and professional development of all students.
- Prepare students to compete in the workforce through the development of programs that respond to the needs of business and industry.
- Provide life-long learning for occupational, cultural, and personal enrichment.
- Provide literacy and other skills necessary for successful citizenship in a global community.
- Develop partnerships with business, industry, and government entities to help ensure a quality workforce, enhance fiscal responsibility, and promote economic development.
- Increase access to and make optimal use of current technology for students, faculty, and staff.
- Continuously improve systems and processes to more effectively and efficiently utilize human and material resources.

The Campus

Opened in the fall of 1977, North Lake occupies 276 wooded acres in the Las Colinas area of Irving, at 5001 N. MacArthur Boulevard. This architecturally remarkable college is surrounded by gently rolling hills accentuated by a beautiful nine-acre lake. The energy-efficient buildings are designed in a series of terraces which follow the natural elevations of the building site.

North Lake's excellent facilities include a 450-seat Performance Hall, a 2,000 seat gymnasium, and a covered natatorium, complemented by exceptionally well-equipped laboratories, studios, and learning centers.

Accreditation

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

Institutional Memberships:

The American Association of Community and Junior Colleges

The Texas Public Community/Junior College Association

The Texas Association of Colleges and Universities

The League for Innovation in the Community College

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

NORTH LAKE COLLEGE ADMINISTRATION

President	David England	972-273-3010
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Vice-President of Administrative Services	John Tuohy	972-273-3390
Vice-President of Planning & Development	Candace Castillo	972-273-3015
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Dean of Community Partnerships & South Irving Center	Bea Espinoza	972-860-7864
Dean of Construction Technologies & DFW Education Cntr.	Paul Kelemen	972-860-7871
Dean of Educational Partnerships & Student Retention	Lynda Edwards	972-273-3130
Dean of Financial Affairs	Christa Slejko	972-273-3316
Dean of Instructional and Student Support Services	Lee Crowley	972-273-3406
Dean of Student Enrollment and Development	Mary Ciminelli	972-273-3135
Dean of Resource Development	Leslie Mock	972-273-3018
Dean of Information Technology & Retention Services	Chip Ates	972-273-3122
Assistant Dean for ESOL	Tom Fox	972-273-3368

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Director/Chief of Police	Danny Morris	972-173-3301
Director of Facilities Services	John Hughling	972-273-3353
Director of Financial Aid & Veteran's Affairs	Paul Felix	972-273-3326
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Director of Marketing and Public Information	Janis Browning	972-273-3005
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Director of Student Programs & Health Services	Virginia Jones	972-273-3171
Director of Student Resource Center	Judy Keller	972-273-3424
Director of Testing	Susan Littlejohn	972-273-3161
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Director of School Alliances	Moises Almendariz	972-273-3394
Director of Upward Bound	Guy Melton	972-273-3375
Coordinator of International/ESOL Student Services	Christina Friedl	972-273-3154
Coordinator of TRIO Program	Mildred Porchia	972-273-3150
Coordinator of Special Populations	Carole Gray	972-273-3165

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Information Technology	Chip Ates	972-273-3122
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Univ. of Tennessee, B.A., Ph.D.

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Wilson, Kay ..... Real Estate
Texas Woman's Univ., B.S., M.B.A.

Wilson, Roger ..... Construction Technology and Construction Management
Texas State Technical Institute, A.A., B.A., Univ. of North Texas, Study

Woods-Felix, Peggy ..... Program Director, Career & Community Education
University of Northern Iowa, B.A.

2001-2002 Academic Calendar

Note: Students should register as early as possible. By registering early, you may take full advantage of academic advisement and may have more course options available. Mini-semesters, flexible-entry classes and other alternative schedules may be offered between or during regular semesters. Check with your college Admissions Office for registration times.

Summer Sessions, 2001

First Summer Session
(Based on a 4-day class week plus 1st & 2nd Friday.)

May 28 (M)	Memorial Day holiday
June 4 (M)	Classes begin
June 7 (R)	4th class day
June 8 (F)	Class day (1st Friday class meeting)
June 15 (F)	Class day (2nd Friday class meeting)
June 16 (S)	TASP test administered
June 21 (R)	Last day to withdraw with grade of "W"
July 3 (T)	Final exams—Semester closes
July 4 (W)	Independence Day holiday
July 6 (F)	Grades due in Registrar's Office by 10 a.m.

Second Summer Session
(Based on a 4-day class week—no Fridays)

July 11 (W)	Classes begin
July 14 (S)	4th class day
July 28 (S)	TASP test administered
August 2 (R)	Last day to withdraw with grade of "W"
August 14 (T)	Final exams—Semester closes
August 16 (R)	Grades due in Registrar's Office by 10 a.m.

Fall Semester, 2001

August 20 (M)	Faculty reports
August 25 (S)	TASP test administered
August 27 (M)	Classes begin
September 3 (M)	Labor Day holiday
September 10 (M)	12th class day
November 10 (S)	TASP test administered
November 15 (R)	Last day to withdraw with grade of "W"
November 22 (R)	Thanksgiving holidays begin
November 26 (M)	Classes resume
December 10-13 (M-R)	Final exams
December 13 (R)	Semester closes
December 17 (M)	Grades due in Registrar's Office by 10 a.m.
December 21 (F)	College buildings and offices close for the holidays at the end of workday

Winter Term, 2001-2002

Contact college Admissions Office for availability & schedules.

Spring Semester, 2002

January 2 (W)	College buildings and offices open
January 7 (M)	Faculty reports
January 14 (M)	Classes begin
January 21 (M)	MLK Day holiday
January 28 (M)	12th class day
February 21 (R)	District Conference Day, faculty & administrators
February 22 (F)	Faculty professional development (TCCTA)
March 2 (S)	TASP test administered
March 11 (M)	Spring Break begins
March 14 (R)	District Conference Day, professional support staff
March 15 (F)	Spring holiday for all employees
March 18 (M)	Classes resume
March 29 (F)	Holiday begins
April 1 (M)	Classes resume
April 11 (R)	Last day to withdraw with grade of "W"
April 27 (S)	TASP test administered
May 6-9 (M-R)	Final exams
May 9 (R)	Semester closes
May 9 (R)	Graduation
May 13 (M)	Grades due in Registrar's Office by 10 a.m.

May Term, 2002

Contact college Admissions Office for availability & schedules.

Summer Sessions, 2002

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

May 27 (M)	Memorial Day holiday
June 3 (M)	Classes begin
June 6 (R)	4th class day
June 7 (F)	Class day (1st Friday class meeting)
June 15 (S)	TASP test administered
June 20 (R)	Last day to withdraw with grade of "W"
July 3 (W)	Final exams—Semester closes
July 4 (R)	Independence Day holiday
July 8 (M)	Grades due in Registrar's Office by 10 a.m.

Second Summer Session
(Based on 4-day class week plus 1st & 2nd Friday)

July 10 (W)	Classes begin
July 12 (F)	Class day (1st Friday class meeting)
July 13 (S)	4th class day
July 19 (F)	Class day (2nd Friday class meeting)
July 20 (S)	TASP test administered
August 1 (R)	Last day to withdraw with grade of "W"
August 8 (R)	Final exams—Semester closes
August 12 (M)	Grades due in Registrar's Office by 10 a.m.

Guarantee for Job Competency

The DCCCD makes certain guarantees to its students who earn an 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 a District college under the conditions of the guarantee policy.

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

DCCCD Guarantees

1. 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.

2. The graduate must have completed this degree or certificate program in the District (with a majority of the credits being earned at the District) and must have completed the degree or certificate within a four-year time span.

3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the vice president of Instruction.

4. Employment must commence within 12 months of graduation.

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

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

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

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

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

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

11. The student's sole remedy against the District and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above. The program can be initiated through written contact with the office of the college president.

Guarantee for Transfer Credit

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

Special Conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in transfer guides dated 1991-92 or later;

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

3. The guarantee applies to courses included in a written transfer guide that includes the institution to which the student will transfer, as well as the baccalaureate major and degree sought. Transfer guides dated 1995-1996 or before can be guaranteed by filing a transfer guarantee form with a DCCCD guarantee advisor.

This guarantee is designed specifically for those DCCCD students who have made firm decisions about their major and the institution to which they plan to transfer. The DCCCD is working with a number of Texas institutions, such as the University of North Texas, Texas A&M at Commerce, the University of Texas at Arlington, the University of Texas at Dallas, Texas Woman's University, Texas Tech University, Dallas Baptist University, Baylor University, Southern Methodist University and others, in order to make such guarantees possible. In order to secure such a guarantee, students should begin the process in their college Counseling/Advisement Center by scheduling an appointment with the transfer guarantee advisor. Students who have completed a transfer guarantee may be eligible to receive the Associate of College/University Transfer Degree. Students interested in this opportunity should inquire at their college Counseling/Advisement Center.

DCCCD General Information

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 southeast Dallas enrolled their first students in 1970. Richland College opened two years later in north Dallas.

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

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

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

Purpose & Goals

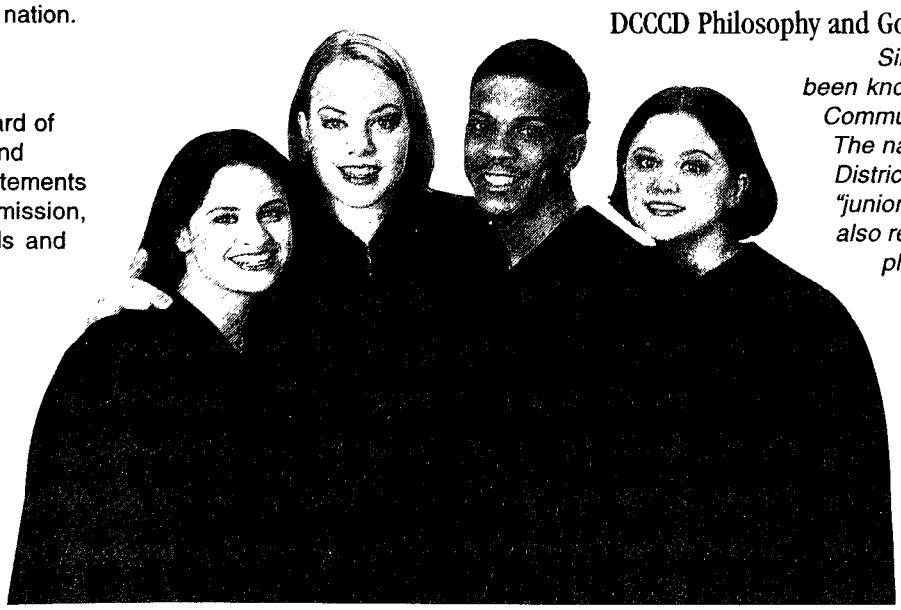
The DCCCD Board of Trustees has approved and adopted the following statements regarding the DCCCD's mission, purpose, philosophy, goals and responsibilities:

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:

1. *Technical programs up to two years in length leading to associate degrees or certificates;*
2. *Vocational programs leading directly to employment in semi-skilled and skilled occupations;*
3. *Freshman and sophomore courses in arts and sciences;*
4. *Continuing adult education programs for occupational or cultural upgrading;*
5. *Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;*
6. *A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;*
7. *Work force development programs to meet local and statewide needs;*
8. *Adult literacy and other basic skills programs for adults; and*
9. *The Texas Higher Education Coordinating Board or the District's Board, in the best interest of post-secondary education in Texas, may prescribe other purposes.*



DCCCD Philosophy and Goals

Since 1972, the District has been known as the Dallas County Community College District. The name shows that the District has outgrown the term "junior college." The name also reflects the District's philosophy. The colleges truly are community institutions, meeting the varied educational needs of the growing Dallas County region. The primary goal of the District and its colleges is to help students of all ages achieve effective

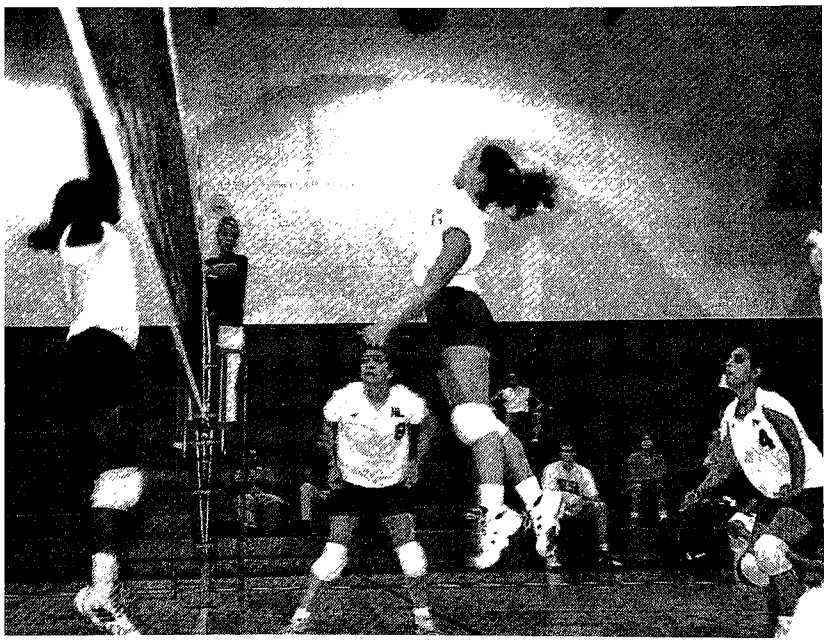
living and responsible citizenship in a fast-changing region, state, nation and world. Each college is therefore committed to providing a broad range of educational programs for the people it serves.

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

The focus is on creating an educational program for the individual rather than squeezing or stretching the individual to fit an "educational mold."

The Dallas County Community Colleges and the Bill J. Priest Institute for Economic Development are teaching, learning, community-building institutions. To fulfill the public trust the DCCCD:

- *Offers a student guarantee to the institutions and employers receiving its graduates;*
- *Measures its collective and individual behaviors against a code of ethics and a statement of organizational values;*
- *Makes decisions through a line organizational structure which receives input from those most affected by the decisions;*
- *Strives to provide its services with revenues of*
- *No more than 20% from student tuition;*
- *No more than 30% from local taxes; and*
- *A minimum of 50% from the State;*
- *Seeks to maintain the highest possible credit ratings;*
- *Views itself as a team player in the local community of educators, business people, elected officials and other community leaders; and*
- *Sees its role as a weaver of a seamless fabric of educational opportunity for the people of Dallas County;*
- *As a major employer, the DCCCD: follows open search procedures which solicit the best available candidates for positions and which will provide a balanced workforce that reflects the ethnic composition of the adult workforce in Dallas County;*
- *Involves those most directly affected by hiring decisions in the candidate review process; and*
- *Seeks to assure that competent performers do not lose real compensation through inflation.*



In its organizational culture, the DCCCD:

- *Places ultimate value on student success;*
- *Applies the principles of continuous quality improvement to achieve student success; and*
- *Uses technology not only to teach distant learners, but also to educate, train and retool both its students and its employees.*

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

DCCCD Responsibilities

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

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

The DCCCD and Innovation

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

Commonly Used Terms & Abbreviations

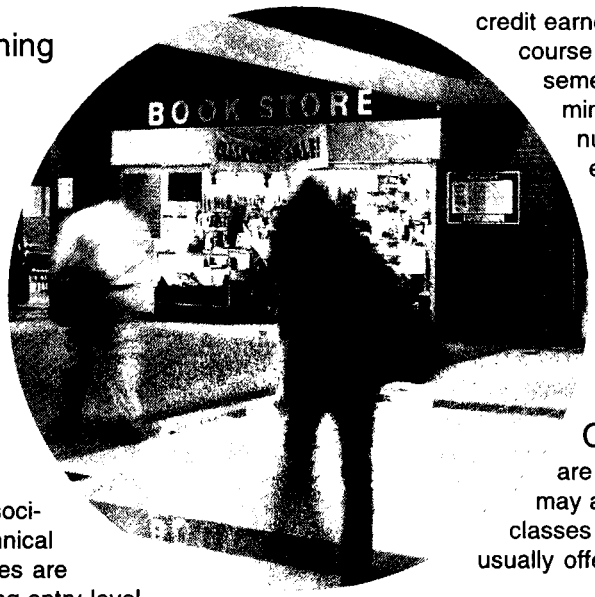
Academic Advisor: A member of the college staff who helps students set educational goals and selects courses to meet those goals.

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 on-line at www.dcccd.edu

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

Campus-Based Distance Learning Class: A Campus-based Distance Learning Class has more than 50% of the instructional contact hours delivered at a distance, with occasional campus-based instructional requirements, i.e. testing and review sessions. Most student services are delivered on campus. Campus-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 DCCCD colleges at the same time; (b) Enrollment by a high school student in one of the DCCCD colleges while still enrolled in high school; (c) Enrollment by a student in two courses in the same semester; (d) Enrollment in both a DCCCD institution and another college at the same time; (e) Enrollment in both credit and continuing education courses at the same time.

Core: 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 comprised of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland colleges, plus the Bill J. Priest Institute for Economic Development and the R. Jan LeCroy Center for Educational Telecommunications.

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 campus-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 DCCCD colleges.

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: DCCCD 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.

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.

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

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.

eConnect: eConnect is a Web interface that allows you to access information contained in the DCCCD administrative database. eConnect consists of forms and supporting infrastructure to extract and deliver information from this database via the Internet to your desktop. eConnect currently offers Search For Classes at all seven of our campuses. eBusiness features such as on-line registration and on-line payment are already available at Richland College and will expand to the other six campuses in the summer of 2001.

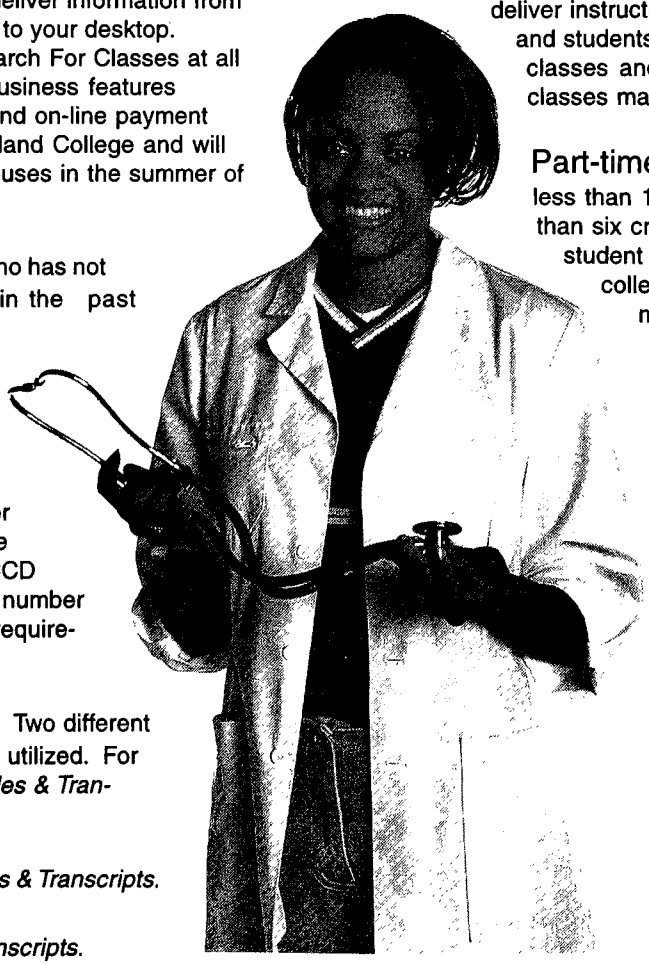
Former Student: One who has not attended a DCCCD college in the past year.

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

GPA: Grade Point Average. Two different ways of computing a GPA are utilized. For further explanation, see *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 campus-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 campus-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 DCCCD colleges 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. Distance Learning students register just as you would for any on-campus course.

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. "Mini-semesters" are designed for highly-motivated students who can devote time to an intense, fast-paced program of study, which usually is held within a three-week period of time.

Skills for Living: Skills needed for living well with oneself, others and changing environments. Skills for Living are discussed and learned throughout the curriculum.

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: See "Career & Technical Courses."

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

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.

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

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

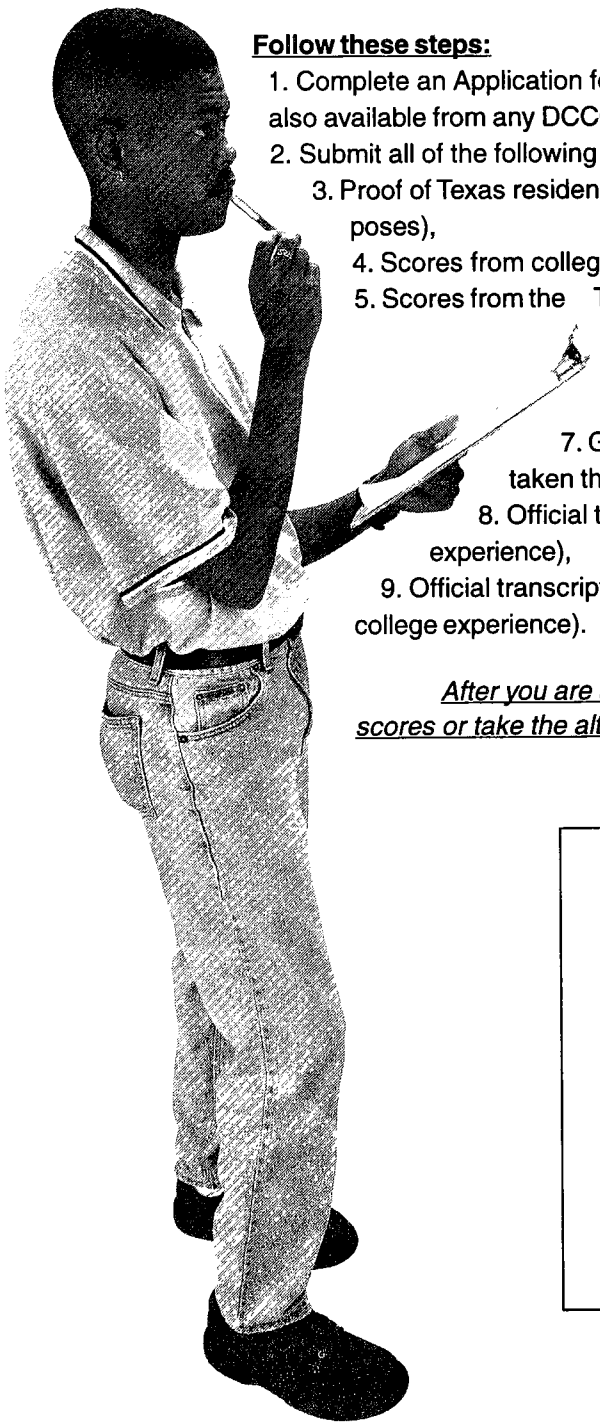
Withdrawal: The act of ending enrollment in classes. A student withdrawing must go through a formal procedure. It is the student's responsibility to withdraw officially by the appropriate date. See the *Academic Calendar* in this catalog or in the College's Class schedule for the "Last Day to Withdraw."

Getting Started

General Admissions Policy

The DCCCD's open door admissions policy ensures that every person who can benefit from higher education has the opportunity to enroll. Students admitted to a DCCCD college are automatically admitted to all seven DCCCD 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, located in the back of this catalog. Applications are also available from any DCCCD Admissions Office and on the Internet at www.dcccd.edu.
2. Submit all of the following with your Application for Admission:
3. Proof of Texas residency (for those who wish to be considered residents for tuition purposes),
4. Scores from college entrance exams (SAT, ACT) taken in the last five years,
5. Scores from the Texas Assessment of Academic Skills Program (TAAS) taken in the last three years,
6. Scores from the Texas Academic Skills Program (TASP) OR scores from the Alternative assessment to the TASP,
7. GED certificate (required for students who are under 18 and have taken the GED exam),
8. Official transcripts from high school (required for students with no college experience),
9. 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.

HOT TIP!

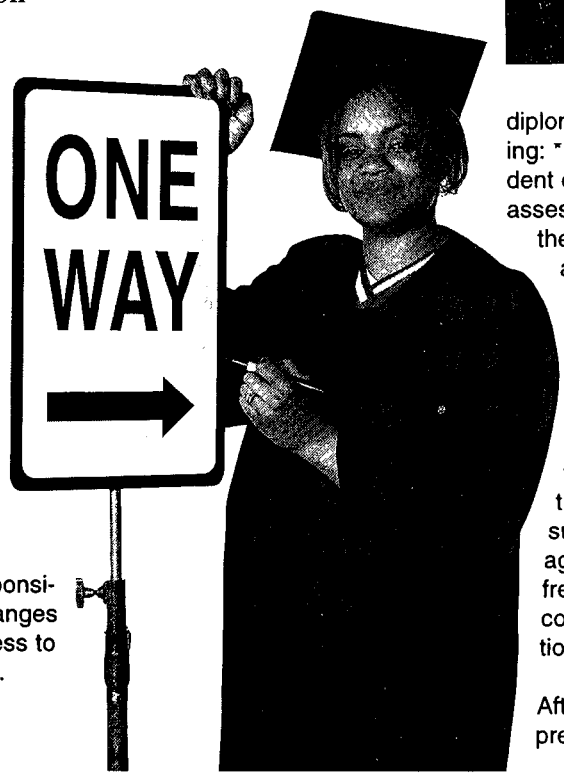
Applying early is a good idea because your place in registration is determined by the date you apply. An early start ensures you have plenty of time to visit with an advisor and plan your course schedule.

Immunizations

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

Student Identification

When you apply, you are asked to furnish a Social Security Number. This number doubles as your student identification number and insures the accuracy of your student records. If you do not have a Social Security Number, or do not choose to use the Social Security Number, the college will assign you a student identification number. It is your responsibility to report any changes in your name or address to the Admissions Office.



Admission Requirements

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

Some admission requirements vary depending on a variety of factors. Determine which one or more of the following categories best describes you, then read the corresponding information below: * First-time student * Student concurrently enrolled in high school and the DCCCD * High school student enrolled in dual-credit programs * Transfer student * Former DCCCD student * International student

First-time students

You may apply as a beginning freshman if you meet one of these standards: * You are a graduate of an accredited high school. * You are a graduate of an unaccredited high school and are 18 years of age or older. * You earned a General Education Diploma (G.E.D.). * You are at least 18 years of age and do not have a diploma or G.E.D (may be admitted by individual approval). * If you are under the age of 18, are no longer enrolled in high school of any kind and do not have a diploma or a G.E.D., you may be admitted by one of the following: * A written recommendation of the principal or superintendent of the last high school you attended or * TASP or alternative assessment results indicating you have the ability to benefit from 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 DCCCD, and * Agree to limitations on conditions of admission established by the college.

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.**

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 DCCCD

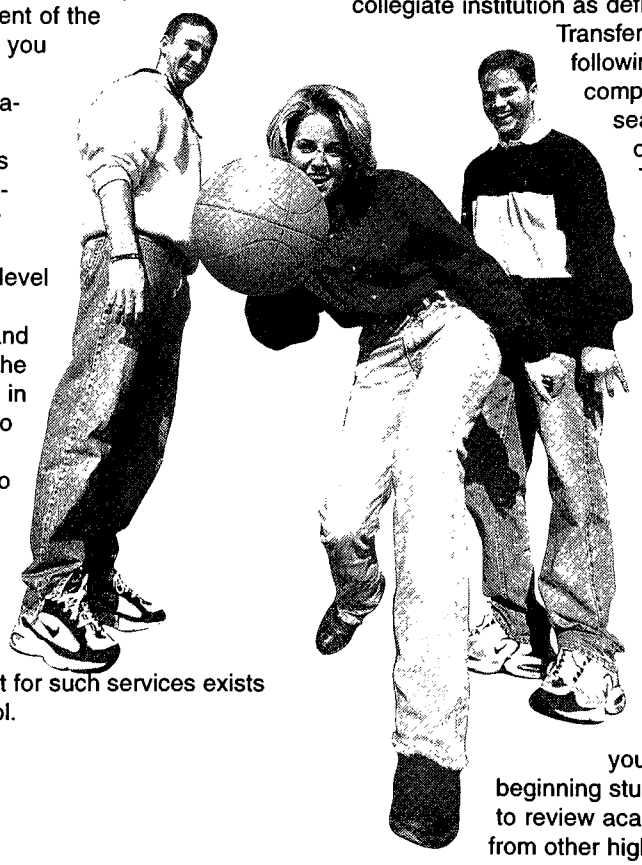
If you are still enrolled in high school you may be admitted under the following conditions: * If you have completed your junior year in an accredited high school, you may be admitted with your high school principal's written recommendation. You must also present scores on TASP or the alternative assessment 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 college's vice president of Instruction or designate. Upon approval, you may take no more than two courses each semester. However, if you meet specific conditions, you may be permitted to enroll for three courses.

* If you are enrolled in non-accredited high schools or educated in a non-traditional setting (i.e., home-schooled) and have completed the equivalent of the junior year (16 units) in high school, you may be admitted by meeting all the following

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

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



* High school students may enroll in remedial courses only if a contract for such services exists between the colleges and the school.

High School Students Enrolled in Dual Credit Programs

Dual Credit Programs are instructional partnerships between a public school district or private secondary school and the DCCCD. 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. This is also required of students in private and home schools. * You must have passed all sections of TAAS to enroll in dual credit classes. * 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 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.

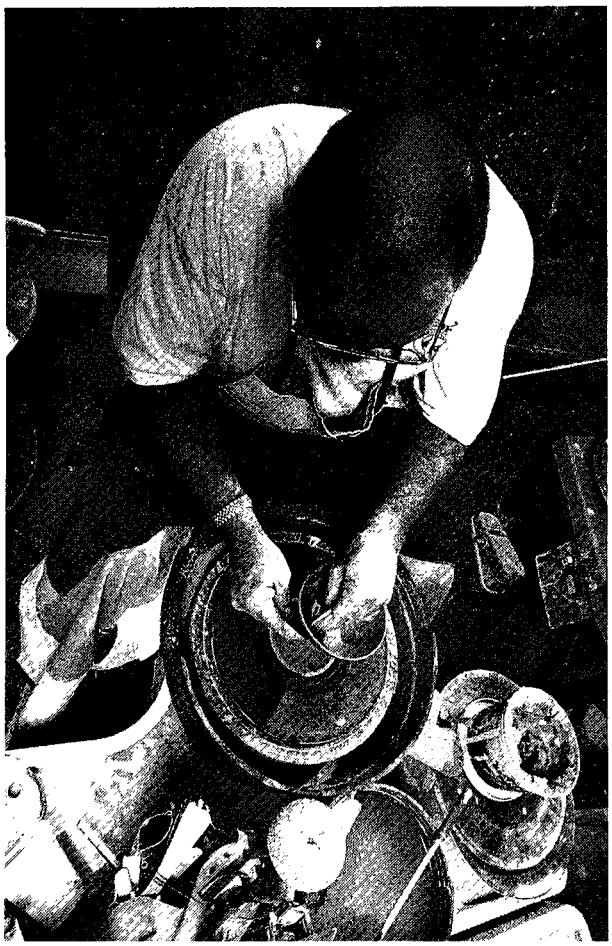
Transfer Students

If you wish to transfer college credit to 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 impression of seal and signature of college/university official of each institution attended. Transcripts must be submitted before you enroll and should include the previous admission record and evidence of honorable dismissal. If you do not submit transcripts prior to enrolling, you can be blocked from a number of courses that require taking certain prerequisites. Transcripts received become the permanent property of the college. If you have earned a baccalaureate and/or graduate degrees from accredited colleges and universities, you may submit a copy of a college/university diploma in lieu of transcripts. However, documentation of prerequisites for specific courses must still be provided. If you are transferring from another college, you are not at liberty to disregard your collegiate record by applying as a beginning student. The college reserves the right to review academic credentials and/or transcripts from other higher education institutions for the purposes of evaluating the acceptability of credits. If you do not report all accredited college/university course work, you will be subject to disciplinary action, including expulsion and possible loss of credit for subsequent course work taken at the college. * You must meet the minimum academic standards of the college. If another institution enforced scholastic withdrawal or suspension, and you meet the minimum academic standards of the College, you may petition for admission to the college's admissions committee. Admission may be provisional, and credit hours and course work may be limited. * You must meet all TASP requirements, as follows, after you are admitted: * If you are transferring from another Texas public college or university, you must present TASP or alternative assessment scores if you are not TASP exempt and wish to enroll in any college-level coursework, and * If you are transferring from a private and/or out-of-state college or university, you must present TASP or alternative assessment scores if you are not TASP exempt.

Acceptance of Credit in Transfer

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

It is the college's responsibility not to transfer credits received from any United States institution not so accredited except where signed agreements between the College and other institutions exist. However, if you have gained proficiency through completing coursework from non-accredited institutions, you may receive college credit through credit-by-examination and, in some circumstances, credit by experience. The registrar or other appropriate college personnel will complete course-by-course evaluations as needed for degree or program planning. Individual courses transferred will not be posted to the college's student record. Official transcripts from all higher education institutions must be on file in the Registrar's Office. Credits earned through other education programs - such as credit-by-examination, military experience, and the U.S. Armed Forces Institute - are reviewed by the registrar and credit may be granted if applicable. You must submit all official transcripts from all higher education institutions and a request for a degree plan evaluation to the Registrar's Office before an evaluation can take place. Any questions concerning the validity of the document(s) will result in the need to have an official transcript(s) sent directly from the other institution(s) to the Registrar's Office. If you are admitted with a grade point deficiency, you cannot graduate until you have cleared the deficiency by earning additional grade points.



Academic Forgiveness Policy

In keeping with SB1321 passed into legislation in 1993, any 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 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 DCCCD Students

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

International Students

The college is authorized under federal law to enroll non-immigrant students carrying valid visas. International students are admitted once all admission requirements are complete. If you are an international student seeking F-1 visa status, you must: * Contact the institution 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: * If you are a graduate of an accredited U.S. college or university; or * If 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.) * 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; or * If 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 DCCCD assessment for academic advisement and placement. If adequate English proficiency is not demonstrated through this assessment, placement in additional English language courses will be required. * Show documented evidence of sufficient financial support for the academic year; * Enroll in the DCCCD F-1 International Student Medical Benefits Plan or provide documentation of adequate health insurance

Want to know more about the DCCCD? Visit our website at http://www.dcccd.edu

coverage approved by the College admissions advisor. Insurance benefits must cover the duration of study at the institution. International students who do not maintain required insurance will be withdrawn from college. * Provide written proof of negative tuberculin skin test or chest X-ray, 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 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. After admission, international students must present TASP scores or take the alternate assessment.

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 college's 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 director of Admissions and Registrar.

Texas Academic Skills Program (TASP) and Alternative Assessments

After you are admitted, but prior to registration, you must either present TASP scores or take the 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 DCCCD 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 DCCCD Alternate Assessment, complete all required developmental coursework with a grade of "C" or better, retest with TASP or QuickTASP and fail the same subject area originally failed on the DCCCD Alternate Assessment, and then take and make a grade of "B" or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods must check with the College TASP Coordinator to learn of all required steps to be met. * 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 or higher level of math courses.

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 DCCCD 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 either the TASP, DCCCD Alternate Assessment or QuickTASP, you must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. (Concurrently enrolled high school students will not be mandated to take developmental courses while in high school.) 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 DCCCD 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, DCCCD Alternate Assessment (an approved TASP alternate test), or QuickTASP tests scores on file prior to enrolling for college-level courses. If you meet 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 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 into the DCCCD 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 DCCCD Alternate Assessment, but you do not have to participate in remediation. You must sign a form, available in the Admissions Office, Registrar's Office or Advisement Office each semester you are enrolled. You will be restricted from enrolling in certain courses until TASP requirements for such courses have been met, and you will not be awarded a certificate or degree. * All other students are subject to TASP requirements.

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.

When Tests Are Administered

The DCCCD Alternate Assessment and QuickTASP are offered at each DCCCD Assessment/Testing Center throughout the year at various times. Please contact your DCCCD college Assessment/Testing Center for specific information regarding DCCCD Alternate Assessment and QuickTASP test administration procedures. The TASP test is administered statewide at least six times a year. You must register on forms available in the college Assessment/Testing Center in order to take the TASP test. The on-time registration fee for TASP and QuickTASP is $29. A TASP study guide is available for purchase.

Transferring Assessment Scores

If you take the DCCCD Alternate Assessment and later transfer to another Texas public college or university, the receiving institution will honor your scores. If you transfer from another Texas public college or university to the DCCCD, the DCCCD will honor your state-approved alternate assessment scores.

TASP Assistance

DCCCD TASP coordinators can assist you with information about TASP requirements: * Brookhaven College: Brenda Dalton (972) 860-4677 * Cedar Valley College: Carolyn Ward (972) 860-8204 * Eastfield College: Jennie Banks (972) 860-7028 * El Centro College: Charlie Morgan (214) 860-2077 * Mountain View College: Kathy Taylor (214) 860-8557 * North Lake College: Deena Reeve (972) 273-3127 * Richland College: Teddy Krekula (972) 238-6115 * District Office: Velma Hargis (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 "official" DCCCD catalog at http://www.dcccd.edu

Money Matters

Tuition

Tuition is based on the number of credit hours for which you enroll and your place of legal residence. Tuition is subject to change without notice from the Board of Trustees or the Texas Legislature.

Tuition Installment Pay Plan (TIPP)

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

HOPE and Lifetime Learning Tax Credits

The HOPE tax credit, based upon federal law, is available for eligible taxpayers enrolling in the first two years of post-secondary education. You must be enrolled at least half-time in a degree, certificate or other program leading to a recognized educational credential. This tax credit applies only to qualified tuition and fee expenses paid for enrollment during the tax year in question.

The Lifetime Learning tax credit is available for eligible taxpayers who are college juniors, seniors, graduate students, adults returning to college and students enrolled less than half time. This tax credit applies only to qualified tuition and fee expenses paid for enrollment during the tax year in question.

For additional information on the two tax credits, contact the local Internal Revenue Service office, your tax preparer, or visit: *www.dcccd.edu.* You will receive a 1098-T by February 1, 2001, for qualified tuition and fees paid during the 2000 tax year and by February 1, 2002 for qualified tuition and fees paid during the 2001 tax year. When you receive your 1098-T, if any information appears incorrect, please call the DCCCD hot line at 972-860-7460 for assistance.

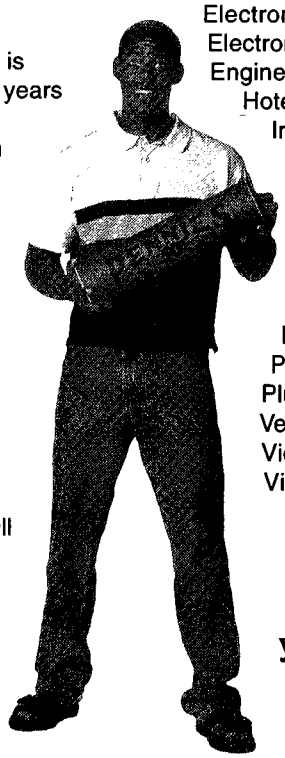
Reciprocal Tuition Agreement

Technical courses from the following Associate in Applied Sciences Degrees offered by the DCCCD may be taken by Tarrant County residents at in-county tuition rates:

Program	*Campus*
Apparel Design	ECC
Dealership-Sponsored Technician	BHC
Aviation Technology	MVC
Air Cargo	MVC
Aircraft Dispatcher	MVC
Airline Management	MVC
Professional Pilot	MVC
Fixed Base Operations	MVC
Commercial Music	CVC
Diagnostic Medical Sonography	ECC
Educational Personnel	ECC, RLC
Electrical Technology	NLC
Electronic Telecommunications	EFC
Electronics Computer Technology	EFC
Engineering Technology	RLC
Hotel/Motel Management	NLC
Interior Design	ECC
International Business and Trade	ECC, RLC
Invasive Cardiovascular Technology	ECC
Medical Staff Services	ECC
Medical Transcription	ECC
Mortgage Banking	NLC
Pattern Design	ECC
Plumbing and Pipefitting	NLC
Veterinary Technology	CVC
Video & Film Technology	NLC
Visual Communications	BHC

Take a 3-credit-hour course for only $74

Dallas County residents can take a 3-credit-hour college credit class for only $74 ! A DCCCD education is the best life-long investment you can make.



Call toll-free Metro 817-COLLEGE and ask for your FREE "Money For College" booklet with tips on seeking financial aid.

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

Program	*Campus*
Air Conditioning and Refrigeration Residential	CVC, EFC, NLC
Air Conditioning and Refrigeration Technology	EFC
Apparel Design	ECC
Auto Body Technology	EFC
Automotive Technology	BHC, CVC, EFC
Aviation Technology	MVC
Construction Management and Technology	NLC
Construction Technology	NLC
Diagnostic Medical Sonography	ECC
Food and Hospitality Service	ECC
Digital Imaging Technology	EFC
Educational Personnel	ECC, RLC
Electrical Technology	NLC
International Business and Trade	ECC, RLC
Invasive Cardiovascular Technology	ECC
Medical Staff Services	ECC
Medical Transcription	ECC
Mortgage Banking	NLC
Pattern Design	ECC
Radiologic Sciences	ECC
Social Work Associate Generalist	EFC
Substance Abuse Counseling	EFC
Travel and Tourism Management	RLC
Veterinary Technology	CVC
Video Film Technology	NLC
Welding Technology	MVC

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

Tuition Rebate Program

The State has established a tuition rebate program for students who graduate with a baccalaureate degree from a Texas public university. If you graduate with a baccalaureate degree from a Texas public university, you may qualify to receive a total of $1,000 from the baccalaureate-granting institution if you meet the following criteria:

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

Texas public universities are required to provide students with appropriate forms and instructions regarding this program. Please note this rebate applies only to baccalaureate degrees. Therefore, according to state law, the DCCCD cannot offer such a rebate.

Refund Policy

Tuition and fees provide only a fraction of the cost of offering educational opportunities in the DCCCD. When you enroll in a class, you reserve a place that cannot be made available to another student until you officially drop the class. Therefore, a refund is made only under the following conditions:

- Official withdrawal (See *Official Withdrawal* in this section.)
- If extenuating circumstances exist, you may appeal to the College's Refund Petitions Committee for a greater refund.
- Submit a refund petition, accompanied by an explanation of any extenuating circumstances, to the College's Refund Petitions Committee. If the committee approves the petition, you will be notified and receive a refund of tuition and fees accordingly.
- Requests for refunds will not be accepted after the end of the semester or summer session for which the refund is sought. Cash refunds are not issued. Refund checks are mailed to you at the address on file in the Admissions/ Registrar's Office. If you originally paid by credit card, the refund will be applied back to the same credit card.
- Refunds for withdrawal from flexible entry courses will be prorated based on the number of weeks the course spans.

NOTE:
Refund checks normally require a minimum of one month from the date of approval for processing.

- The Academic Calendar, located in this catalog and also in the College's Class Schedule, specifies the last day for withdrawal with refund for regular semester-length courses.

Official Withdrawal

If you officially withdraw from all or a portion of your class load, your tuition and mandatory fees will be refunded according to the following schedule:

Fall and Spring Semesters (based on a 16-week semester)
Prior to the first class day of the semester: 100%*
During the first 15 class days of the semester: 70%*
During the 16th through 20th class days of the semester: 25%*
After the 20th class day of the semester: NONE

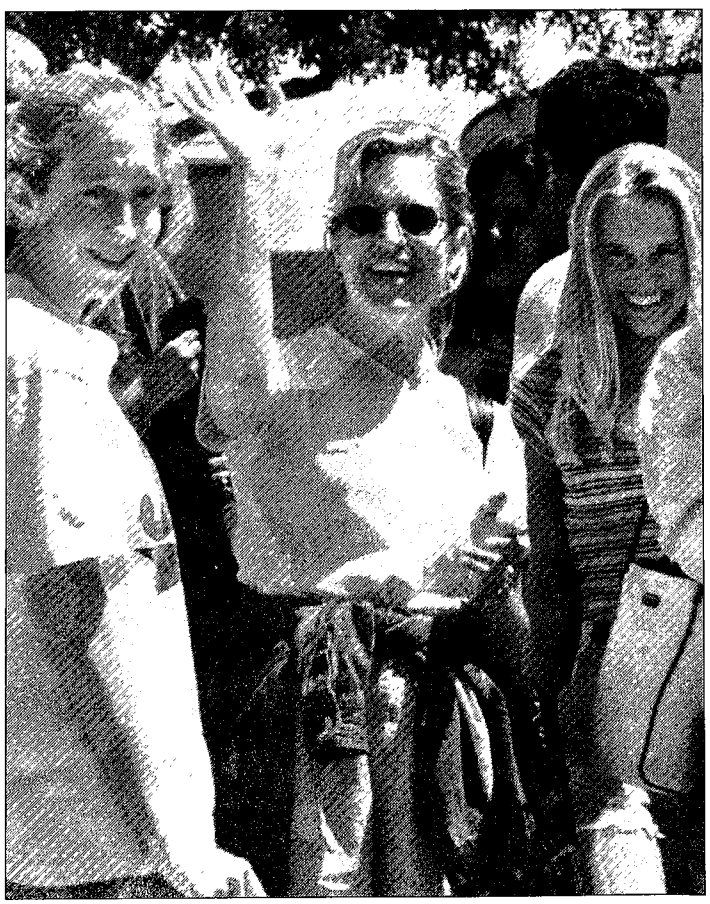
Summer Semesters (based on a 5-week semester)
Prior to the first class day of the semester: 100%*
During the first five class days of the semester: 70%*
During the sixth class day of the semester: 25%*
After the sixth class day of the semester: NONE

** Your registration fee is non-refundable.*

The first class day will be considered as the officially published date when the semester begins. The first class day means the first day *all* classes begin for the semester, not the first day *your* class is scheduled to meet. No refunds are issued after the last class day of each semester.

Refunds are calculated based upon net charges for hours dropped and added if occurring prior to the official reporting date.

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



The calculated refund will be returned to the federal funds in the following order:
1. Federal Family Educational Loan Programs
2. Federal Direct Loan Programs
3. Federal Pell Grant Program
4. Federal SEOG Program
5. Other Title IV programs
6. Student

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

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

Tuition and fees paid directly to the institution by a sponsor, donor, employer or scholarship shall be refunded based on the terms stipulated by the funding source.

Returned Checks

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

Fees

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

Special Fees and Charges

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

Registration Fee: A $5 non-refundable registration fee will be assessed each semester.

Laboratory Fee: $4 to $24 a semester.

Class Fee: This fee covers variable special costs of a course not otherwise defined as "laboratory fee." Rental costs of specialized equipment, cost of class-specific software and off-campus facilities (i.e. bowling lane rental costs) are examples of class fees.

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

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

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

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Tuition and Student Support Fees—All Semesters

Semester Credit Hours	DALLAS COUNTY Registration			OUT-OF-DISTRICT Registration			OUT-OF-STATE OR COUNTRY Registration		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	$ 25	$5	$30	$43	$5	$48	$ 200	$5	$ 205
2	46	5	51	86	5	91	200	5	205
3	69	5	74	129	5	134	219	5	224
4	92	5	97	172	5	177	292	5	297
5	115	5	120	215	5	220	365	5	370
6	138	5	143	258	5	263	438	5	443
7	161	5	166	301	5	306	511	5	516
8	184	5	189	344	5	349	584	5	589
9	207	5	212	387	5	392	657	5	662
10	230	5	235	430	5	435	730	5	735
11	253	5	258	473	5	478	803	5	808
12	276	5	281	516	5	521	876	5	881
13	299	5	304	559	5	564	949	5	954
14	322	5	327	602	5	607	1,022	5	1,027
15	345	5	350	645	5	650	1,095	5	1,100
16	368	5	373	688	5	693	1,168	5	1,173
17	391	5	396	731	5	736	1,241	5	1,246
18	414	5	419	774	5	779	1,314	5	1,319
19	437	5	442	817	5	822	1,387	5	1,392
20	460	5	465	860	5	865	1,460	5	1,465

*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.*

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

SPECIAL FEES AND CHARGES

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

SEMESTER TUITION

Tuition for all semesters is as follows:

1. **Dallas County Residents** $23.00 per credit unit or a minimum of $25.00
2. **Out-of-District Residents** $43.00 per credit unit or a minimum of $43.00
3. **Out-of-State Residents** $73.00 per credit unit; minimum of $200.00
4. **Out-of-Country Residents** $73.00 per credit unit; minimum of $200.00

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

Effective Date: Spring Semester, 2000

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.

Financial Aid In The DCCCD

On October 7, 1998, the President of the United States signed reauthorization of the Higher Education Act of 1965 into law. This legislation provides financial aid to eligible students.

Financial aid is available to help those students who, without such aid, would be unable to attend college. You, the student, your parents and/or spouse are primarily responsible for paying the cost of your education. However, financial aid can remove the barriers for you if you cannot afford the cost of college, or it can help you afford college if you can only afford to pay part of the cost.

Follow these steps:

1. Complete an Application for Admission, located in the back of this catalog. Applications are also available from any DCCCD Admissions Office and on the Internet at *www.dcccd.edu.*

2. Complete the Free Application for Federal Student Assistance (FAFSA). This is the standard form used to provide an analysis of the financial need. It may be obtained from a high school counselor, from any DCCCD Financial Aid Office or on the Internet at *www.FAFSA.edu.gov.*

Allow 6 weeks for FAFSA processing. Mail 2 months before the semester's priority deadline!

For faster service, we recommend your completing the FAFSA online. The Department of Education offers this automated application service, which provides immediate assistance if you make any errors that could otherwise cause your application to be rejected.

The online FAFSA is designed with clear instructions on completing the form as well as easy-to-use pop-up menus. If you complete a paper FAFSA, you must mail it to the address indicated on the application.

You should allow six weeks for processing. You should mail it at least *two months* before the priority deadline for the semester for which you are applying. See *Priority Processing Dates* in the next section.

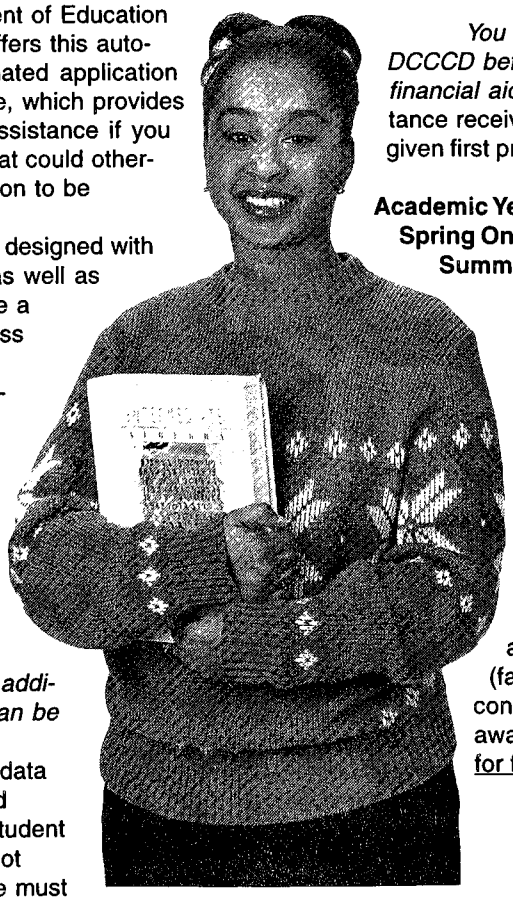
The Department of Education will randomly select some applicants and require that information reported on the FAFSA be verified for accuracy. If your application is one that is selected, you will be required to provide additional documents before financial assistance can be awarded.

The Department of Education matches data such as: the Selective Service, Immigration and Naturalization Service (INS) and the National Student Loan Data System. If the match with INS has not confirmed your noncitizen eligibility, the College must submit the copy of your document to INS so the confirmation can be completed. Additionally, the social security number of each federal assistance applicant will be verified by the Federal Social Security Administration. If the number you list does not match the records of the Federal Social Security Administration, the application will be returned to you unprocessed.

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

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

Priority Processing Dates



You must apply for admission to the DCCCD before you can be considered for financial aid. Applications for financial assistance received by the following dates will be given first priority:

Academic Year - May 1
Spring Only - October 1
Summer Sessions - April 1

Applications received after these dates will be processed as time and availability of funds permit. If you apply late, you should be prepared to pay your own registration and book costs until your application can be completed. You should contact the Financial Aid Office at the College you plan to attend for additional deadlines and requirements.

You must reapply for financial assistance once each academic year (fall and spring). The award does not continue automatically beyond the period awarded. Registration Deadlines in order for financial aid to pay:

Fall 2001 - Register by September 2, 2001
Spring 2002 - Register by January 20, 2002

Grants

Federal Pell Grants

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

All students applying for financial assistance through the College must apply for a Federal Pell Grant. This is done through the FAFSA application. See *How to Apply* at the beginning of this section. Other types of financial aid may be awarded if you apply and qualify. Eligibility for a Federal Pell Grant is based on financial need and satisfactory academic progress. The application process takes approximately six to eight weeks. In response to the Federal Pell Grant application, the Department of Education will provide a Student Aid Report (SAR) to you. You should immediately review the SAR to make sure it is correct. The exact amount of the Federal Pell Grant award will depend upon the Estimated Family Contribution (EFC) on the SAR and the number of hours for which you enroll.

Federal Supplemental Educational Opportunity Grant (SEOG)

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

Texas Public Educational Grant (TPEG)

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

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

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

Toward Excellence, Access & Success (TEXAS) Grant Program

The TEXAS Grant program is a state grant that provides financial assistance to needy students attending Texas public colleges. To qualify, you must make satisfactory academic progress toward your educational goal and have financial need. You must have graduated from a public or accredited private high school in Texas no earlier than Fall 1998, with the recommended or advanced high school curriculum or its equivalent. You must enroll in at least nine hours and must not have been convicted of a felony or a crime involving a controlled substance. The award amount will be based on the statewide average tuition and fees for Texas community colleges.

Scholarships

DCCCD Foundation Scholarships

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

Miscellaneous Scholarships

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

Loans

Federal Stafford Loans

The Department of Education provides loans from private commercial lending agencies such as banks, savings and loan associations, credit unions and insurance companies. To be eligible, you must demonstrate financial need, make satisfactory academic progress toward your educational goal, be enrolled for at least six credit hours and attend a loan entrance counseling session.

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

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

Federal Unsubsidized Stafford Loans

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

FEDERAL STAFFORD LOAN SAMPLE REPAYMENT SCHEDULE

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

Typical Repayment Plans

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

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Hinson-Hazlewood College Student Loan Program (HHCSLP)

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

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

Emergency Short-Term Loans

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

Employment

Federal Work-Study Program (FWSP)

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

Student Assistants Employment Program (Non-Work Study)

The College also provides part-time, on-campus employment opportunities for students who do not demonstrate financial need. The wage rate and the average hours worked per week are the same as those for the Federal Work-Study Program.

Off-Campus Employment

The College Placement Office can help you find a job off campus. The wage rate varies with each job, and financial need is not a requirement of employment.

Tuition Exemption Programs

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

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

For information concerning tuition exemption programs and the criteria for eligibility, contact the Texas Higher Education Coordinating Board: (512) 427-6340.

Vocational Rehabilitation

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

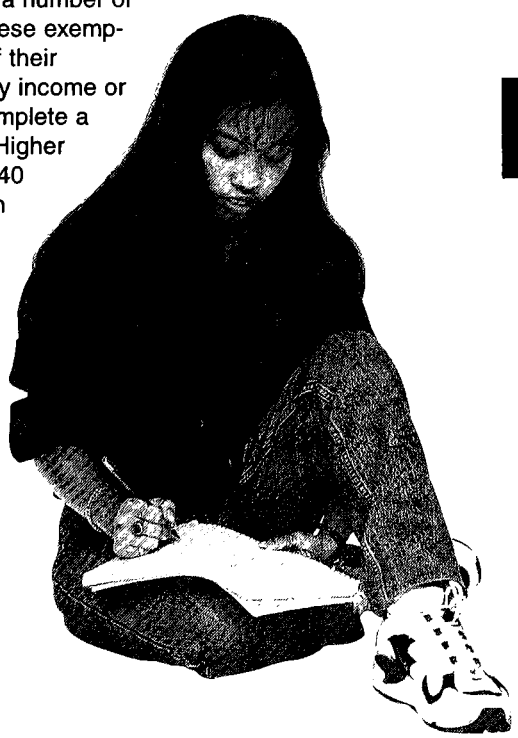
American Indian/Native American Students

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

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

Veteran's Benefits Programs

The Veterans Affairs Office at the college coordinates veterans' benefits programs. The Veterans Affairs Office function is to assist you with completing proper forms and coordinating the certification procedures for monthly benefits. Veterans Affairs staff may also counsel you concerning VA educational benefits, and if possible, assist you in enrolling, arrange tutoring services, administer the Veterans' Work-Study Program on campus and provide assistance with other areas related to your general welfare.



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.

Standards of Progress For Veterans

Acceptable scholastic performance is the maintenance of a grade point average, based on GPA (1), of 2.0 or better. If you earn a cumulative grade point average of less than 2.0, you will be placed on probation. Once on probation, failure to obtain a 2.0 grade point average will result in suspension of benefits. Once suspended, you must obtain a 2.0 cumulative grade point average to re-establish eligibility. You must receive academic advisement concerning your suspension and receive permission to enroll for classes from a suspension academic advisor. See *Grades & Transcripts* for an explanation of how grades are interpreted, how grade points are determined and how a grade point average is calculated.

Guidelines For Veterans

As a veteran student, you should be aware of regulations enforced by the Department of Veterans Affairs:

- You may be required to pay back portions of the benefits received if you drop a course or in some other way receive a non-punitive "W" grade.
- If you withdraw from all courses attempted during a semester, and if the VA considers you to be making unsatisfactory progress, you may lose future benefits.
- If you plan to enroll in developmental courses, you must first take an assessment test at the College and determine a need in basic skills before enrolling in these courses.
- You can be certified for a TV class(es) without taking any other courses.
- You must enroll in courses required by your educational degree plan. You will not receive payment of benefits for courses not required by this plan. Violation of these regulations can cause complications in receiving monthly educational benefits or loss of those benefits.

The above VA regulations are subject to change without notice. You should contact the Veterans Affairs Office in order to be aware of current regulations and procedures. Questions concerning amounts of educational assistance for which you may be eligible and other finance-related questions should be referred to the Department of Veterans Affairs, Regional Office at 1 (800) 827-1000.

Hazlewood Act

Under the Hazlewood Act, certain Texas veterans who have exhausted remaining educational benefits from the Department of Veterans Affairs can attend Texas public colleges and have tuition and some fees waived. To be eligible, you must have been a resident of Texas at the time you entered the service, have an honorable discharge, must now be a Texas resident, be ineligible for federal financial aid grants and not be in default on any federal educational loans. Beginning Fall 1995, you may receive benefit under the Act for a maximum of 150 credit hours. Classes taken or attempted prior to Fall 1995 are not counted toward this limit. This limit is on hours attempted, not hours completed. To apply, you must submit a copy of your discharge papers, a letter from the Department of Veterans Affairs stating ineligibility for VA educational benefits, a Hazlewood Act application, a bill for tuition and fees and proof that you are not eligible for federal financial aid grants.

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

Standards of Progress for Financial Aid Students

Academic Progress Requirements

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

The following Standards of Academic Progress are effective beginning with the Spring 2000 semester grades and are adopted according to federal mandates for the purpose of determining continuing student eligibility for financial aid. These Standards apply to all need-based financial assistance, unless the terms of a particular grant provide other standards.

Grade Point Average (GPA) Requirement

Continuing students applying for financial assistance must have a 2.0 cumulative GPA on all credit hours earned from DCCCD colleges prior to the semester for which aid is requested. Each fall and spring semester you must complete the minimum numbers of hours from those attempted with a 2.0 Cumulative GPA. The following chart states the minimums that you must meet if you receive financial aid:

Semester Requirements		Cumulative GPA (CGPA) Requirements
Hours Attempted	*Hours Required to Complete with a Passing Grade*	*All students must have a minimum of 2.0 CGPA*
12 or more	9	
6 to 11	6	
5 or less	All	

Failure to Meet the Standards of Academic Progress

In these provisions, probation or suspension refers *only to financial aid probation or suspension.*

1. Following the first semester in which the above standards of academic progress are not met, you will be placed on probation for the next semester of funding.
2. You may be allowed to receive financial aid funds while on probation, but you must complete the subsequent term by meeting all of the minimum requirements at the close of that term
3. If you fail to meet the Standards of Academic Progress during the semester of attendance while on probation, you will be placed on suspension and denied further funding for one semester. You will be responsible for paying for tuition, and any related institutional charges already applied to your account, including, but limited to, any financial aid checks already released to you.
4. During the suspension period, you must enroll at a DCCCD college for a minimum of six (6) credit hours during a fall or spring semester, pay the expenses related to that enrollment and complete all courses attempted with a GPA of 2.0 or better.
5. If you have been reinstated from any suspension status, you may continue only on a probationary status for at least one term, regardless of your CGPA at the time of reinstatement.
6. If you are placed on probation or suspension, you will be notified in writing of your status at the end of the semester.
7. If you fail to meet Satisfactory Progress results in a third suspension from Financial Aid, no additional aid will be awarded.

Appeal Process

If you have been denied financial aid because of a failure to meet any of the criteria of the standards, you may petition the Director of Financial Aid to consider any mitigating circumstances. Your appeal must be in writing, and supporting documentation regarding special circumstances must be provided. If the Director denies a reinstatement of aid, you may appeal the Director's decision by following the same procedure of written appeal to the appropriate Vice President overseeing the Financial Aid Office.

Maximum Time Allowed for Completion of Educational Objectives

If you receive financial aid, you will have a maximum of 90 attempted hours to complete your educational requirements of 90 credit hours.

Additional Information

Financial Aid will not be provided for:

- Courses taken by audit;
- Credit hours earned by placement tests;
- Non-credit coursework;
- Any course registered for the Fall 2001 term after September 1, 2001 and any course registered for the Spring 2002 term after January 19, 2002 (i.e., flex entry, fast track, mini term courses);
- Transfer students attending for summer only.

Grades of "W," "WX," "E" or "I" will be counted toward hours attempted but will not be treated as completed coursework.

For the purpose of financial aid eligibility only, a course resulting in a grade of "F" will be counted toward hours attempted but will not be considered a completed course. When calculating the financial aid cumulative grade point average (CGPA), the value of the "F" will be equal to "0." Thus, it will negatively affect the financial aid CGPA.

Developmental remedial coursework may receive funding up to a maximum of 27 *credit hours* according to federal regulations.

Many support services are available at each DCCCD college to help you achieve academic success. The services include counseling, testing, tutoring, health services, placement, the Career Development Center and the Learning Resource Center. Information on such services is available at *www.dcccd.edu* and at each college.

If you withdraw from *all* of your fall classes before October 30, 2001, or spring classes before March 31, 2002, you will be required to repay a portion of your federal grants.

Financial Aid & Distance Learning

Dallas TeleCollege makes DCCCD college courses available in a variety of distance learning formats. See Distance Learning elsewhere in this catalog. Creative financial aid options are available to students who choose distance education.

If you wish to receive federal aid for distance education classes, the classes must be associated with an Associate's Degree program. Other distance education classes are considered to be under the umbrella of continuing education; if you are eligible, state aid may be awarded for such classes.

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

A DALLAS TeleCollege Financial Aid Advisor is available to all DALLAS TeleCollege students at the Dallas TeleCollege homepage, http://telecollege.dcccd.edu. The site also contains a rich resource of web-based information regarding financial aid, including links to the online FAFSA (Free Application for Federal Student Aid) and other web-based resources. Contact the DALLAS TeleCollege Financial Aid Advisor if you are a student receiving financial aid and you are interested in DALLAS TeleCollege courses.

College Registration

Registration

How to Register

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

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

Follow these steps:

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

It's easy to register for DCCCD classes:

- **Apply for admission**
- **Find the courses you want in the class schedule**
- **Meet with your campus advisor**
- **Register for classes**

Assessment Procedures

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

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

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

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

If you did not have at least three college-level credit hours prior to Fall 1989, you must take the TASP (Texas Academic Skills Program) or an approved TASP 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 will be required, as mandated by state law, to enroll and participate in a developmental program continuously until all appropriate developmental courses are successfully completed or until each failed section is passed. See *Texas Academic Skills Program (TASP).*

Counseling & Advisement Services

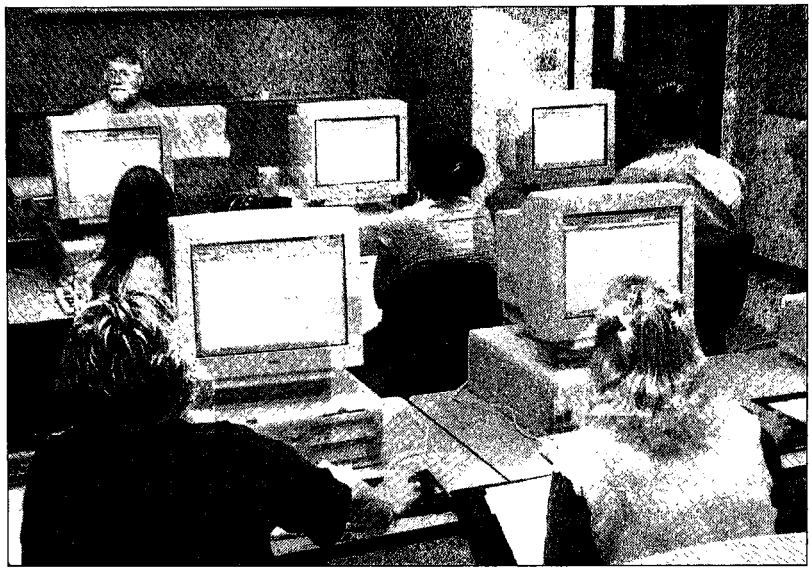
The College offers valuable resources in the Counseling/Advisement Center to help you plan each semester of study.

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

- Career counseling to explore possible vocational directions, occupational information and self appraisal of interest, personality and abilities.
- Academic advisement to develop and clarify educational plans and make appropriate course choices.
- Confidential counseling sessions to assist you in managing the academic environment and dealing with issues that may hinder success.
- Small group discussions led by counselors focusing on such areas as interpersonal relationships, test anxiety and assertiveness. Counselors will consider forming any type of group for which there is a demand.

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

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



You can also take advantage of several computer resources, such as DISCOVER, GIS and SIGI. These simple computer programs are designed to help you clarify goals, identify career and occupational interests and research information about senior institutions.

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

Flexible Entry Courses

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

Recommended Academic Load

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. You must receive permission from the appropriate college official to carry a heavier load. If you are employed and carrying a full load (12 credit hours or more), you should not work more than 20 hours per week. If you work more than 20 hours, you should reduce 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. A maximum number of hours can be taken during the summer. Contact your campus registrar for specific information.

Change of Schedule

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

Classification of Students

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

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

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

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

Learner Services

Student Programs and Resources

Recent research in higher education indicates that for many students involvement is an important contributor to academic success. That's why the DCCCD's Student Programs and Resources (SPAR) staff plans activities to encourage your involvement in campus life.

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

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

Depending on the college you attend, you may be 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*
- The selection process of new College administration.

Involvement Contributes To Your Success

Assessment/Testing Center

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

- Academic testing (instructor's 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 faculty member for psychometric testing.

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

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

The DCCCD provides career planning and job placement services free of charge to DCCCD students, alumni, former students and those in the process of enrolling. Although services may vary among DCCCD colleges, most Career Planning and Job Placement Centers provide opportunities for you to learn job search skills, such as how to establish employment contacts, complete an application, write a resume and cover letter, and interview for a job. In addition, some Career Planning and Job Placement Centers 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 each college, and all DCCCD colleges and the Bill J. Priest Institute for Economic Development participate in an Internet-based job listing service that contains full- and part-time opportunities in the Metroplex. All Career Planning and Job Placement Offices strictly adhere to EEO guidelines. Employers posting job openings with DCCCD Job Placement Services must be EEO employers. All services are free of charge to you.

Disability Services/Special Services Offices

The Disability Services/Special Services Offices offer a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Services are coordinated to fit 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 Offices, *preferably one month prior to registration.* Orientation and registration information will be provided.

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

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

Health Services & Insurance

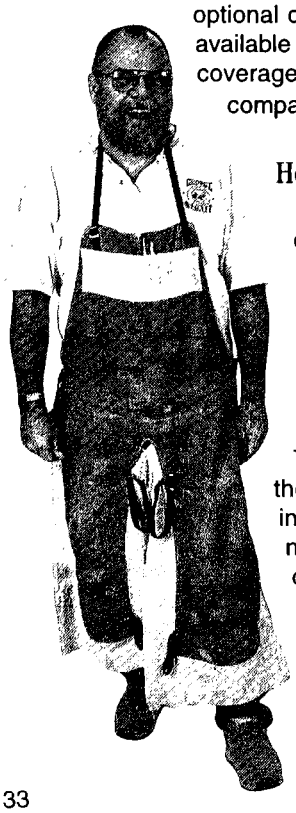
The Health Center is a multi-purpose facility that promotes health, wellness and preventive care for the college community. Registered nurses coordinate and provide the health services, which include:

- First aid for accident, injury or illness;
- Health information and brochures;
- Some over-the-counter (non-prescription) medicines such as Tylenol, aspirin and antacids;
- Referral information for community health services;
- Selected health education and screening programs;
- Confidential health counseling; 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 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 an outside vendor. This limited coverage policy is administered by an insurance company for a relatively inexpensive fee.



Housing

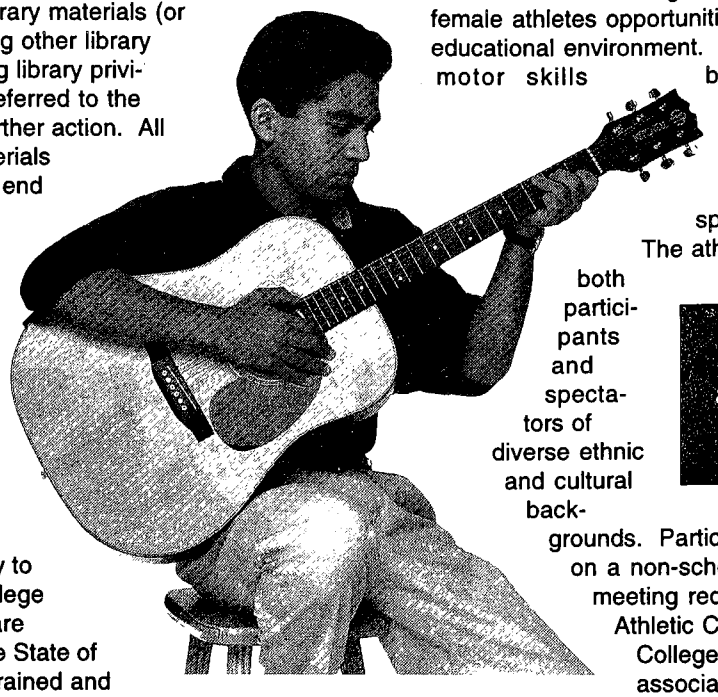
The College does not operate dormitories of any kind nor maintain listings of available housing for students. If you do not reside in the area, you must make your own arrangements for housing.

Library

The DCCCD libraries orient students to the information environment. They introduce you to the tools you need to navigate an increasingly complex world of information resources. Each library provides orientation classes to teach you how to access information that will benefit you as you pursue your academic goals.

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

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.



Police Departments at the College

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.

All DCCCD colleges comply 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

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

Athletics

Intercollegiate Athletics

The intercollegiate athletic program provides male and female 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. Most teams are associated with the N.J.C.A.A. Conference champions compete at regional and national tournaments. In the last several years, DCCCD colleges have been the national champions in basketball, taken second place in the national baseball and volleyball tournament, placed fourth in golf and have been regional champions and participated in the district tournament in both men's and women's soccer. For more information regarding eligibility, rules, standards and sports offered, contact the college's Physical Education Office.

A DCCCD college has a club or organization just right for you...

Intramural Sports

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

DCCCD Policies

Drug-Free Schools and Communities Act

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

Equal Educational And Employment Opportunity Policy

The DCCCD is committed to providing equal educational and employment opportunity regardless of sex, race, color, religion, age, national origin or disability. The DCCCD 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.

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. DCCCD college web sites or Physical Education Offices can provide this information.

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.

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."

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 DCCCD 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.)

Academic Information

Degree Requirements

The college confers the Associate in Arts Degree, Associate in Sciences Degree, the Associate in Sciences Degree with a major in Business, the Associate in Applied Sciences Degree, the Associate in College/University Transfer Degree, Associate in Arts Degree in Arts and certificates to students who have completed all requirements for graduation. You must earn at least 25% of the credit hours required for graduation through instruction (not credit-by-examination) by the college granting the degree. The degree must be awarded by a college that offers the program in which you majored. The registrar must approve correspondence work for graduation credit. If you qualify for a degree from more than one DCCCD college, you must indicate which college is to award the degree.

If you are seeking a certificate or associate degree, you must submit official transcripts of all previous work attempted before a certificate or degree will be awarded. If you fail to submit official transcripts from other institutions you have attended, you will not receive a degree or certificate. If you enroll in the DCCCD Fall 1989 or thereafter, you must successfully complete all sections of the TASP (Texas Academic Skills Program) before a degree can be awarded. See *TASP & Alternative Assessment.*

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

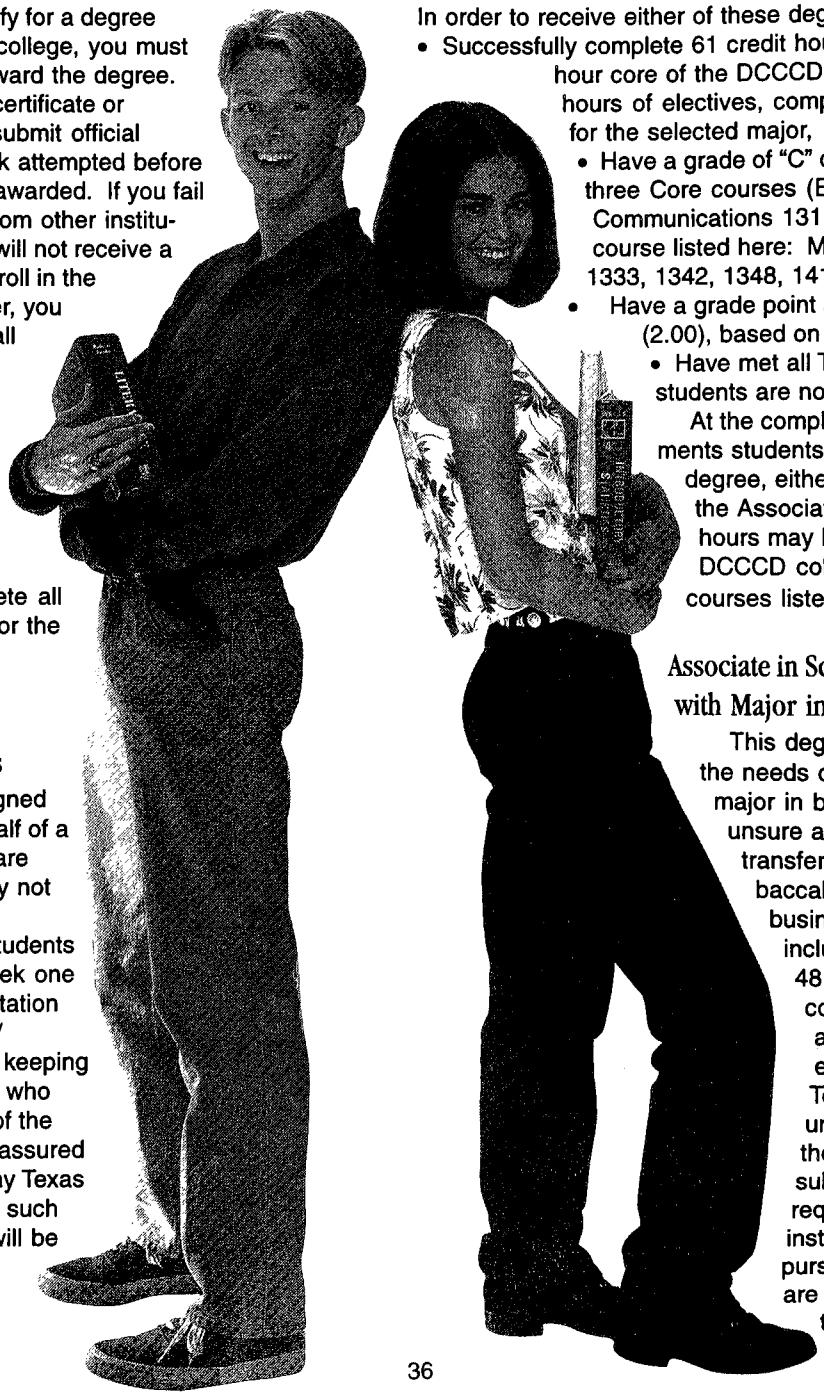
Associate in Arts and Associate in Sciences Degrees

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

In order to receive either of these degrees, students should:

- Successfully complete 61 credit hours including the 48 credit hour core of the DCCCD plus an additional 13 hours of electives, comprised of courses designed for the selected major,
- Have a grade of "C" or better in each of the three Core courses (English 1301, Speech Communications 1311 and one selected math course listed here: MATH 1314, 1324, 1332, 1333, 1342, 1348, 1414, 2412 or higher level.
- Have a grade point average of at least "C" (2.00), based on GPA (2) *and*
- Have met all TASP requirements (if students are not TASP exempt).

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 DCCCD college and must include courses listed on the degree outline.



Associate in Sciences Degree with Major in Business

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

This plan also includes courses designed for business majors. Students planning to transfer must consult the transfer institution's catalog to ensure selected courses in this area will both transfer and apply toward their degree at the receiving institution. Once students have decided on the specific transfer institution and a specific major within business, they are strongly encouraged to utilize the transfer degree for those hours beyond the DCCCD core.

In order to receive this degree, students should successfully complete 61 credit hours including the 48-hour core of the DCCCD, the required business courses and any elective courses to bring the total to 61 credit hours. These 61 hours may be completed at any DCCCD college.

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 DCCCD 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 DCCCD college and must include:

- History 1301 and 1302 (6 credit hours)
- Government 2301 and 2302 (6 credit hours)
- English 1301 (3 credit hours)
- A math course numbered 1000 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 DCCCD course prerequisites be waived. Students who qualify for an Associate in Arts or 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 DCCCD 48 credit hour core requirements. Other Texas public colleges and universities must accept the DCCCD core requirements in place of their own core requirements.

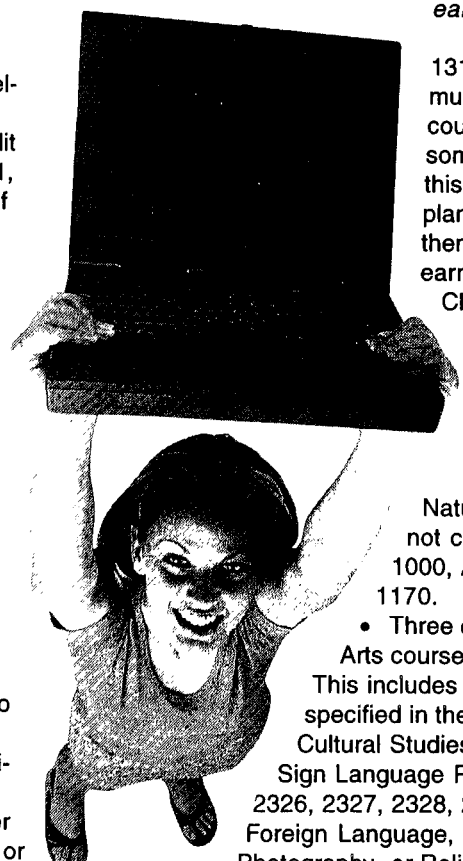
Receiving institutions have a right to determine if they will accept grades of "D" as meeting the core requirements. Students wishing to transfer are encouraged to make a grade of no less than "C" in any core course.

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 (whichever is required) (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. Exceptions that will not count are courses numbered below 1000, ARTS 1170, Music 9176 and Drama 1170.

- 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.

- 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.

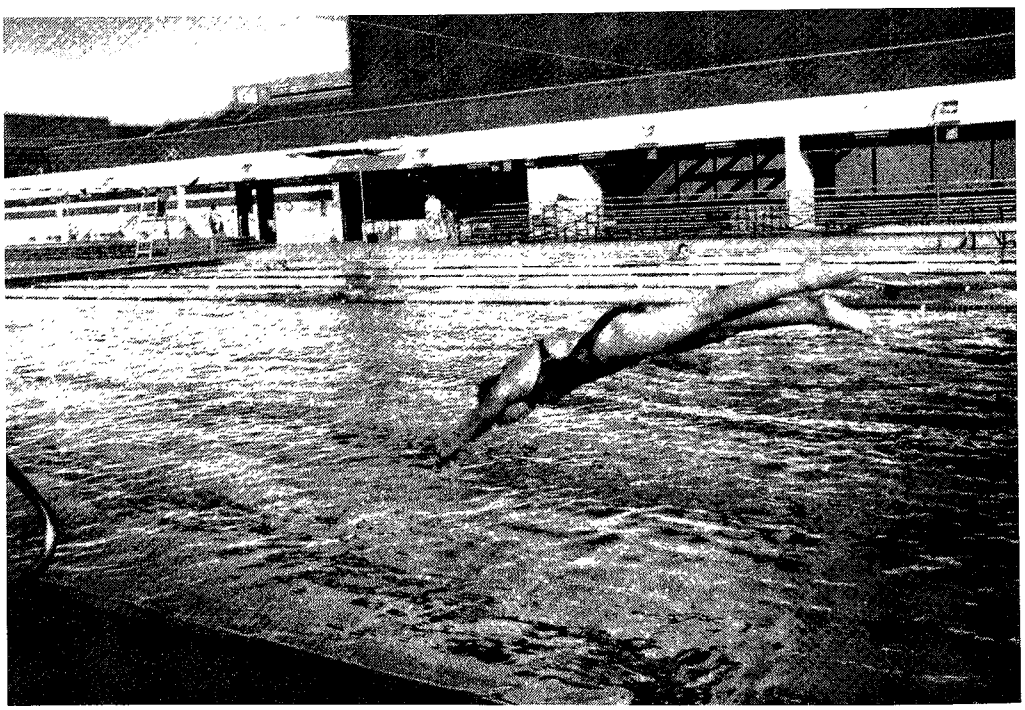
Students are highly encouraged to complete the DCCCD core curriculum of 48 credit hours.

Certificate Program Requirements

Certificate Programs are part of the DCCCD's 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 the *Career and Technical Programs* section of this catalog.



Transfer Students

Core Curriculum

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

If you take some of the DCCCD 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 own core requirements. You should work closely with a DCCCD advisor to ensure you are completing the courses needed for the core requirements. You have various options to demonstrate core curriculum competencies through credit-by-exam, CLEP, etc.

Receiving institutions have the right to determine if they will accept grades of "D" as meeting the core requirements. If you wish to transfer, you are encouraged to make a grade of no less than "C" in any core course. In addition, you should take care in selecting math and science courses as some universities have specific math and/or science courses that will apply to the choice of major fields of study.

There are a number of ways you may demonstrate you already possess the competencies taught in core courses. Among these are successfully completing an instructor-made exam or successfully completing the appropriate CLEP or DANTES exam. Contact the college's Testing Center for a current list of such tests.

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

COMMUNICATIONS – 9 credit hours

- 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 course)

- Math 1314, 1324, 1332, 1333, 1342, 1348, 1414, 2412 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 courses)

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

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

- History 1301, 1302
- Government 2301, 2302

Select one course from the following:

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

HUMANITIES/VISUAL AND PERFORMING ARTS 9 credit hours

Select one course 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

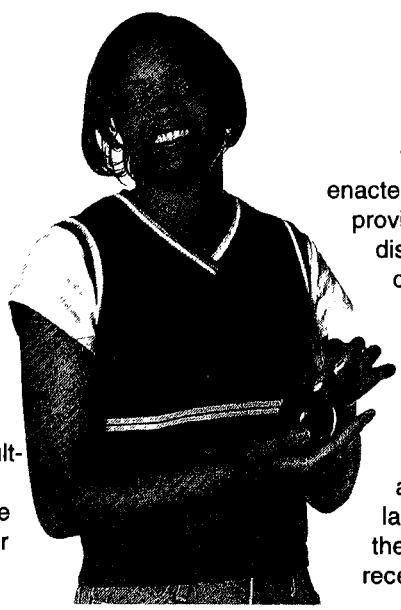
- Cultural Studies 2370
- History 2321, 2322, 2380, 2381
- Philosophy 1301, 2306, 2307, 2316, 2317
- Religion 1304

OTHER– 4 credit hours

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

Academic Transfer Programs

The DCCCD 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 your courses' transferability by being active and responsible in the advisement process. By consulting the four-year institution regularly and taking advantage of the resources available at each of the DCCCD colleges, you may ensure that the transfer process is a positive experience.



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

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

The receiving institution must then inform the student, the sending institution and the state commissioner of higher education of the resolution. If need be, the commissioner, or designate, may be called upon to resolve the dispute.

Guarantee for Transfer Credit
See the introductory "Live & Learn" section of this catalog for more information.

Earning an Associate Degree Prior to Transferring

During the time you attend college in the DCCCD, 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 require you to complete many of the core courses that will also be required by most senior institutions. The flexibility of these degree programs also allows you to complete many of the introductory courses specifically related to your major field of study. For those students seeking a four-year degree in business, the DCCCD offers the Associate in Sciences with a specialization in business. Additional information regarding this degree can be found in this catalog, from a counselor or advisor or online: *www.dcccd.edu.*

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

Guarantee for Transfer Credit

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

Transfer Dispute Resolution

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

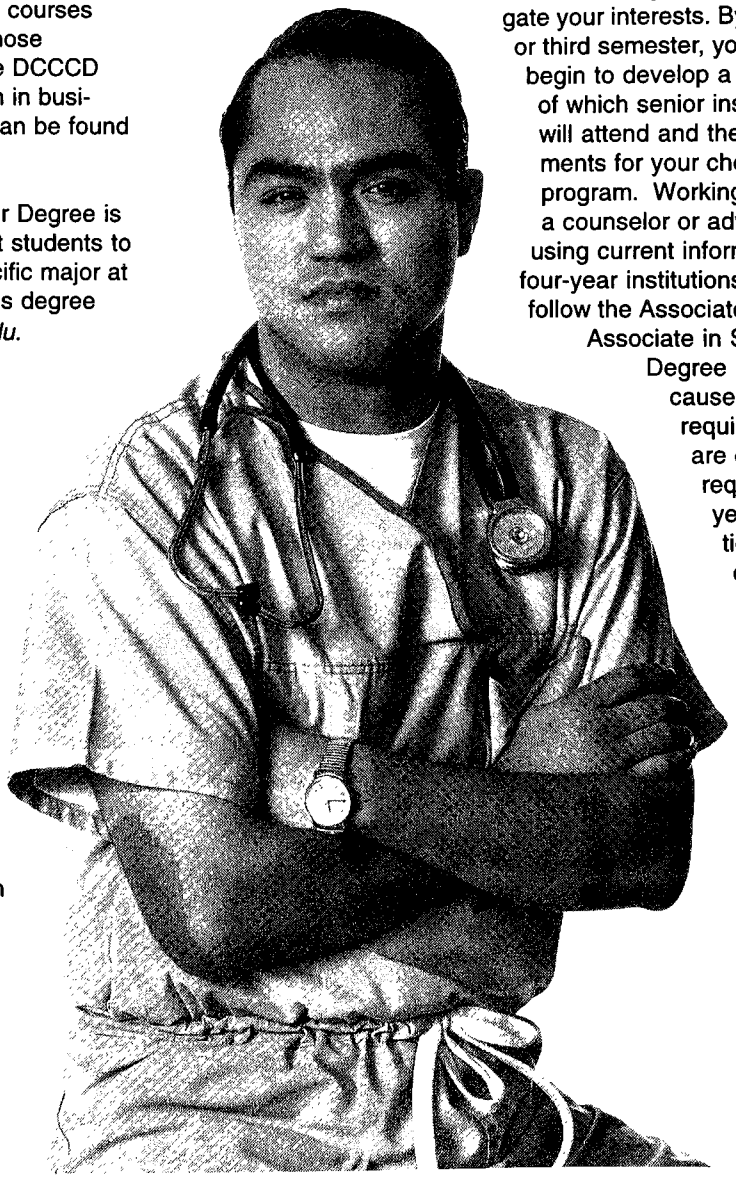
If you transfer to a DCCCD college, you can expect that approved academic courses earned at any Texas public institution will be accepted in transfer. To dispute a transfer decision made by the College, you should contact the District Office of Articulation and Transfer Services to appeal the denial 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. Forms are available through the District Office of Academic and Student Programs. The form must be completed within 15 days from the date you are notified of the non-transfer. If the College cannot identify an appropriate reason for the course not transferring, the form will be forwarded to the receiving institution and/or to the THECB for resolution.

Choosing a Major and Developing an Educational Plan

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

Several freshman-level core courses are available that will apply toward most majors. During the first semester, you should investigate your interests. By the second or third semester, you should begin to develop a clear sense of which senior institution you will attend and the requirements for your chosen degree program. Working closely with a counselor or advisor, and using current information from four-year institutions, you should follow the Associate in Arts/ Associate in Sciences Degree plan because many of the required courses are often required at four-year institutions. The counseling personnel at each of the DCCCD colleges 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 DCCCD:

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

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

College Resources for Transfer Students

Each of the DCCCD colleges offers many resources designed specifically for those students planning to transfer to a four-year institution. 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 senior institution. 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*, 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 DCCCD courses at Texas universities.

Transfer guides are for <u>your</u> benefit. See your campus advisor.

- Details on the DCCCD Transfer Guarantee Program and the Associate of College University Transfer Degree
- Educational Resources for Students and Counselors/ Advisors.

Transfer Guides

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

Accounting
Advertising Art
Aerospace Engineering
Agriculture
Architecture
Art
Biology
Business Administration
Chemical Engineering
Chemistry
Civil Engineering

Computer Science
Criminal Justice
Dental Hygiene
Economics
Electrical Engineering
English
Exercise and Sports Studies
Fashion Design
Fashion Merchandising
Finance

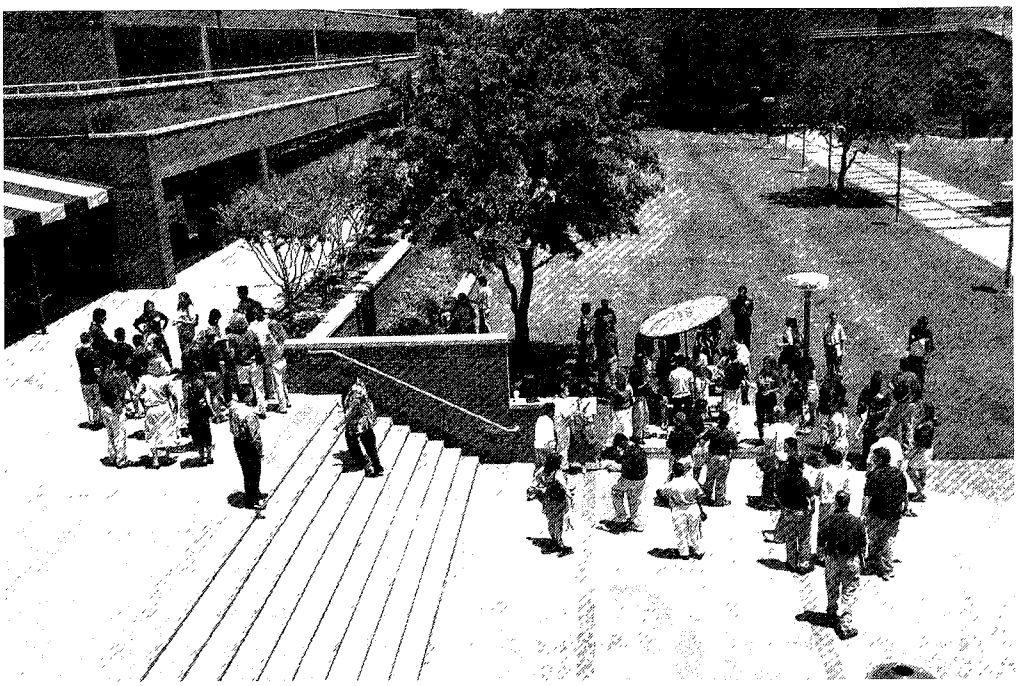
Foreign Languages
Geography
Geology
History Sociology
Hotel & Restaurant Management
Industrial Engineering
Interior Design
Kinesiology (Exercise and Sports Science)
Legal Science
Management
Marketing
Mathematics
Medical Technology
Music
Music Education
Nursing
Occupational Therapy
Pharmacy
Photojournalism
Physical Education
Physical Therapy
Physician Assistant
Physics
Political Science
Pre-Law
Pre-Medicine
Pre-Veterinary Medicine
Psychology
Radio/TV/Film
Social Work

Speech
Speech Pathology/ Audiology
Teacher Preparation
Theatre
Undecided

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

Course-by-Course Equivalency Guides

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



Common Course Numbering System

To help meet your transfer needs, the DCCCD has joined 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 DCCCD. 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

If you plan to transfer to a four-year college or university, you have a choice to make regarding your requirements for graduation. You may choose the catalog year under which you wish to graduate. This choice is subject to restrictions that are outlined in the four-year school's catalog. You should consult with your advisor or the catalog of your choice to learn about any such limitations.

If you plan to transfer, you should keep a copy of the DCCCD catalog, the four-year institution's catalog and the transfer guide valid at the time you enrolled in the DCCCD and at the time you selected a major. You should also keep syllabi for each of your DCCCD courses.

Other Things to Consider

During the time you are enrolled in the DCCCD, 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 when 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 responsibilty includes knowing course requirements, number of credit hours accepted and grade point average requirements.

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

Other Educational Programs

American English and Culture Institute

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

Career & 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. We establish these programs 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 DCCCD offers external learning experiences programs. These are competency-based learning experiences provided at a work site that enhance lecture and laboratory instruction. See *External Learning Experiences for Career and Technical Programs* in this catalog for more information.

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

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

Certificate Programs

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

You must pay an examination fee for each course examination. This fee must be paid prior to taking the examination and is not refundable. Final acceptance of credit by examination for specific degree purposes is determined by the degree-granting institution. 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 a DCCCD 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 national exam are granted "CR" for credit rather than a grade.

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

CLEP Subject Exams (CLEP General Exams are NOT approved)

TEST	DCCCD COURSES
Intro. Accounting	ACCT 2301, 2302
Principles of Accounting	ACCT 2301, 2302
Intro. Management	BMGT 1370
Principles of Management	BMGT 1370
General Biology	BIOL 1406, 1407
Intro. Business Law	BUSI 2301
General Chemistry	CHEM 1411, 1412
Intro. Macroeconomics	ECON 2301
Intro. Microeconomics	ECON 2302
Principles/Macroeconomics	ECON 2301
Principles/Microeconomics	ECON 2302
English Literature	ENGL 2322, 2323
American Literature	ENGL 2327, 2328
College French 1-2	FREN 1411, 1412
College Level French Language	FREN 1411, 1412
College German 1-2	GERM 1411, 1412
College Level German Language	GERM 1411, 1412
College Level German Language	GERM 1411, 1412 and 2311, 2312
American Government	GOVT 2302
American History 1	HIST 1301
History of U.S. I	HIST 1301
History of U.S. II	HIST 1302
Western Civilization 1	HIST 2311
Western Civilization 2	HIST 2312
Principles of Marketing	MRKG 1311
College Algebra (1979)	MATH 1314
College Algebra (1993)	MATH 1314
Trigonometry	MATH 1316
Calculus w/Elementary Functions	MATH 2513
Calculus w/ Elementary Functions (1995)	MATH 2513
Intro. Psychology	PSYC 2301
Human Growth & Development	PSYC 2314
Intro. Sociology	SOCI 1301
College Spanish 1, 2	SPAN 1411, 1412
College Spanish 1, 2 , 3, & 4	SPAN 1411, 1412, 2311, 2312
College Level Spanish Language	SPAN 1411, 1412,
College Level Spanish Language	SPAN 1411, 1412 and 2311, 2312

DANTES (Additional DANTES tests may be approved)

TEST	DCCCD COURSES
Principles of Financial Accounting	ACCT 2301
Introduction to Business	BUSI 1301
Introduction to Computers w/ Programming in BASIC	CISC 1373
Lifespan Developmental Psychology	PSYC 2314

Advanced Placement Examination

TEST	DCCCD COURSES
Biology	BIOL 1406, 1407
Chemistry	CHEM 1411, 1412
Computer Science AB	COSC 1315 and COSC 2318, or COSC 1315
English Language/Composition	ENGL 1301, 1302
Math-Calculus AB	MATH 2412
Math-Calculus BC	MATH 2513
Physics B	PHYS 1401, 1402

If you take these tests, you should check with the Registrar's Office to ensure these tests will be accepted in lieu of coursework. You should do this *prior* to taking the test as the previous list may change. You may challenge courses not on this list by taking an instructor-made examination. If you are interested in this method, contact the appropriate academic division office.

Continuing Education Programs

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

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

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

Continuing Education Units

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

Credit for Experiential Learning

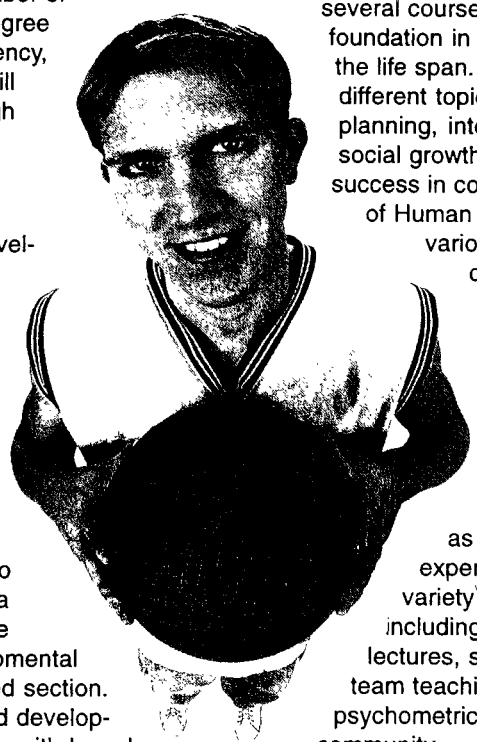
Because individuals learn in a variety of ways and through a multitude of experiences, the college has established a means by which you may earn credit for college-equivalent education acquired through earlier education, work or other life experiences. Such credit is only applicable to an Associate in Applied Sciences Degree or certificate. You must document your prior learning in a portfolio. If you are currently enrolled in the DCCCD, you may petition for credit by developing a portfolio that describes and documents pertinent learning comparable to that available in a specified college course. A faculty member in the appropriate program area will evaluate the portfolio and determine commensurate credit. In order to petition for experiential learning you must:

- Be currently enrolled in the college assessing the learning experiences;
- Have completed at least 12 semester hours of course work within the DCCCD, six of which must be in your major, technical or workforce development area before credit is awarded; and
- Enroll in Human Development 0110 to learn the necessary skills to develop the portfolio.

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

Developmental Education

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



Evening & Weekend College

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

Evening and weekend courses offer high-quality instruction and excellent facilities. Student services, including advisement, health, library, bookstore, food services, financial aid, and recreation may be available. Instructors are selected from the 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 director of Admissions.

External Learning Experiences for Career and Technical Programs

An external learning experience for Career and Technical Programs is a competency-based learning experience, paid or unpaid, that enhances lecture and laboratory instruction and is provided at a work site appropriate to the program. An external learning experience allows you to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. Four types of external learning experiences are available: co-ops, practica, internships and clinicals. Clinical experiences must take place in a health care setting and you must not be paid for the learning experience.

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

Human Development Courses

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

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

International Studies/Study Abroad Opportunities

An important part of the DCCCD's commitment to enhancing student appreciation and understanding of diverse cultures is its international studies and study abroad programs. These programs are available in a variety of countries during fall and spring semesters and in the summer. Semester-length programs are currently available in England, France, Mexico, 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. DCCCD 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 at 214-860-2410 or contact the study abroad advisor at any of the DCCCD colleges. There are also other non-semester length courses offered during the year. Please check with the campus vice president for additional information on these courses.

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

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 charges plus related fees. 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, Trinity Valley, Tulsa, Tyler, and Weatherford.

Non-Credit Student (Audit)

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

Reserve Officers Training Corps

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

Tech Prep

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

Tech Prep is a college program that prepares students for technical careers.

Each program prepares you for direct entry into the workplace as a technically skilled employee and also provides you with opportunities to earn an advanced skills certificate or to further your studies at area universities.

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

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

After high school graduation:

- Enroll in the Tech Prep program at one of the DCCCD colleges. When you identify yourself as a Tech Prep student, a counselor will help you determine the next level course you will need to complete with a grade of "C" or better.
- Petition to articulate high school Tech Prep course work credit into the program degree plan and complete the college course work.

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

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). Community colleges use WECM to respond rapidly to the needs of business and industry. Instead of each institution creating courses and programs from scratch, the WECM offers a means for colleges to continually design and update high-quality workforce courses by collaborating with business and industry and community college faculty throughout Texas.

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

Student Obligations

Attending Classes

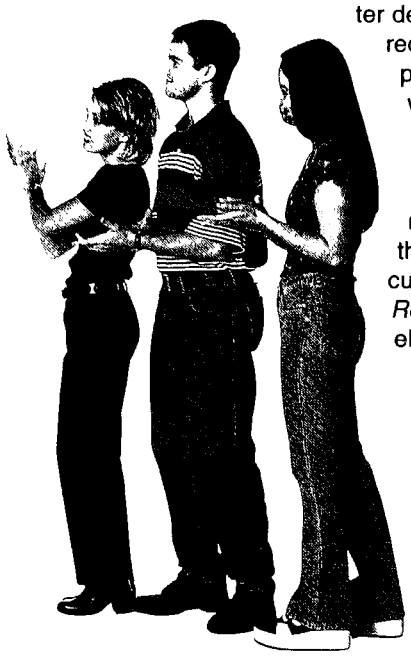
You are expected to attend regularly all classes in which you enroll. You have the responsibility to attend class and to consult with the instructor when an absence occurs.

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

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 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 mail by writing to the registrar. A drop/withdrawal request by mail must be received in the Registrar's Office by the semester deadline. No drop or withdrawal requests are accepted by telephone. 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
I	Incomplete	Not computed
WX	Progress;	Not computed; re-enrollment required
W	Withdrawn	Not computed
CR	Credit	Not computed

*Used only with developmental studies courses.

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, a student who takes a three-hour course and earns an "A" accumulates 12 grade points for that course. 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, a student who takes the following courses and earns the following grades has a grade point average of 2.93:

Credit Hours	Grade	Grade Points
2-hour course	A	8
3-hour course	B	9
4-hour course	B	12
3-hour course	C	6
Total Credit Hours:		Total Grade Points:
12		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 DCCCD courses 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 in the DCCCD. When you withdraw from a course being repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course.

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

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

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 division dean and submitted with the final grade report. When an Incomplete Contract must be submitted without your signature, the instructor must include a statement indicating that 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.

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

Grade Reports/Notification of Grades

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

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

DCCCD Transcript of Credit

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

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

Transfer credits from other institutions are not recorded on DCCCD 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 a DCCCD college, you should contact the Registrar's Office to request a transcript evaluation.

Probation, Suspension & Dismissal

Scholastic Probation

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

Scholastic Suspension

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

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

Academic Dismissal

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

Indefinite Academic Dismissal

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

It is your responsibility to understand and comply with the 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 a DCCCD college. You may have the option to select a more recent catalog year in which you were enrolled, provided the degree requirements are met within five (5) years of the catalog selected and the requisite courses are still offered.

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

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

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

Associate Degree Plans

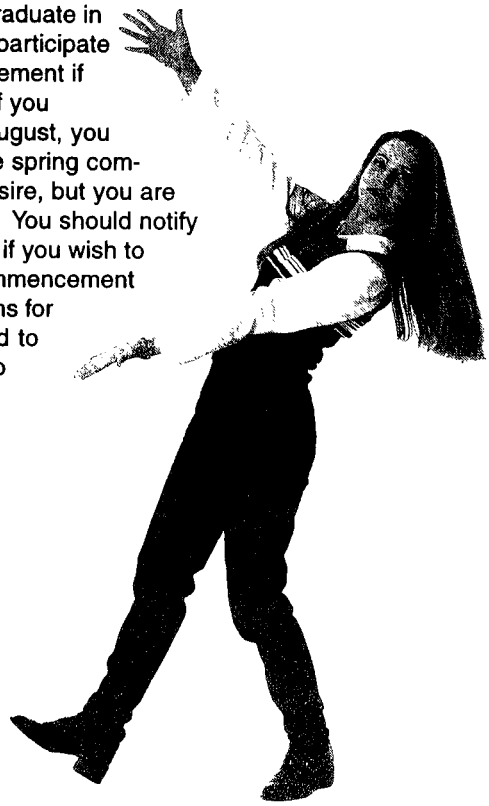
If you are seeking an associate degree, you should request a degree plan from the Registrar's Office no later than at the end of your freshman year and preferably sooner. Official transcripts of all previous college work must be on file at the time you request a degree plan. The application for the granting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

Certificate Plans

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

Graduation Ceremony

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



Waiving of Scholastic Deficiency for Graduation Purposes

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

Academic Recognition & College Honors

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

Phi Theta Kappa

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

Who's Who Among Students in American Community Colleges

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

ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCES DEGREES

In order to be eligible to receive an Associate in Arts/Associate in Sciences Degree, a student must:

1. Complete a minimum of 61 credit hours as shown below;
2. Earn a grade of at least a "C" in English 1301, Speech 1311, and the selected college math 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.

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

	CREDIT HOURS TO BE COMPLETED
COMMUNICATION	9
Select each of the following:	
English 1301	
(A grade of "C" or better must be earned)	
English 1302	
Speech 1311	
(A grade of "C" or better must be earned)	
MATHEMATICS	3
(A grade of "C" or better must be earned)	
Select one course:	
Math 1314	
Math 1324	
Math 1332	
Math 1333	
Math 2342	
Math 1348	
Math 1414	
Math 2412	
Or higher level	
LAB SCIENCES	8
Select two courses:	
Biology 1406, 1407, 1408, 1409;	
Chemistry 1405, 1407, 1411, 1412;	
Geology 1401, 1403, 1404, 1445;	
Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426	
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
History 1301, 1302	
Government 2301, 2302	
Select one course from the following:	
Anthropology 2346, 2351;	
Economics 1303, 2301, 2302, 2311;	
Psychology 2301, 2314, 2316;	
Sociology 1301, 1306, 2319	
HUMANITIES/VISUAL AND PERFORMING ARTS	9
Select one course from each of the three groupings:	
I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309	
II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333	
III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	
INSTITUTIONAL OPTIONS	4
Physical Education 1164	
Computer Science 1300 or higher level COSC course	
ELECTIVE CREDITS	13
These courses may be selected from those designed for a major field of study.	
TOTAL CREDIT HOURS	61

ASSOCIATE IN SCIENCES DEGREE IN BUSINESS

This degree plan is designed to meet the needs of students who plan to major in business but are unsure of where they wish to transfer. This is a general plan and may/may not satisfy the requirements of a specific transfer university. Students should work closely with an advisor.

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

1. Complete a minimum of 61 credit hours including the courses listed below;
2. Earn a grade of "C" or better in English 1301, Speech 1311, and Math 1324;
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 must be earned)	
English 1302	
Speech 1311 (A grade of "C" or better must be earned)	
MATHEMATICS	3
Math 1324 (A grade of "C" or better must be earned)	
LAB SCIENCES	8
Select two courses:	
Biology 1406, 1407, 1408, 1409;	
Chemistry 1405, 1407, 1411, 1412;	
Geology 1401, 1403, 1404, 1445;	
Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426	
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
Take all courses below:	
History 1301, 1302	
Government 2301, 2302	
Economics 2301	
HUMANITIES/VISUAL AND PERFORMING ARTS	9
Select one course from each of the three groupings:	
I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309	
II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333	
III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	
INSTITUTIONAL OPTIONS	4
Take both courses below:	
Physical Education 1164	
Computer Science 1300 or higher level COSC course	
REQUIRED BUSINESS COURSES	12
Must take all courses below:	
Accounting 2301 or 2401 AND 2302 or 2402	
Economics 2302	
Math 1325	
ELECTIVE CREDIT	1
TOTAL CREDIT HOURS	61

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

ASSOCIATE IN ARTS DEGREE IN ART

This degree plan is designed to meet the needs of students who plan to major or minor in ART. Students planning to continue their ART study as a transfer student should check on specific requirements at the transfer institution. This is a general plan and may/may not satisfy the requirements of a specific transfer university. Students should work closely with an advisor.

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

1. Complete a minimum of 61 credit hours including all the required courses in the core and the courses listed under Photographic/Imaging;
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 must be earned)	
English 1302	
Speech 1311	
(A grade of "C" or better must be earned)	
MATHEMATICS	3
(A grade of "C" or better must be earned)	
Select one course:	
Math 1314; Math 1324; Math 1332; Math 1333; Math 1342; Math 1348 Math 1414; Math 2412; Or higher level	
LAB SCIENCES	8
Select two courses:	
Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426	
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
History 1301, 1302	
Government 2301, 2302	
Select one course from the following:	
Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319	

	CREDIT HOURS TO BE COMPLETED
HUMANITIES/VISUAL AND PERFORMING ARTS	9
Select one course from each of the three groupings:	
I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309	
II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333	
III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317: Religion 1304	
INSTITUTIONAL OPTIONS	4
Physical Education 1164 and	
Computer Science 1300 or higher level COSC course	
ART	13

Degree is awarded at 61 hours although students are encouraged to take at least 5 arts classes. Additional art classes also may be taken for the purpose of developing skills and ideas and a strong portfolio of work.

Select three courses from the following:

ARTS 1316
ARTS 1317
ARTS 1311
ARTS 1312

Select two courses from the following:

ARTS 2316, ARTS 2326, ARTS 2346, ARTS 2313, ARTS 2341, ARTS 2333, ARTS 2356, ARTS 1303 or 1304, ARTS 2323 and 2324, or ARTS 1316, ARTS 1317, ARTS 1311, 1312

TOTAL CREDIT HOURS	61

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

ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCES DEGREES THROUGH DISTANCE LEARNING COURSES

In order to be eligible to receive an Associate in Arts/Associate in Sciences Degree, a student must:

1. Complete a minimum of 61 credit hours as shown below;
2. Earn a grade of at least a "C" in English 1301, Speech 1311, and the selected college math 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.

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

- Students who plan to transfer to a four-year institution should consult an advisor of that institution to ensure that selected courses will both transfer and apply toward the intended major.
- Veterans and Financial Aid recipients should consult an advisor *before* enrolling in distance learning.
- Students completing the requirements may select to receive the Associate in Arts or Associate in Sciences degree title

DCCCD Distance Learning Course Options - Associate in Arts/Associate in Sciences

This chart shows how one can earn the A.A. or A.S. degree in its entirety with distance learning courses. However, one can also earn a degree with a combination of distance learning courses and on-campus courses. Talk to an advisor about the best options.

	CREDIT HOURS TO BE COMPLETED
COMMUNICATION	9
English 1301 (A grade of "C" or better must be earned)	
English 1302	
Speech 1311 (A grade of "C" or better must be earned)	
MATHEMATICS	3
Math 1314 (A grade of "C" or better must be earned)	
LAB SCIENCES	8
Select two courses:	
Biology 1408	
Biology 1409	
Physics (Astronomy) 1411	
Physics (Astromony) 1412	
SOCIAL/BEHAVIORAL SCIENCES	12
History 1301, 1302	
Government 2301, 2302	
Select one course from the following:	
Anthropology 2351	
Economics 2301, 2302	
Psychology 2301, 2314	
Sociology 1301	

	CREDIT HOURS TO BE COMPLETED
HUMANITIES/VISUAL & PERFORMING ARTS	9
Select one course from each of the following groupings:	
I Humanities 1301	
Music 1306	
II English 2327	
English 2328	
III Philosophy 1301	
INSTITUTIONAL OPTIONS	4
Physical Education 1164	
Computer Science 1401 or higher level COSC course	
ELECTIVE CREDITS	13
These courses may be selected from those designed for a major field of study.	
TOTAL CREDIT HOURS	61

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

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2001-2002 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 Nursing Int. Enhanced Skills Cert.				●			
LVN Option AAS				●			
Auto Body Technology AAS			●				
Auto Body Metal Technician Certificate			●				
Auto Body Painter Certificate			●				
Auto Body Shop Management Certificate			●				
Auto Body Technology Certificate			●				
Automotive Technology	●	●	●				
Dealership-Sponsored Technician AAS	●						
Industrial Equipment AAS			●				
Service Technician AAS	●	●	●				
Chassis Service Technician Certificate	●	●	●				
Electronics and Climate Control 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					●		
Business Administration AAS	●	●	●	●	●	●	●
Business Trainee I Skills Achievement Award	●						
Business Trainee II Skills Achievement Award	●						
Business Trainee III Skills Achievement Award	●						

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Child Development Associate	●		●				
Administrator Enhanced Skills Certificate	●		●				
Infant and Toddler Specialist Enhanced Skills Cert.	●		●				
Special Child Caregiver Enhanced Skills Cert.	●		●				
Administrative Certificate	●		●				
Early Childhood Training Certificate	●		●				
Infant-Toddler Certificate	●		●				
School-Age Caregiver Certificate	●		●				
Commercial Music		●					
Arranger/Composer/Copyist AAS		●					
Music Retailing AAS		●					
Music Retailing Certificate		●					
Performing Musician AAS		●					
Recording Technology AAS		●					
Recording Technology Accelerated Certificate		●					
Recording Technology Balanced 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 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	●	●			●	●	
NT/WIN2000 Networking Certificate			●				●
Personal Computer Support AAS	●	●	●	●	●	●	●
Personal Computer Specialist Certificate	●	●	●	●	●	●	●
Personal Computer Technician Certificate	●	●	●	●	●	●	●
Personal Computer User Certificate	●	●	●	●	●	●	●
Personal Computer Technology Skills Ach. Award	●						

continued on next page

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2001-2002 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
Software Programmer/Developer AAS	●	●	●	●	●	●	●
Software Programmer/Developer Assistant Cert.	●	●	●	●	●	●	●
Unix AAS	●					●	●
Unix Administrator Certificate	●					●	●
Unix Skills Achievement Award	●						
Visual Basic Programming Skills Ach. Award	●						
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			●				

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Electronics Technology AAS					●	●	
Avionics Enhanced Skills Certificate					●		
Automated Manufacturing Enhanced Skills Cert.					●	●	
Computer Maintenance Enhanced Skills Cert.					●	●	
Avionics Technology Certificate					●		
Semiconductor Manufacturing Technology AAS					●	●	
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							●
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 Enhanced Skills Certificate				●			
International Business & Trade AAS				●			●
Import/Export Certificate				●			●
International Business & Trade Certificate				●			●
International Business & Trade Skills Ach. Award				●			●
Internet Pub. & E-Commerce Tech. Cert.				●			
Internet Pub. & E-Commerce Tech. Adv. Cert.				●			
Interpreter Training Program AAS			●				
Deaf Studies Certificate			●				

continued on next page

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2001-2002 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
Invasive Cardiovascular Technology AAS				●			
Invasive Cardiovascular Technology Certificate				●			
Management AAS	●	●	●	●	●	●	●
Management Certificate	●	●	●	●	●	●	●
Marketing Careers	●	●					
Business Marketing AAS	●	●					
Department Manager Enhanced Skills Cert.	●	●					
Call Center Specialist Skill 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							●

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Florist Certificate							●
Landscape Gardener Certificate							●
Paralegal AAS				●			
Paramedic Certificate				●			
Patient Care Technician Certificate		●					
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						●	
Multimedia Specialist Certificate						●	
Visual Communications AAS	●						
Visual Communications Enhanced Skills Cert.	●						
Visual Communications Certificate	●						
Vocational Nursing Certificate				●			
Welding Technology AAS					●		

ACCOUNTING

Offered at all seven campuses

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

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, 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	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 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, 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, 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.

AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL

Cedar Valley, Eastfield, and North Lake only

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

Degree Plan Code: AAS.HVAC.RESIDENT

This program is designed to train students to meet employment requirements in the field of residential air conditioning. This will include the installation, repair and maintenance of residential air conditioning equipment. Included in this program is the study of residential air conditioners, heat pumps, gas and electric furnaces, humidifiers, and the design of residential air conditioning systems. Throughout the entire program an emphasis is placed on current techniques used by service technicians.

		CREDIT HOURS
SEMESTER I		
HART 1401	Electricity Principles	4
HART 1403A/C	Control Principles	4
HART 1407	Refrigeration Principles	4
ENGL 1301	Composition I	3
		15
SEMESTER II		
HART 1441	Residential Air Conditioning	4
HART 1445	Gas and Electric Heating	4
HART 1449	Heat Pumps	4
+Elective	Math Elective	3
		15
SEMESTER III		
HART 2436	Troubleshooting **OR**	4
HART 1380	Cooperative Education - Heating, Air Conditioning and Refrigeration Technologies/Technician **OR**	
HART 1368	Practicum (or field experience)- Heating, Air Conditioning and Refrigeration Technologies/Technician	(3)
HART 2438	Air Conditioning Installation/Service	4
HART 2445	Air Conditioning Systems Design	4
++Elective	Science Elective	4
		15-16
SEMESTER IV		
PSYC 2302	Applied Psychology	3
SPCH 1311	Introduction to Speech Communication	3
+++Elective	Humanities/Fine Arts	3
++++Elective		3
++++Elective		3
		15
Minimum Hours Required		60-61

+Elective – 3 credit hours:

MATH course (1300 level or above)

++Elective – 4 credit hours:

Astronomy (Must be PHYS 1311 plus PHYS 1111 **OR** PHYS 1411 **OR** PHYS 1312 plus PHYS 1112 **OR** PHYS 1412), Biology, Chemistry, Geology, Physics, Physical Science.

+++Elective – Humanities/Fine Arts--3 credit hours:

ARTS	1301	Art Appreciation	3
DANC	2303	Dance 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

Foreign Language or American Sign Language
Literature (Select from English 2321, 2322, 2323, 2326, 2331, 2332, 2333, 2327, or 2328)

++++Elective: Any credit course offered in the DCCCD will count toward graduation with the EXCEPTION of the following courses:

Courses numbered 0099 and below, College Learning Skills 0100, Developmental Communications 0120, Human Development 0100. Human Development 0110.

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.

(continued on next page)

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Associate in Applied Sciences Degree in Air Conditioning Refrigeration-Residential and provides the student advanced skills required by the industry to specialize in Profit Center Management.

PROFIT CENTER MANAGER

Eastfield, and North Lake only

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

Degree Plan Code: ES.HVAC.P/C.MANAGER

		CREDIT HOURS
SEMESTER I		
HART 2436	Troubleshooting **OR**	4
HART 1380	Cooperative Education – Heating, Air Conditioning and Refrigeration Technologies/Technician **OR**	
HART 2380	Cooperative Education - Heating, Air Conditioning and Refrigeration Technologies/Technician **OR**	
HART 1368	Practicum (or field experience)-Heating, Air Conditioning and Refrigeration Technologies/Technician **OR**	
HART 2368	Practicum (or field experience)-Heating, Air Conditioning and Refrigeration Technologies/Technician	(3)
ACNT 1303	Introduction to Accounting I	3
BUSI 1301	Introduction to Business	3
ITSC 1401	Introduction to Computers	4
		13-14

Minimum Required Hours..... 13-14

This is a Tech Prep program. Students interested in pursuing the Tech Prep Enhanced Skills Certificate need to consult with their advisor.

AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL TECHNICIAN I

Cedar Valley, Eastfield and North Lake only

(Certificate)

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

Degree Plan Code: C1.HVAC.RES.TECH.1

		CREDIT HOURS
SEMESTER I		
HART 1401	Electricity Principles	4
HART 1403A/C	Control Principles	4
HART 1407	Refrigeration Principles	4
		12
SEMESTER II		
HART 1441	Residential Air Conditioning	4
HART 1445	Gas and Electric Heating	4
HART 1449	Heat Pumps **OR**	4
HART 1380	Cooperative Education - Heating, Air Conditioning and Refrigeration Technologies/Technician **OR**	
HART 1368	Practicum (or field experience)-Heating, Air Conditioning and Refrigeration Technologies/Technician	(3)
		11-12

Minimum Hours Required..... 23-24

AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL TECHNICIAN III

Cedar Valley, Eastfield and North Lake only

(Certificate)

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

Degree Plan Code: CERT.HVAC.TECH.III

		CREDIT HOURS
SEMESTER I		
HART 1401	Electricity Principles	4
HART 1403A/C	Control Principles	4
HART 1407	Refrigeration Principles	4
Select two from the following:		6
ENGL 1301	Composition I	(3)
SPCH 1311	Introduction to Speech Communication	(3)
+Elective	Math Elective	(3)
		18
SEMESTER II		
HART 1441	Residential Air Conditioning	4
HART 1445	Gas and Electric Heating	4
HART 1449	Heat Pumps **OR**	4
HART 1380	Cooperative Education – Heating, Air Conditioning and Refrigeration Technologies/Technician **OR**	(3)
HART 1368	Practicum (or field experience)-Heating, Air Conditioning and Refrigeration Technologies/Technician	(3)
++Elective		3
		14-15
SEMESTER III		
HART 2436	Troubleshooting **OR**	4
HART 1380	Cooperative Education – Heating, Air Conditioning and Refrigeration Technologies/Technician	
HART 2380	Cooperative Education – Heating, Air Conditioning and Refrigeration Technologies/Technician **OR**	
HART 1368	Practicum (or field experience)-Heating, Air Conditioning and Refrigeration Technologies/Technician **OR**	
HART 2368	Practicum (or field experience)-Heating, Air Conditioning and Refrigeration Technologies/Technician	(3)
HART 2438	Air Conditioning Installation/Service	4
HART 2445	Air Conditioning Systems Design	4
		11-12
Minimum Hours Required		43-45

+Elective 3 credit hours chosen from MATH (1300 level or above courses)

++Elective- Any credit course offered in the DCCCD will count toward graduation with the EXCEPTION of the following courses:
(Courses numbered 0099 and below, ART 1170, College Learning Skills 0100, Developmental Communications 0120, Human Development 0100. Human Development 0110, Library Science 1370, Music 9175, Drama 1121.)

BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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 I	3
MATH	2342	Introductory Statistics	3

**Students may substitute ACNT 1303 and ACNT 1304. Only three hours may be applied to the required number of hours for granting the degree.

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

COMPUTER INFORMATION TECHNOLOGY -- 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.

		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.

		CREDIT HOURS
SEMESTER I		
ITNW 1321	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)

Degree Plan Code: AAS.CIT.PC.SUPPORT

This associate degree program trains the student to troubleshoot software and hardware problems, implementing corrections where possible; to evaluate new software and hardware; to install hardware and software, including equipment assembly and diagnostics; and to assist in the development and presentation of training courses for users. The graduate will be qualified to provide support for personal computer users in a corporate environment.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers	4
ITSC 2435	Application Problem Solving	4
ITSC 1405	Introduction to PC Operating Systems	4
ENGL 1301	Composition I	3
		15
SEMESTER II		
ITNW 1321	Introduction to Networking	3
ITSW 1401	Introduction to Word Processing **OR**	4
ITSW 2431	Advanced Word Processing	(4)
ITSW 1404	Introduction to Spreadsheets **OR**	4
ITSW 2434	Advanced Spreadsheets	(4)
MATH 2342	Introductory Statistics **OR**	3
MATH 1314	College Algebra **OR**	(3)
MATH 1414	College Algebra	(4)
SPCH 1311	Introduction to Speech Communication	3
		17-18
SEMESTER III		
ITSW 1407	Introduction to Database **OR**	4
ITSW 2437	Advanced Database	(4)
ITSC 1425	Personal Computer Hardware	4
ITSW 1410	Presentation Media Software **OR**	4
ITSC 1421	PC Operating Systems - Windows	(4)
+Elective	Social/Behavioral Science	3
		15
SEMESTER IV		
ITSC 1413	Internet/Web Page Development	4
ITSC 2439	Personal Computer Help Desk	4
ITSC 13XX	Cooperative Education **OR**	3
Elective	Any ITXX Course	(3-4)
++Elective	Humanities/Fine Arts	3
		14-15
Minimum Hours Required		61-63

+Social/Behavorial Science elective must be selected from the DCCCD approved course list.

++Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

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

COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.CIT.SPD.ASSIST

This certificate option is designed to provide skills and knowledge in a primary programming language of choice, an operating system from the same platform, and database concepts. Graduates will be qualified to work as an assistant in a programming environment with data and coding.

		CREDIT HOURS
SEMESTER I		
ITSE X4XX	Introductory Programming course-List A*	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**	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

*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	1417	PC Operating Systems - DOS 4
ITSC	1421	PC Operating Systems - Windows 4
ITSC	1407	UNIX Operating System I 4
ITSC	1411	AS/400 Operating System I 4

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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*	4
ITSW 1407	Introduction to Database	4
ITSC/ITSW 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	4
ITSE X4XX	Advanced Programming course-List B**	4
Elective	Any ITXX Course	4
ITSW 1410	Presentation Media Software **OR**	4
Elective	Any ITXX Course	(3-4)
+Elective	Humanities/Fine Arts	3
		18-19
SEMESTER IV		
ITSE X4XX	Programming course-List A or B **OR** Application Development course-List D	4 (4)
ITSE 1450	System Analysis and Design **OR**	4
ITSC/ITSE/ ITSW 13XX	Cooperative Education course	(3)
Elective	Any ITXX Course	3-4
++Elective	Social/Behavorial Science	3
		13-15
Minimum Hours Required		63-67

+Humanities/Fine Arts elective must be selected from the DCCCD approved course list

++Social/Behavioral Science elective must be selected from the DCCCD approved course list

*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

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.

List C - Operating System Courses

ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1417	PC Operating Systems - DOS	4
ITSC	1421	PC Operating Systems - Windows	4
ITSC	1407	UNIX Operating System I	4
ITSW	1411	AS/400 Operating System I	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

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

COMPUTER INFORMATION TECHNOLOGY -- UNIX ADMINISTRATOR

Brookhaven, North Lake and Richland only

(Certificate)

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

Degree Plan Code: C1.CIT.UNIX.ADMIN

This certificate option prepares the student to be a UNIX system administrator. Students will learn basic and advanced hands-on skills associated with the UNIX user interface environment, file system structure, account setup and maintenance, system security, shell scripting and other general tasks associated with day-to-day UNIX management operations in both standalone and networked systems. Multiple versions of UNIX such as Solaris and/or Linux may be presented to better enable student success in varying commercial environments.

		CREDIT HOURS
PREREQUISITES		
ITSC 1401	Introduction to Computers	4
ITSC 2435	Application Problem Solving	4
ITNW 1321	Introduction to Networking	3
		11
SEMESTER I		
ITSC 1407	UNIX Operating System I	4
		4
SEMESTER II		
ITSC 2437	UNIX Operating System II	4
		4
SEMESTER III		
ITNW 2435	Network Troubleshooting and Support	4
ITSC 1402	Computer Control Language	4
		8

Minimum Hours Required 27

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

COMPUTER INFORMATION TECHNOLOGY -- UNIX

Brookhaven, North Lake and Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.CIT.UNIX

This associate degree program will provide training and education for individuals interested in developing their knowledge and skills as a UNIX user or system administrator. The objectives of the program are to provide instruction in both fundamental and advanced UNIX skills and to help the student acquire general knowledge about UNIX design and operation. Various versions of UNIX such as Solaris and/or Linux may be covered during the course of the program to better prepare students for real-world situations. The UNIX AAS degree includes all topics covered in the UNIX System Administrator certificate along with additional course work designed to provide a broad base of computer experience.

		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		
ITSC 1407	UNIX Operating System I	4
ITSC 1425	Personal Computer Hardware	4
Elective	Any ITXX course	3-4
MATH 1414	College Algebra **OR**	4
MATH 2342	Introductory Statistics	(3)
SPCH 1311	Introduction to Speech Communication	3
		17-19
SEMESTER III		
ITSC 2437	UNIX Operating System II	4
Elective	Any ITXX course	3-4
ITSC X4XX	Operating Systems course - List A	4
++Elective	Humanities/Fine Arts	3
		14-15
SEMESTER IV		
ITNW 2435	Network Troubleshooting and Support	4
ITSC 1402	Computer Control Language	4
ITSE 1450	System Analysis and Design	4
+++Elective	Social/Behavioral Science	3
		15
Minimum Hours Required		60-63

List A - Operating System courses:

ITSC	1405	Introduction to PC Operating Systems 4
ITSC	1417	PC Operating Systems - DOS 4
ITSC	1421	PC Operating Systems - Windows 4

++Humanities/Fine Arts elective must be selected from the DCCCD approved list.

+++ Social/Behavioral Science elective must be selected from the DCCCD approved 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.

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

COMPUTER INFORMATION TECHNOLOGY -- NETWORKING ASSOCIATE

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.

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

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: Completion of Cisco 4 (ITCC 1446 or ITNW 1344) or CCNA certification and successful completion of Skills Test.

		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.

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

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)	4
		8

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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		4
		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)

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

(continued on next page)

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

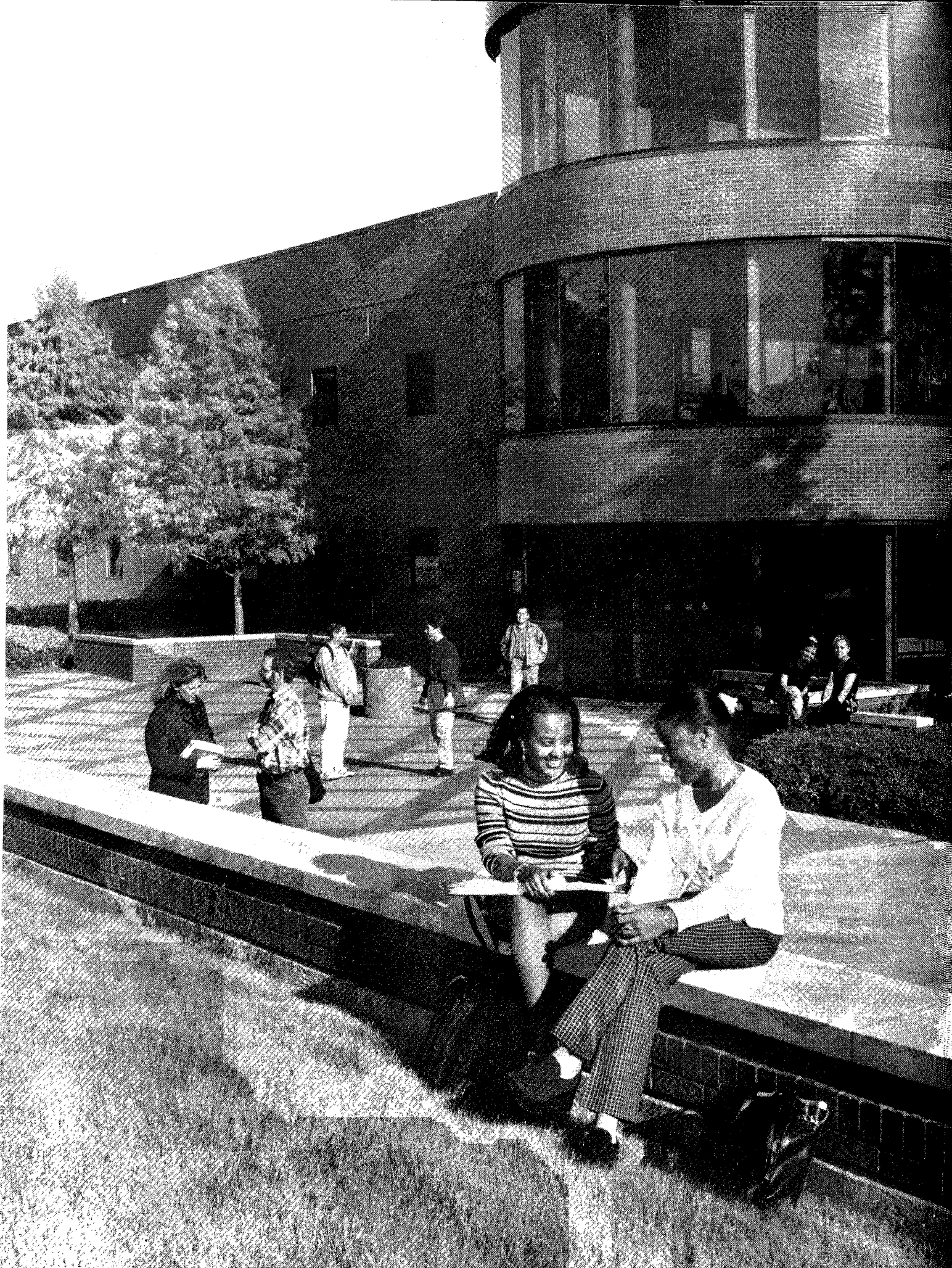
[5]Elective One course selected from the following:

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

Other 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.



CONSTRUCTION MANAGEMENT AND TECHNOLOGY

North Lake only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.CONSTRUCT.MANAGE

Few careers provide for the opportunity to leave a legacy. Construction Management lets you say "I built that!". CMs provide leadership to the project, often from initial concept to completion.

Construction managers work in all phases of the construction business - public and private owners; small multi-family projects to the largest of skyscrapers and industrial projects; rural highways to major interstates. Whatever the project, CMs keep the project on track and within budget. Working closely with architects, engineers, owners and the various contractors on a job, the construction manager's duties are varied, challenging and rewarding, both emotionally and financially. Optionally, graduates can go into estimating, field engineering, project scheduling and other management levels, both at the general contractor level and for specialty contractors such as mechanical, plumbing and electrical contractors.

Fully accredited by the American Council for Construction Education, North Lake's Construction Management graduates are in demand in Texas with employment prospects throughout the country. Further educational opportunities allow program graduates to seek both Bachelor and Master's degrees in the field.

Roger Wilson, Program Coordinator, is available to help you structure your degree plan, guide you through course selection, and answer your question. You may contact him at (Rwilson@dcccd.edu).

		CREDIT HOURS
SEMESTER I		
CNBT 1301	Introduction to Construction	3
CNBT 1307	Commercial and Industrial Blueprint Reading	3
CNBT 1311	Construction Methods and Materials	3
MATH 1314	College Algebra	3
SPCH 1311	Introduction to Speech Communication	3
		15
SEMESTER II		
CNBT 1370	Construction Materials, Methods and Equipment II	3
Lab Science	Any transferable Chemistry or Physics course	4
MATH 1316	Plane Trigonometry	3
ITSC 1401	Introduction to Computers	4
ENGL 1301	Composition I	3
		17
SEMESTER III		
CNBT 1302	Mechanical, Plumbing and Electrical Systems in Construction	3
OSHT 1313	Accident Prevention, Inspection and Investigation	3
BMGT 1303	Principles of Management	3
Elective	Social/Behavioral Science	3
+Elective	Humanities/Fine Arts	3
		15
SEMESTER IV		
CNBT 1346	Construction Estimating I	3
CNBT 2380	Cooperative Education-Construction/ Building Technology/Technician	3
++Elective	Any CNBT course	9
		15
Minimum Hours Required		62

+Electives--must be selected from the following:

ANTH	2346	Introduction to Anthropology	3
ARTS	1301	Art Appreciation	3
GOVT	2301	American Government	3
HIST	1301	History of the United States **OR**	
HIST	1302	History of the United States	3
HIST	2311	Western Civilization **OR**	
HIST	2312	Western Civilization	3
HUMA	1301	Introduction to the Humanities	3
PHIL	1301	Introduction to Philosophy	3
SPAN	1411	Beginning Spanish	4

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

GENERAL CONTRACTORS OPTION:

CNBT	1342	Building Codes and Inspections	3
CNBT	1344	Construction Material and Testing	3
CNBT	1391	Special Topics in Construction/Building Technology/Technician	3
CNBT	2332	Project Scheduling	3
CNBT	2335	Computer-Aided Construction Scheduling	3
CNBT	2342	Construction Management I	3
CNBT	2344	Construction Management II	3
CNBT	2346	Construction Management III	3
CNBT	2370	Construction Contracts and Specifications	3
CNBT	2371	Estimating for General/Specialty Commercial Contractors	3
CNBT	2437	Construction Estimating II	4
DFTG	1309	Basic Computer-Aided Drafting	3
ENTC	1343	Statics	3
ENTC	2333	Strength of Materials	3
SRVY	1301	Introduction to Surveying	3
SRVY	1309	Surveying Measurement Practice	3

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MECHANICAL, ELECTRICAL, PLUMBING CONTRACTOR OPTION:

CNBT	1342	Building Codes and Inspections	3
CNBT	2332	Project Scheduling	3
CNBT	2335	Computer-Aided Construction Scheduling	3
CNBT	2342	Construction Management I	3
CNBT	2344	Construction Management II	3
CNBT	2346	Construction Management III	3
CNBT	2372	Mechanical, Electrical and Plumbing Systems II	3
CNBT	2378	Estimating Commercial Electrical Construction	3
CNBT	2379	Estimating Commercial Mechanical Construction	3
DFTG	1309	Basic Computer-Aided Drafting	3
DFTG	1333	Mechanical Drafting	3
DFTG	2334	Industrial Drafting Applications	3
ENTC	1343	Statics	3
ENTC	2333	Strength of Materials	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.

CONSTRUCTION TECHNOLOGY

North Lake only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.CONSTRUCT.TECH

Students interested in a high demand career that is fast-paced with job opportunities--the Construction Industry is for you. The Construction Technology program is designed to develop the hands-on skills and technical knowledge necessary so that a graduate may advance in career paths appropriate to their own interests and abilities. Some of the exciting career options include: field engineer, estimator, building inspection, insurance and manufacturing representative, field supervisor, sub-contractor, and builder in either commercial or residential construction/home building. A graduate will have also covered skills in other areas such as planning, and organization, problem solving and decision making, related communication, and business and human relations.

		CREDIT HOURS
SEMESTER I		
CNBT 1170	Basic Construction Safety	1
CNBT 1301	Introduction to Construction	3
+Elective	Construction Technology Elective	6
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra **OR**	(4)
TECM 1341	Technical Algebra	(3)
SPCH 1311	Introduction to Speech Communication	3
		16-17
SEMESTER II		
ARCT 1302	Architectural Materials and Methods of Construction	3
CNBT 1305	Residential and Light Commercial Blueprint Reading **OR**	3
CNBT 1307	Commercial and Industrial Blueprint Reading	(3)
+Elective	Construction Technology Elective	3
ENGL 1301	Composition I	3
++Elective	Humanities/Fine Arts	3
		15
SEMESTER III		
+Elective	Construction Technology Elective	6
BMGT 1303	Principles of Management	3
+++Elective	Social/Behavioral Science	3
*Elective	Natural Science	3-4
		15-16
SEMESTER IV		
+Elective	Construction Technology Elective	9
CNBT 2346	Construction Management III	3
CNBT 2380	Cooperative Education – Construction/Building Technology/ Technician** **OR**	3
CNBT 2377	Building and Contracting #	(3)
		15

Minimum Hours Required..... 61-63

+Electives must be selected from the following: Craft Options and General Construction Technology courses.

CARPENTRY – COMMERCIAL

CRPT	1329	Introduction to Carpentry	3
CRPT	1325	Forms and Foundations I	3
CRPT	1349	Forms and Foundations II	3
CRPT	2343	Specialty Wall Systems	3
CRPT	2339	Specialty Exterior Finish Systems	3
CRPT	1345	Conventional Interior Finish Systems	3
CRPT	2341	Specialty Interior Finish Systems	3
***Electives		Construction Technology Elective	3
			24

CARPENTRY – RESIDENTIAL

CRPT	1329	Introduction to Carpentry	3
CRPT	1325	Forms and Foundations I	3
CRPT	1315	Conventional Wall Systems	3
CRPT	1311	Conventional Roof Systems	3
CRPT	1341	Conventional Exterior Finish Systems	3
CRPT	1345	Conventional Interior Finish Systems	3
***Electives		Construction Technology Electives	6
			24

***Electives for Carpentry - Commercial and Residential Options Only.**

CONSTRUCTION TECHNOLOGY ELECTIVES:

CNSE	1321	Job Site Layout and Development	3
CNBT	1342	Building Codes and Inspections	3
WDWK	1313	Cabinet Making	3
WDWK	2451	Cabinet Making II	4
ENTC	2333	Strength of Materials **OR**	3
ENTC	1343	Statics	(3)
CRPT	2331	Advanced Roof Systems	3
CRPT	2347	Stairs	3
CRPT	1319	Engineered Roof Systems	3
CNBT	2342	Construction Management I	3
CNBT	2344	Construction Management II	3
CNBT	2346	Construction Management III	3
CNBT	2378	Estimating Commercial Electrical Construction	3
CNBT	2379	Estimating Commercial Mechanical Construction	3

ELECTRICAL – COMMERCIAL

ELPT	1321	Introduction to Electrical Safety and Tools	3
ELPT	1311	Basic Electrical Theory	3
ELPT	1319	Fundamentals of Electricity I	3
ELPT	1320	Fundamentals of Electricity II	3
ELPT	1345	Commercial Wiring	3
ELTN	1341	Basic Motor Controls	3
ELPT	1357	Industrial Wiring	3
ELTN	1343	Electrical Troubleshooting	3
			24

(continued on next page)

FIELD ENGINEERING

SRVY	1315	Surveying Calculations I	3
SRVY	1301	Introduction to Surveying	3
CNBT	1375	Field Engineering I	3
SRVY	1309	Surveying Measurement Practice	3
SRVY	1313	Plane Surveying	3
CNBT	2375	Field Engineering II	3
			18

GLAZING

GLZG	1370	Glazing I	3
GLZG	1371	Glazing II	3
GLZG	1372	Glazing III	3
GLZG	2370	Glazing IV	3
GLZG	2371	Glazing V	3
GLZG	2372	Glazing VI	3
			18

HVAC – COMMERCIAL OPTION

HART	1374	Refrigeration Principles	3
ELPT	1319	Fundamentals of Electricity I	3
CBFM	2317	Mechanical Maintenance	3
HART	1376	A/C Control Principles	3
HART	2376	Troubleshooting	3
HART	2377	Commercial Air Conditioning	3
CBFM	2311	Building Maintenance II	3
HART	2378	Air Conditioning Systems Design	3
			24

MASONRY – COMMERCIAL

MBST	1407	Masonry I	4
MBST	1409	Masonry II	4
MBST	2407	Masonry III	4
MBST	2409	Masonry IV	4
MBST	2447	Masonry V	4
			20

PIPEFITTING

PFPB	1308	Introduction to Pipefitting	3
PFPB	2301	Pipe Fabrication and Installation I	3
PFPB	2341	Pipe Fabrication and Installation II	3
WLDG	1435	Introduction to Pipe Welding	4
WLDG	1217	Introduction to Layout and Fabrication	2
WLDG	2206	Intermediate Pipe Welding	2
PFPB	2343	Pipe Practices	3
PFPB	2347	Plumbing and Pipefitting Equipment and Safety	3
			23

PLUMBING - COMMERCIAL

PFPB	1313	Introduction to the Plumbing Trade	3
PFPB	1370	Commercial Plumbing I	3
PFPB	2301	Pipe Fabrication and Installation I	3
PFPB	1371	Commercial Plumbing II	3
PFPB	2343	Pipe Practices	3
PFPB	1345	Commercial Construction and Fixture Setting	3
PFPB	2370	Industrial Plumbing	3
PFPB	2347	Plumbing and Pipefitting Equipment and Safety	3
			24

RESIDENTIAL BUILDER/CONTRACTOR

ARCT	1302	Architectural Materials and Methods of Construction	3
CNBT	1305	Residential and Light Commercial Blueprint Reading	3
DFTG	2352	Mechanical and Electrical Systems	3
CRPT	1325	Forms and Foundations I	3
CRPT	1315	Conventional Wall Systems	3
CNBT	1346	Construction Estimating I	3
RELE	1301	Principles of Real Estate	3
BMGT	1301	Supervision	3
BUSI	1301	Introduction to Business	3
			27

SHEET METAL

MCHN	1301	Sheet Metal I	3
MCHN	1349	Sheet Metal II	3
MCHN	1370	Sheet Metal IV	3
MCHN	1371	Sheet Metal V	3
MCHN	1372	Sheet Metal VI	3
MCHN	2370	Sheet Metal VII	3
MCHN	2371	Sheet Metal VIII	3
MCHN	2372	Sheet Metal IX	3
			24

SPRINKLER FITTING

SPFT	1371	Sprinkler Fitter I	3
SPFT	1372	Sprinkler Fitter II	3
SPFT	1373	Sprinkler Fitter III	3
SPFT	1374	Sprinkler Fitter IV	3
SPFT	2370	Sprinkler Fitter V	3
SPFT	2371	Sprinkler Fitter VI	3
SPFT	2372	Sprinkler Fitter VII	3
SPFT	2373	Sprinkler Fitter VIII	3
			24

WELDING

WLDG	1323	Welding Safety, Tools, and Equipment	3
WLDG	1307	Basic Welding Processes	3
WLDG	1257	Intermediate Shielding Metal Arc Welding (SMAW)	2
WLDG	1234	Introduction to Gas Tungsten Arc (GTAW) Welding	2
WLDG	2213	Welding Using Multiple Processes	2
WLDG	2214	Welding Using Multiple Processes	2
			14

++Humanities/Fine Arts course: This includes any course with the title of Humanities, Art, Music, Philosophy, Dance, Drama, Religion, Foreign Language.

+++Social/Behavioral Science course: This includes any course with the title of Anthropology, Government, History, Human Development, Psychology, or Sociology

*Natural Science Elective – Students must choose from the approved list provided in the catalog

**CNBT 2380 Cooperative Education Construction/Building Technology/
Technician may only be taken in SEMESTER III or IV. Craft specific licensing exam may be substituted for CNBT 2380 Cooperative Education -Construction/Building Technology/Technician.

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.

CONSTRUCTION TECHNOLOGY

North Lake only

(Certificate)

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

Degree Plan Code: CERT.CONSTRUCT.TECH

This is a one-year certificate that provides the student with the technical knowledge and hands-on skills required to work as a craftsperson in one of the following career fields: Carpentry, Electrical Field Engineering, Glazing, HVAC, Masonry, Pipefitting, Plumbing, Residential Builder, Sheet Metal Sprinkler Fitting, and Welding. In addition, the student will cover basic planning and materials estimating, problem solving, and human relations skills.

		CREDIT HOURS
SEMESTER I		
CNBT 1170	Construction Safety	1
CNBT 1301	Introduction to Construction	3
+Elective	Certificate Craft Option	6-12
		10-16
SEMESTER II		
CNBT 2380	Cooperative Education –Construction/ Building Technology/Technician*	3
+Elective	Certificate Craft Option	6-12
		9-15

Minimum Hours Required 19-31

+Elective: only one option may be selected from the certificate craft options listed below. Students must complete all of the courses and/or electives listed in the one selected option to receive full credit toward a one year certificate.

Certificate Craft Options (SELECT ONLY ONE OPTION PER CERTIFICATE):
Carpentry – Commercial
Carpentry – Residential
Electrical – Commercial
Field Engineering
Glazing
HVAC – Commercial Option
Masonry – Commercial
Pipefitting
Plumbing – Commercial
Residential Builder/Contractor
Sheet Metal
Sprinkler Fitting
Welding

+Electives must be selected from the following: Option and General Construction Technology courses.

CARPENTRY – COMMERCIAL

CRPT	1329	Introduction to Carpentry	3
CRPT	1325	Forms and Foundations I	3
CRPT	1349	Forms and Foundations II	3
CRPT	2343	Specialty Wall Systems	3
CRPT	2339	Specialty Exterior Finish Systems	3
CRPT	1345	Conventional Interior Finish Systems	3
CRPT	2341	Specialty Interior Finish Systems	3
***Electives		Construction Technology Elective	3
			24

CARPENTRY – RESIDENTIAL

CRPT	1329	Introduction to Carpentry	3
CRPT	1325	Forms and Foundations I	3
CRPT	1315	Conventional Wall Systems	3
CRPT	1311	Conventional Roof Systems	3
CRPT	1341	Conventional Exterior Finish Systems	3
CRPT	1345	Conventional Interior Finish Systems	3
***Electives		Construction Technology Elective	6
			24

***Electives for Carpentry - Commercial and Residential Options Only.

CONSTRUCTION TECHNOLOGY ELECTIVES

CNSE	1321	Job Site Layout and Development	3
CNBT	1342	Building Codes and Inspections	3
WDWK	1313	Cabinet Making	3
WDWK	2451	Cabinet Making II	4
ENTC	2333	Strength of Materials **OR**	3
ENTC	1343	Statics	(3)
CRPT	2331	Advanced Roof Systems	3
CRPT	2347	Stairs	3
CRPT	1319	Engineered Roof Systems	3
CNBT	2342	Construction Management I	3
CNBT	2344	Construction Management II	3
CNBT	2346	Construction Management III	3
CNBT	2378	Estimating Commercial Electrical Construction	3
CNBT	2379	Estimating Commercial Electrical Construction	3

ELECTRICAL - COMMERCIAL

ELPT	1321	Introduction to Electrical Safety and Tools	3
ELPT	1311	Basic Electrical Theory	3
ELPT	1319	Fundamentals of Electricity I	3
ELPT	1320	Fundamentals of Electricity II	3
ELPT	1345	Commercial Wiring	3
ELTN	1341	Basic Motor Controls	3
ELPT	1357	Industrial Wiring	3
ELTN	1343	Electrical Troubleshooting	3
			24

FIELD ENGINEERING

SRVY	1315	Surveying Calculations I	3
SRVY	1301	Introduction to Surveying	3
CNBT	1375	Field Engineering I	3
SRVY	1309	Surveying Measurement Practice	3
SRVY	1313	Plane Surveying	3
CNBT	2375	Field Engineering II	3
			18

GLAZING

GLZG	1370	Glazing I	3
GLZG	1371	Glazing II	3
GLZG	1372	Glazing III	3
GLZG	2370	Glazing IV	3
GLZG	2371	Glazing V	3
GLZG	2372	Glazing VI	3
			18

(continued on next page)

HVAC - COMMERCIAL OPTION

HART	1374	Refrigeration Principles	3
ELPT	1319	Fundamentals of Electricity I	3
CBFM	2317	Mechanical Maintenance	3
HART	1376	A/C Control Principles	3
HART	2376	Troubleshooting	3
HART	2377	Commercial Air Conditioning	3
CBFM	2311	Building Maintenance II	3
HART	2378	Air Conditioning Systems Design	3
			24

MASONRY – COMMERCIAL

MBST	1407	Masonry I	4
MBST	1409	Masonry II	4
MBST	2407	Masonry III	4
MBST	2409	Masonry IV	4
MBST	2447	Masonry V	4
			20

PIPEFITTING

PFPB	1308	Introduction to Pipefitting	3
PFPB	2301	Pipe Fabrication and Installation I	3
PFPB	2341	Pipe Fabrication and Installation II	3
WLDG	1435	Introduction to Pipe Welding	4
WLDG	1217	Introduction to Layout and Fabrication	2
WLDG	2206	Intermediate Pipe Welding	2
PFPB	2343	Pipe Practices	3
PFPB	2347	Plumbing and Pipefitting Equipment and Safety	3
			23

PLUMBING - COMMERCIAL

PFPB	1313	Introduction to the Plumbing Trade	3
PFPB	2301	Pipe Fabrication and Installation I	3
PFPB	1370	Commercial Plumbing I	3
PFPB	1371	Commercial Plumbing II	3
PFPB	2343	Pipe Practices	3
PFPB	1345	Commercial Construction and Fixture Setting	3
PFPB	2370	Industrial Plumbing	3
PFPB	2347	Plumbing and Pipefitting Equipment and Safety	3
			24

RESIDENTIAL BUILDER/CONTRACTOR

ARCT	1302	Architectural Materials and Methods of Construction	3
CNBT	1305	Residential and Light Commercial Blueprint Reading	3
DFTG	2352	Mechanical and Electrical Systems	3
CRPT	1325	Forms and Foundations I	3
CRPT	1315	Conventional Wall Systems	3
CNBT	1346	Construction Estimating I	3
RELE	1301	Principles of Real Estate	3
BMGT	1301	Supervision	3
BUSI	1301	Introduction to Business	3
			27

SHEET METAL

MCHN	1301	Sheet Metal I	3
MCHN	1349	Sheet Metal II	3
MCHN	1370	Sheet Metal IV	3
MCHN	1371	Sheet Metal V	3
MCHN	1372	Sheet Metal VI	3
MCHN	2370	Sheet Metal VII	3
MCHN	2371	Sheet Metal VIII	3
MCHN	2372	Sheet Metal IX	3
			24

SPRINKLER FITTING

SPFT	1371	Sprinkler Fitter I	3
SPFT	1372	Sprinkler Fitter II	3
SPFT	1373	Sprinkler Fitter III	3
SPFT	1374	Sprinkler Fitter IV	3
SPFT	2370	Sprinkler Fitter V	3
SPFT	2371	Sprinkler Fitter VI	3
SPFT	2372	Sprinkler Fitter VII	3
SPFT	2373	Sprinkler Fitter VIII	3
			24

WELDING

WLDG	1323	Welding Safety, Tools, and Equipment	3
WLDG	1307	Basic Welding Processes	3
WLDG	1257	Intermediate Shielding Metal Arc Welding (SMAW)	2
WLDG	1234	Introduction to Gas Tungsten Arc (GTAW) Welding	2
WLDG	2213	Welding Using Multiple Processes	2
WLDG	2214	Welding Using Multiple Processes	2
			14

*CNBT 2380 Cooperative Education Construction/Building Technology/ Technician may only be taken in SEMESTER II. Craft specific licensing exam may be substituted for CNBT 2380 Cooperative Education – Construction/Building Technology/Technician.

ELECTRICAL TECHNOLOGY

North Lake only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.ELECTRICAL.TECH

The Electrical Technology program prepares the student for career opportunities by developing technical knowledge and practical skills necessary to enter or advance in the electrical technology field.

Students wishing to earn an Associate in Applied Sciences Degree with a major in Electrical Technology must complete all of the courses listed below.

		CREDIT HOURS
SEMESTER I		
ELPT 1215	Electrical Calculations I **AND**	2
ECOL 1305	People and Their Environment **OR**	
MATH 1314	College Algebra	3
ELPT 1411	Basic Electrical Theory	4
ELPT 1221	Introduction to Electrical Safety and Tools	2
IEIR 1412	Distribution Systems	4
SPCH 1311	Introduction to Speech Communication	3
		16-18
SEMESTER II		
EEIR 1307	Introductory Security Systems	3
ELPT 1329	Residential Wiring	3
ELPT 1349	Electrical Blueprint Reading	3
ELPT 1325	National Electrical Code I	3
ELTN 1380	Cooperative Education - Electrician	3
ENGL 1301	Composition I	3
		18
SEMESTER III		
ELPT 1345	Commercial Wiring	3
ELPT 1351	Electrical Machines	3
ELPT 1357	Industrial Wiring	3
ELPT 2443	Electrical Systems Design	4
HUMA 1301	Introduction to Humanities **OR**	
MUSI 1304	Music Appreciation **OR**	
ARTS 1301	Art Appreciation	3
		16
SEMESTER IV		
CETT 1429	Solid State Devices	4
ELPT 1441	Motor Control	4
ELPT 2437	Electrical Planning and Estimating	4
ELTN 1381	Cooperative Education – Electrician	3
PSYC 2302	Applied Psychology **OR**	
HDEV 2315	Principles and Processes of Personal and Social Adjustment	3
		18

Minimum Hours Required 68-70

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.

ELECTRICAL TECHNOLOGY

North Lake only

(Certificate)

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

Degree Plan Code: CERT.ELEC.TECH

Completion of all courses listed below qualifies a student for a Certificate in Electrical Technology. The courses may be taken in any order after consultation with the instructor.

		CREDIT HOURS
SEMESTER I		
ELPT 1215	Electrical Calculations I **AND**	2
ECOL 1305	People and Their Environment **OR**	
MATH 1314	College Algebra	3
ELPT 1411	Basic Electrical Theory	4
ELPT 1221	Introduction to Electrical Safety and Tools	2
IEIR 1412	Distribution Systems	4
SPCH 1311	Introduction to Speech Communication	3
		16-18
SEMESTER II		
EEIR 1307	Introductory Security Systems	3
ELPT 1329	Residential Wiring	3
ELPT 1349	Electrical Blueprint Reading	3
ELPT 1325	National Electrical Code I	3
ELTN 1380	Cooperative Education - Electrician	3
ENGL 1301	Composition I	3
		18

Minimum Hours Required 34-36

ELECTRICAL TECHNOLOGY-- ELECTRICAL CONSTRUCTION

North Lake only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.ELECT.CONSTRUCT

In partnership with the Dallas Electrical Joint Apprenticeship and Training Committee, this program will prepare students for employment as a Journeyman Electrician. Successful completion of all phases of the curriculum and the on-the-job training prepares the student for numerous career opportunities in the field of Electrical Construction. In addition to providing the specified technical skills and knowledge required to be successful in the industry, this program also covers skills in other related areas such as organization and planning, supervision, and problem-solving and decision-making.

Electrical Construction is a nationally approved apprenticeship program. Additional admission requirements are necessary for enrollment in this program.

		CREDIT HOURS
SEMESTER I		
ELPT 1215	Electrical Calculations I	2
ELTN 1271	Electrical Theory I	2
ELTN 1272	Electrical Job Information I	2
ELTN 1273	Electrical Theory II	2
ELTN 1274	Electrical Job Information II	2
ELTN 1275	Electrical Theory III	2
MATH 1314	College Algebra **OR**	3
TECM 1341	Technical Algebra **AND**	(3)
+Elective	Natural Science	(3-4)
		15-16
SEMESTER II		
ELTN 1276	Electrical Job Information III	2
ELTN 1277	Electrical Theory IV	2
ELTN 1278	Electrical Job Information IV	2
ELTN 2270	Electrical Theory V	2
ELTN 2271	Electrical Job Information V	2
SPCH 1311	Introduction to Speech Communication	3
ENGL 1301	Composition I	3
		16
SEMESTER III		
ELTN 2272	Electrical Theory VI	2
ELTN 2273	Electrical Job Information VI	2
ELTN 2274	Electrical Theory VII	2
ELTN 2275	Electrical Job Information VII	2
ELTN 2276	Electrical Theory VIII	2
++Elective	Humanities/Fine Arts	3
+++Elective	Social/Behavioral Science	3
		16
SEMESTER IV		
ELTN 2277	Electrical Job Information VIII	2
ELTN 2278	Electrical Theory IX	2
ELTN 2279	Electrical Job Information IX	2
ELPT 2270	Electrical Theory X	2
ELPT 2271	Electrical Job Information X	2
Elective	Any Management Course	3
		13

Minimum Hours Required..... 60-61

+Students selecting TECM 1341 **must** also complete a Natural Science course. This course must be selected from the following:

BIOL	1406	General Biology	4
BIOL	1408	Biological Science	4
CHEM	1411	General Chemistry	4
GEOL	1403	Physical Geology	3
PHYS	1311	Descriptive Astronomy with	3
PHYS	1111	Astronomy Laboratory I	1
PHYS	1312	General Astronomy with	3
PHYS	1112	Astronomy Laboratory II	1
PHYS	1415	Physical Science	4
PHYS	1417	Physical Science	4
PHYS	1401	Introductory General Physics	4
PHYS	1405	Concepts in Physics	4
PHYS	1407	Concepts in Physics	4

++ Humanities/Fine Arts course: This includes any course with the title of Humanities, Art, Music, Philosophy, Dance, Drama, Religion, Foreign Language.

+++ Social/Behavioral Science course: This includes any course with the title of Anthropology, Government, History, Human Development, Psychology, or Sociology.

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.

ELECTRICAL TECHNOLOGY-- ELECTRICAL CONSTRUCTION

North Lake only

(Certificate)

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

Degree Plan Code: CERT.ELECT.CONST

		CREDIT HOURS
SEMESTER I		
ELPT 1215	Electrical Calculations I	2
ELTN 1271	Electrical Theory I	2
ELTN 1272	Electrical Job Information I	2
ELTN 1273	Electrical Theory II	2
ELTN 1274	Electrical Job Information II	2
ELTN 1275	Electrical Theory III	2
ELTN 1276	Electrical Job Information III	2
		14
SEMESTER II		
ELTN 1277	Electrical Theory IV	2
ELTN 1278	Electrical Job Information IV	2
ELTN 2270	Electrical Theory V	2
ELTN 2271	Electrical Job Information V	2
ELTN 2272	Electrical Theory VI	2
ELTN 2273	Electrical Job Information VI	2
ELTN 2274	Electrical Theory VII	2
		14
SEMESTER III		
ELTN 2275	Electrical Job Information VII	2
ELTN 2276	Electrical Theory VIII	2
ELTN 2277	Electrical Job Information VIII	2
ELTN 2278	Electrical Theory IX	2
ELTN 2279	Electrical Job Information IX	2
ELPT 2270	Electrical Theory X	2
ELPT 2271	Electrical Job Information X	2
		14

Minimum Hours Required..... 42

ELECTRONIC COMMERCE

Brookhaven, Eastfield, Mountain View, North Lake and Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: (to be assigned)

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	Introductions 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

ELECTRONIC TELECOMMUNICATIONS-- CONVERGENCE TECHNOLOGY

North Lake only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.ELET.TELEC.CONV

This program is designed to prepare students for a career in telecommunications. In partnership with NEC of America Corporation, North Lake College will prepare students to enter the field of electronics digital telephony and telecommunications. As part of their education, students will receive training on state-of-the-art telephony equipment at NEC's national training facility located in Irving, Texas.

		CREDIT HOURS
SEMESTER I		
CETT 1403	DC Circuits	4
CETT 1425	Digital Fundamentals	4
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra **OR**	3
TECM 1341	Technical Algebra **AND**	(3)
PHYS 1405	Concepts in Physics	(4)
		14-18
SEMESTER II		
EECT 1403	Introduction to Telecommunications	4
CETT 1405	AC Circuits	4
EECT 2433	Telephone Systems	4
+Elective	Social/Behavioral Science	3
		15
SEMESTER III		
EECT 2432	Telecommunications Signaling	4
CETT 1429	Solid State Devices	4
SPCH 1311	Introduction to Speech Communication	3
EECT 2430	Telecommunications Switching	4
++Elective	Telecommunications Electives	3-4
		18-19
SEMESTER IV		
EECT 1491	Special Topics in Electrical, Electronic and Communications Engineering Technology/Technician	4
CETT 1441	Solid State Circuits	4
CETT 1457	Linear Integrated Circuits	4
+++Elective	Humanities/Fine Arts	3
EECT 2380	Cooperative Education – Electrical, Electronic and Communications Engineering Technology/ Technician	3
		18

Minimum Hours Required..... 65-70

+ Social/Behavioral Science Electives must be selected from the following:

ANTH	2346	Introduction to Anthropology	3
ARTS	1301	Art Appreciation	3
GOVT	2301	American Government	3
HIST	1301	History of the United States **OR**	3
HIST	1302	History of the United States	3
HIST	2311	Western Civilization **OR**	3
HIST	2312	Western Civilization	3
HUMA	1301	Introduction to the Humanities	3
PHIL	1301	Introduction to Philosophy	3
SPAN	1411	Beginning Spanish	4

++Telecommunications Electives must be selected from the following:

EECT	2432	Telecommunications Signaling	4
EECT	2440	Telecommunications Central Office Equipment	4
LOTT	1401	Introduction to Fiber Optics	4
EECT	2437	Wireless Telephony Systems	4
EECT	2381	Cooperative Education-Electrical, Electronic and Communications Engineering Technology/Technician	3

+++Humanities/Fine Arts elective must be selected from any DCCCD approved Humanities/Fine Arts 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.

ELECTRONIC TELECOMMUNICATIONS-- CONVERGENCE TECHNOLOGY

North Lake only

(Certificate)

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

Degree Plan Code: CERT.ELET.TELEC.CON

		CREDIT HOURS
SEMESTER I		
CETT 1403	DC Circuits	4
CETT 1425	Digital Fundamentals	4
EECT 1401	Introduction to Telecommunications	4
SPCH 1311	Introduction to Speech Communication	3
		15
SEMESTER II		
CETT 1405	AC Circuits	4
ENGL 1301	Composition I	3
		7
SEMESTER III		
CETT 1429	Solid State Devices	4
CETT 1457	Linear Integrated Circuits	4
EECT 2430	Telecommunications Switching	4
EECT 2432	Telecommunication Signaling	4
		16
Minimum Hours Required		38

ELECTRONIC TELECOMMUNICATIONS-- TECHNICAL PLATFORM

North Lake only

(Certificate)

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

Degree Plan Code: C1.ELET.PLATFORM.NLC

This certificate is designed to prepare students for entry-level jobs in the electronics industry. All of the courses in this certificate are applicable to the Associate in Applied Sciences Degree in Electronics/Computer Technology or Electronic Telecommunications.

		CREDIT HOURS
SEMESTER I		
CETT 1403	DC Circuits	4
CETT 1425	Digital Fundamentals	4
		8
SEMESTER II		
CETT 1405	AC Circuits	4
CETT 1429	Solid State Devices	4
CETT 1457	Linear Integrated Circuits	4
		12
Minimum Hours Required		20

ELECTRONICS TECHNOLOGY

Mountain View and North Lake only

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

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
ENTC	1445	Fluid Power	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.

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	
ENTC 1445 Fluid Power	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 -- SEMICONDUCTOR MANUFACTURING TECHNOLOGY

Mountain View and North Lake only

(Associate in Applied Sciences Degree)

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)
ENTC 1445	Fluid Power	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.

HOSPITALITY MANAGEMENT

North Lake only

(Associate in Applied Sciences Degree, Tech Prep)

Degree Plan Code: AAS.HOTEL.MOTEL

The Hospitality Management Program is designed to train individuals for an entry-level management position within the Hotel/Motel industry related to the operations and management of hotels and motels. This two-year program emphasizes front office management, housekeeping management, and the operation, marketing, and sales of hotel/motel services and facilities.

		CREDIT HOURS
SEMESTER I		
HAMG 1321	Introduction to Hospitality Industry	3
BMGT 1303	Principles of Management	3
ENGL 1301	Composition I	3
ITSC 1401	Introduction to Computers	4
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra **OR**	(4)
TECM 1341	Technical Algebra **AND**	(3)
+Elective	Natural Science	4
		16-20
SEMESTER II		
HAMG 1313	Front Office Procedures	3
HAMG 2307	Hospitality Marketing and Sales	3
BMGT 1301	Supervision	3
SPCH 1311	Introduction to Speech Communication	3
++Elective	Social/Behavioral Science	3
		15
SEMESTER III		
ACCT 2301	Principles of Accounting I **OR**	3
ACCT 2401	Principles of Accounting I	(4)
HAMG 2301	Principles of Food and Beverage Operations	3
HAMG 2337	Hospitality Facilities Management	3
++++Elective	Hospitality Management	3
+++Elective	Humanities/Fine Arts	3-4
		15-17
SEMESTER IV		
HAMG 1324	Hospitality Human Resources Management	3
HAMG 1340	Hospitality Legal Issues	3
HAMG 1381	Cooperative Education–Hospitality Administration and Management	3
++++Elective	Hospitality Management	6
		15
Minimum Hours Required		61-67

+Elective- Natural Science elective must be selected from the DCCCD approved list of courses.

++Elective--Social/Behavioral Science elective must be selected from any Social/Behavioral Science course approved for offering by the DCCCD.

+++Elective--Humanities/Fine Arts elective must be selected from any Humanities/Fine Arts course approved for offering by the DCCCD.

++++Elective--Hospitality Management electives must be selected from the following:

HRMO	1301	Hospitality Advertising	3
HRMO	1303	Hospitality Industry Sales Promotion	3
HAMG	1305	Principles of Tourism Management	3
HAMG	1311	Sanitation and Safety	3
HAMG	1317	Recreational Services	3
HAMG	1319	Computers in Hospitality	3
HAMG	1342	Guest Room Maintenance	3
HAMG	2381	Cooperative Education – Hospitality Administration and Management	3
HAMG	1391	Special Topics in Hospitality Administration and Management	3
HAMG	1191	Special Topics in Hospitality Administration and Management	1
HAMG	2305	Hospitality Management and Leadership	3
HAMG	2330	Convention and Group Management and Services	3
HAMG	2332	Hospitality Financial Management	3

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

HOSPITALITY MANAGEMENT

North Lake only

(Certificate)

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

Degree Plan Code: CERT.HOTEL.MOTEL.MGT

The Hospitality Management Certificate option is designed to train individuals for an entry-level management position within the Hotel/Motel industry related to the operations and management of hotels and motels. This Certificate allows the student to focus their studies on either front office management or housekeeping management.

		CREDIT HOURS
SEMESTER I		
HAMG 1321	Introduction to Hospitality Industry	3
BMGT 1303	Principles of Management	3
ENGL 1301	Composition I	3
ITSC 1401	Introduction to Computers	4
		13
SEMESTER II		
HAMG 1313	Front Office Procedures	3
HAMG 2301	Principles of Food and Beverage Operations	3
HAMG 2337	Hospitality Facilities Management	3
SPCH 1311	Introduction to Speech Communications	3
		12
SEMESTER III		
HAMG 1381	Cooperative Education-Hospitality Administration and Management	3
ACCT 2301	Principles of Accounting I **OR**	3
ACCT 2401	Principles of Accounting I	(4)
+Elective	Hospitality Management	6
		12-13
Minimum Hours Required		37-38

+Elective—Hospitality Management electives must be selected from the following:

HAMG	1191	Special Topics in Hospitality Administration and Management 1
HAMG	1305	Principles of Tourism Management 3
HAMG	1311	Sanitation and Safety 3
HAMG	1317	Recreational Services 3
HAMG	1319	Computers in Hospitality 3
HAMG	1324	Hospitality Human Resource Management 3
HAMG	1340	Hospitality Legal Issues 3
HAMG	1342	Guest Room Maintenance 3
HAMG	1391	Special Topics in Hospitality Administration and Management 3
HAMG	2305	Hospitality Management and Leadership 3
HAMG	2307	Hospitality Marketing and Sales 3
HAMG	2330	Convention and Group Management and Services 3
HAMG	2332	Hospitality Financial Management 3
HAMG	2381	Cooperative Education- Hospitality Administration and Management 3
HRMO	1301	Hospitality Advertising 3
HRMO	1303	Hospitality Industry Sales Promotion 3

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

MANAGEMENT

Offered at all seven campuses

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.MANAGEMENT

The Management degree is accepted for transfer by many of the area universities and colleges. The degree is designed for working students. Students can earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

		CREDIT HOURS
SEMESTER I		
BMGT 1301	Supervision	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
BMGT 1303	Principles of Management	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		18
SEMESTER II		
HRPO 2301	Human Resources Management	3
BMGT 1383	Cooperative Education-Business Administration and Management, General	3
ITSC 1401	Introduction to Computers	4
ENGL 1302	Composition II	3
Mathematics*		3-4
		16-17
SEMESTER III		
HRPO 2307	Organizational Behavior	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
ACCT 2301	Principles of Accounting I ** **OR**	3
ACCT 2401	Principles of Accounting I **	(4)
ECON 2301	Principles of Economics I **OR**	
ECON 1303	Principles of Contemporary Social Issues	3
		12-13
SEMESTER IV		
BMGT 2303	Problem Solving and Decision Making	3
BMGT 2383	Cooperative Education-Business Administration and Management, General	3
+Elective	Humanities/Fine Arts	3
Elective	Any Non-MGMT Course	3
Elective		3
		15

Minimum Hours Required 61-63

+Electives—may be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
ENGL	2322	British Literature	3
ENGL	2323	British Literature	3
ENGL	2327	American Literature	3
ENGL	2328	American Literature	3
ENGL	2332	World Literature	3
ENGL	2333	World Literature	3
HUMA	1301	Introduction to the Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
Foreign Language or American Sign Language			4

*Mathematics must be selected from the following:

MATH	1314	College Algebra **OR**	3
MATH	1414	College Algebra	4
MATH	1324	Mathematics for Business and Economics I	3
MATH	2342	Introductory Statistics	3

**Students may substitute ACNT 1303 Introduction to Accounting I and ACNT 1304 Introduction to Accounting II. Only three hours may be applied to the required number of hours for granting the degree.

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

MANAGEMENT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: CERT.MGMT.MANAGEMENT

The Management program is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in leadership and decision-making positions as managers. Students combine management classes and on-the-job management training with their present employers. All of the courses for this certificate are applicable to the Management associate degree option. This certificate program provides an external learning experience and/or capstone experience.

		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

MORTGAGE BANKING

North Lake only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.MORTGAGE BANKING

This program is designed to develop the skills and knowledge necessary so that a graduate may advance in career paths appropriate to that person's own particular interests and abilities in the field of mortgage banking. In addition to the specific technical skills and knowledge required to originate, process and manage mortgage loans, the graduate will have covered skills in other areas such as real estate, planning and organization, problem solving and decision making, communication, accounting and business.

		CREDIT HOURS
SEMESTER I		
RELE 1301	Principles of Real Estate	3
RELE 1319	Real Estate Finance	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
RELE 1325	Real Estate Mathematics **AND**	3
ECOL 1305	People and Their Environment **OR**	3
MATH 1324	Mathematics for Business and Economics	(3)
		15-18
SEMESTER II		
ITSC 1401	Introduction to Computers	4
RELE 1324	Loan Origination and Quality Control	3
SPCH 1311	Introduction to Speech Communication	3
ACCT 2301	Principles of Accounting I **OR**	3
ACCT 2401	Principles of Accounting I	(4)
+Elective	Humanities/Fine Arts	3
		16-17
SEMESTER III		
BNKG 1353	Mortgage Lending	3
BNKG 1391	Special Topics in Banking and Financial Support Services	3
BNKG 1381	Cooperative Education – Banking and Financial Support Services	3
BNKG 1358	Secondary Market	3
++Elective		3
		15
SEMESER IV		
BNKG 2370	Loan Underwriting: Sub-Prime	3
ECON 2301	Principles of Economics I	3
BMGT 1303	Principles of Management **OR**	3
HRPO 2307	Organizational Behavior	(3)
GOVT 2301	American Government	3
++Elective		3
		15

Minimum Hours Required 61-65

+Elective -- must be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theater	3
ENGL	2322	British Literature	3
ENGL	2323	British Literature	3
ENGL	2332	World Literature	3
ENGL	2333	World Literature	3
ENGL	2327	American Literature	3
ENGL	2328	American Literature	3
ENGL	2311	Technical Writing	3
HIST	1301	History of the United States	3
HIST	1302	History of the United States	3
HUMA	1301	Introduction to the Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3

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

ACCT	2302	Principles of Accounting II	3
ACCT	2402	Principles of Accounting II	4
ECON	2302	Principles of Economics II	3
BNKG	2371	Loan Servicing	3
BNKG	1382	Cooperative Education – Banking and Financial Support Services	3
BNKG	2281	Cooperative Education – Banking and Financial Support Services	2
SPCH	1315	Fundamentals of Public Speaking	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.

MORTGAGE BANKING DESIGNATE

North Lake only

(Certificate)

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

Degree Plan Code: CERT.MOBA.DESIGNATE

		CREDIT HOURS
SEMESTER I		
ENGL 1301	Composition I	3
RELE 1325	Real Estate Mathematics **AND**	3
ECOL 1305	People and Their Environment **OR**	3
MATH 1324	Mathematics for and Economics I	(3)
		6-9
SEMESTER II		
RELE 1324	Loan Origination and Quality Control	3
BNKG 2370	Loan Underwriting: Sub-Prime	3
BNKG 2371	Loan Servicing	3
BNKG 1391	Special Topics in Banking and Financial Support Services	3
RELE 1301	Principles of Real Estate	3
		15
SEMESTER III		
BNKG 1358	Secondary Market	3
BMGT 1303	Principles of Management **OR**	3
HRPO 2307	Organizational Behavior	(3)
BNKG 1381	Cooperative Education–Banking and Financial Support Services	3
RELE 1319	Real Estate Finance	3
		12
Minimum Hours Required		33-36

MORTGAGE BANKING -- INTERN

North Lake only

(Skills Achievement Award)

Degree Plan Code: SA.MORTGAGE.BANK

		CREDIT HOURS
SEMESTER I		
BNKG 1353	Mortgage Lending	3
BNKG 1391	Special Topics in Banking and Financial Support Services	3
BNKG 2371	Loan Servicing	3
RELE 1319	Real Estate Finance	3
RELE 1324	Loan Origination and Quality Control	3
		15
Minimum Hours Required		15

OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep)

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 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
ENGL1301	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 2382	Cooperative Education – General Office/Clerical and Typing Services	(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.

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT - TECH PREP NAVY YEOMAN

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep)

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
ENGL1301	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 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 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

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

OFFICE TECHNOLOGY -- OFFICE ASSISTANT

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from all 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 all 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

PLUMBING AND PIPEFITTING CONSTRUCTION

North Lake only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.PLMB/PIPEFITTING

In partnership with the Dallas Joint Apprenticeship Committee for the Plumbing and Pipefitting Industry, this program will prepare students for employment as a Plumbing or Pipefitting journeyman. Successful completion of all phases of the curriculum and the coordinated on-the-job training prepares the student for the State of Texas examination for Plumbers and Pipefitters. The student will also cover additional math and science, communications, planning, problem solving, human relations and management skills.

Plumbing and Pipefitting Construction is a nationally approved apprenticeship program. Additional admission requirements are necessary for enrollment in this program.

		CREDIT HOURS
SEMESTER I		
CNBT 1201	Introduction to Construction	2
WLDG 1221	Introduction to Welding Fundamentals	2
DFTG 1232	Mechanical Drafting	2
WLDG 1222	Introduction to Welding Fundamentals	2
+Elective	Plumbing and Pipefitting Electives	2-3
MATH 1314	College Algebra **OR**	3
TECM 1341	Technical Algebra **AND**	(3)
*Elective	Natural Science	4
		13-18
SEMESTER II		
PFPB 2347	Plumbing and Pipefitting Equipment and Safety	3
DFTG 1208	Basic Computer-Aided Drafting	2
#PFPB 1345	Plumbing Option **OR**	3
##ELPT 1311	Pipefitting Option	(3)
+Elective	Plumbing and Pipefitting Electives	2-3
SPCH 1311	Introduction to Speech Communication	3
ENGL 1301	Composition I	3
		16-17
SEMESTER III		
WLDG 2213	Welding Using Multiple Processes	2
WLDG 1253	Intermediate Layout and Fabrication	2
+Elective	Plumbing and Pipefitting Electives	4
++Electives	Humanities/Fine Arts	3
+++Elective	Social/Behavioral Science	3
		14
SEMESTER IV		
DFTG 2234	Industrial Drafting Applications	2
+Elective	Plumbing and Pipefitting Electives	10
++++Elective	Management Elective	3
		15

Minimum Hours Required..... 60-64

+Electives – Plumbing and Pipefitting: Students must complete one of the two options listed below.

PIPEFITTERS OPTION:

WLDG	2206	Intermediate Pipe Welding I	2
HART	2271	Commercial Air Conditioning	2
WLDG	1254	Intermediate Layout and Fabrication	2
HART	2273	Industrial Air Conditioning	2
WLDG	2207	Intermediate Pipe Welding II	2
HART	2274	Commercial and Industrial Pneumatic Controls	2
HART	1273	Air Conditioning Control Principles	2
HART	2270	Commercial and Industrial Heating Systems	2
PFPB	2275	Commercial and Industrial Control Systems	2
PFPB	2276	Commercial and Industrial Systems Start-Up	2

PLUMBING OPTION:

PFPB	1291	Special Topics in Plumber and Pipefitter	2
PFPB	1270	Commercial Plumbing I	2
PFPB	1271	Commercial Plumbing II	2
PFPB	2270	Industrial Plumbing	2
PFPB	1372	Plumbing Codes I	3
PFPB	2272	Commercial and Industrial Gas Installation	2
PFPB	2371	Plumbing Codes II	3
PFPB	2274	Medical Gas	2
PFPB	2273	Backflow Prevention	2

++ Humanities/Fine Arts course: This includes any course with the title of Humanities, Art, Music, Philosophy, Dance, Drama, Religion, Foreign Language.

+++ Social/Behavioral Science course: This includes any course with the title of Anthropology, Government, History, Human Development, Psychology, or Sociology.

++++Management course: This includes any course from Business, Management, or Hospitality Management.

 # PLUMBING OPTION:

PFPB	1345	Commercial Construction and Fixture Setting	3

PIPEFITTING OPTION:

ELPT	1311	Basic Electrical Theory	3

*Students selecting TECM 1341 **must** also complete a Natural Science course. Natural Science Elective-Students must choose from the approved list provided in the catalog.

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.

PLUMBING AND PIPEFITTING CONSTRUCTION--PIPEFITTING

North Lake only

(Certificate)

(Students pursuing this certificate program are waived form TASP requirements)

Degree Plan Code: CERT.PPFA.PIPEFITTING

In partnership with the Dallas Joint Apprenticeship Committee for the Plumbing and Pipefitting Industry, this program provides a one-year certificate in Pipefitting when the students complete the technical and on-the-job training outlined in the certificate for Pipefitting. Topics covered include layout and fabrication of pipe, welding, print reading, trade math, science, rigging, residential, commercial and industrial HVAC, control drafting applications, pipefitting equipment with an emphasis on safety.

Plumbing and Pipefitting Construction is a nationally approved apprenticeship program. Additional admission requirements are necessary for enrollment in this program.

		CREDIT HOURS
SEMESTER I		
CNBT 1201	Introduction to Construction	2
WLDG 1221	Introduction to Welding Fundamentals	2
DFTG 1232	Mechanical Drafting	2
WLDG 1222	Introduction to Welding Fundamentals	2
ELPT 1311	Basic Electrical Theory	3
WLDG 2206	Intermediate Pipe Welding I	2
		13
SEMESTER II		
PFPB 2347	Plumbing and Pipefitting Equipment and Safety	3
WLDG 2207	Intermediate Pipe Welding II	2
WLDG 1253	Intermediate Layout and Fabrication	2
HART 2271	Commercial Air Conditioning	2
WLDG 1254	Intermediate Layout and Fabrication	2
HART 2273	Industrial Air Conditioning	2
PFPB 2276	Commercial and Industrial Systems Start-Up	2
		15
SEMESTER III		
HART 2274	Commercial and Industrial Pneumatic Controls	2
HART 1273	Air Conditioning Control Principles	2
HART 2270	Commercial and Industrial Heating Systems	2
DFTG 1208	Basic Computer-Aided Drafting	2
DFTG 2234	Industrial Drafting Applications	2
PFPB 2275	Commercial and Industrial Control Systems	2
WLDG 2213	Welding Using Multiple Processes	2
		14
Minimum Hours Required		42

PLUMBING AND PIPEFITTING CONSTRUCTION --PLUMBING

North Lake only

(Certificate)

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

Degree Plan Code: CERT.PPFA.PLUMBING

In partnership with the Dallas Joint Apprenticeship Committee for the Plumbing and Pipefitting Industry, this program provides a one-year certificate in Plumbing when the students complete the technical and on-the-job training outlined in the certificate for Plumbing. Topics covered include welding, print reading, trade math, science, rigging, water supply and waste systems, residential, commercial and industrial plumbing systems, natural gas, plumbing codes, drafting applications, plumbing equipment with an emphasis on safety.

Plumbing and Pipefitting Construction is a nationally approved apprenticeship program. Additional admission requirements are necessary for enrollment in this program.

		CREDIT HOURS
SEMESTER I		
CNBT 1201	Introduction to Construction	2
WLDG 1221	Introduction to Welding Fundamentals	2
DFTG 1232	Mechanical Drafting	2
WLDG 1222	Introduction to Welding Fundamentals	2
PFPB 1291	Special Topics in Plumber and Pipefitter	2
DFTG 2234	Industrial Drafting Applications	2
		12
SEMESTER II		
PFPB 2347	Plumbing and Pipefitting Equipment and Safety	3
PFPB 1270	Commercial Plumbing I	2
PFPB 1271	Commercial Plumbing II	2
PFPB 2270	Industrial Plumbing	2
WLDG 1253	Intermediate Layout and Fabrication	2
PFPB 1372	Plumbing Codes I	3
		14
SEMESTER III		
PFPB 2272	Commercial and Industrial Gas Installation	2
PFPB 2371	Plumbing Codes II	3
PFPB 1345	Commercial Construction and Fixture Setting	3
PFPB 2274	Medical Gas	2
WLDG 2213	Welding Using Multiple Processes	2
DFTG 1208	Basic Computer-Aided Drafting	2
PFPB 2273	Backflow Prevention	2
		16
Minimum Hours Required		42

REAL ESTATE

Cedar Valley, North Lake and Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.REAL.ESTATE

The program in real estate is designed to develop the fundamental skills, attitudes and experiences which enable the student to function in decision-making positions in the real estate profession. Successful completion of the program leads to the Associate in Applied Sciences Degree and may be applied toward licensing requirements as determined by the Texas Real Estate Commission.

	CREDIT HOURS
SEMESTER I	
RELE 1301 Principles of Real Estate	3
RELE 2301 Law of Agency	3
BUSI 1301 Introduction to Business	3
ENGL 1301 Composition I	3
+Elective	3
	15
SEMESTER II	
RELE 1321 Real Estate Marketing	3
RELE 1311 Law of Contracts	3
SPCH 1311 Introduction to Speech Communication	3
RELE 1319 Real Estate Finance	3
+Elective	3
	15
SEMESTER III	
MATH 1324 Mathematics for Business and Economics I **OR**	3
RELE 1325 Real Estate Mathematics **AND**	(3)
ECOL 1305 People and Their Environment	(3)
PSYC 2302 Applied Psychology	3
RELE 1303 Real Estate Appraisal **OR**	(3)
RELE 1327 Real Estate Commercial Appraisal	3
+Elective	3
++Elective Humanities/Fine Arts	3
	15-18
SEMESTER IV	
RELE 1309 Real Estate Law	3
RELE 2388 Internship-Real Estate **OR**	3
RELE 2380 Cooperative Education-Real Estate	(3)
RELE 1323 Real Estate Computer Application	3
ECON 2301 Principles of Economics I **OR**	3
ECON 1303 Economics of Contemporary Social Issues	(3)
+Elective	3
	15
Minimum Hours Required	60-63

+Recommended Electives:

BMGT	1333	Principles of Selling	3
RELE	1105	Uniform Standards of Professional Appraisal Practice	1
RELE	1191	Special Topics in Real Estate	1
RELE	1291	Special Topics in Real Estate	2
RELE	1307	Real Estate Investment	3
RELE	1315	Property Management	3
RELE	1391	Special Topics in Real Estate	3
RELE	2305	Real Estate Inspection	3
RELE	2331	Real Estate Brokerage	3
RELE	2381	Cooperative Education-Real Estate	3
RELE	2389	Internship-Real Estate	3

A student cannot take more than THREE Special Topics courses toward the degree.

++Electives-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.

REAL ESTATE

Cedar Valley, North Lake and Richland only

(Certificate)

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

Degree Plan Code: C1.REAL.ESTATE

This 15-hour Certificate program develops the basic skills for a real estate salesperson. Three of the five courses are required by the Texas Real Estate Commission for licensure.

		CREDIT HOURS
SEMESTER I		
RELE 1301	Principles of Real Estate	3
RELE 2301	Law of Agency	3
RELE 1311	Law of Contracts	3
RELE XXXX	Real Estate Elective	6
		15

Minimum Hours Required 15

Recommended Electives:

RELE 1323	Real Estate Computer Application	3
RELE 1325	Real Estate Mathematics	3
RELE 1319	Real Estate Finance	3
RELE 1321	Real Estate Marketing	3
RELE 1105	Uniform Standards of Professional Appraisal	1
RELE 1191	Special Topics in Real Estate	1
RELE 1291	Special Topics in Real Estate	2
RELE 1303	Real Estate Appraisal	3
RELE 1307	Real Estate Investment	3
RELE 1315	Property Management	3
RELE 1391	Special Topics in Real Estate	3
RELE 2305	Real Estate Inspections	3
RELE 2331	Real Estate Brokerage	3
RELE 2381	Cooperative Education-Real Estate	3
RELE 2389	Internship-Real Estate	3

REAL ESTATE -- BUILDING PROPERTY MANAGEMENT

North Lake only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.REAL.EST.BPM

This program is designed to provide the student with the skills and knowledge required to perform the duties of a commercial building manager. These duties include financial forecasting and budgeting, marketing, contract negotiation, tenant retention, public relations, personnel administration, risk management, provision of building services and maintenance of the property.

		CREDIT HOURS
SEMESTER I		
CBFM 1311	Building Maintenance I	3
RELE 1301	Principles of Real Estate	3
ENGL 1301	Composition I	3
MATH 1324	Mathematics for Business and Economics I **OR**	3
TECM 1341	Technical Algebra **AND**	(3)
ECOL 1305	People and Their Environment	(3)
+Elective	Humanities/Fine Arts	3
		15-18
SEMESTER II		
CBFM 2311	Building Maintenance II	3
RELE 1309	Real Estate Law **OR**	3
INSR 1351	Essentials of Risk Management	(3)
CBFM 1391	Special Topics in Building/Property Maintenance and Manager	3
SPCH 1311	Introduction to Speech Communication	3
++Elective	Social/Behavioral Science	3
		15
SEMESTER III		
ITSC 1401	Introduction to Computer	4
RELE 1315	Property Management	3
ACCT 2301	Principles of Accounting I **OR**	3
PBAD 2331	Budgeting in the Public Sector	(3)
+++Elective	Real Estate	3
++++Electives	Business	3
		16
SEMESTER IV		
EPCT 1307	Introduction to Environmental Safety and Health	3
RELE 1307	Real Estate Investment	3
RELE 1321	Real Estate Marketing	3
BMGT 2341	Strategic Management	3
CBFM 1380	Cooperative Education– Building/Property Maintenance and Manager	3
		15
Minimum Hours Required		61-64

+Elective may be selected from Humanities/Fine Arts.

++Elective may be selected from Social/Behavioral Sciences.

+++Electives may be selected from the following business courses:

CBFM	1381	Cooperative Education - Building/Property and Maintenance Manager	3
CBFM	1191	Special Topics in Building/Property Maintenance and Manager	1

Any Real Estate course (see catalog)
Students planning to take the Texas Real Estate License Examination need to select RELE 2301 Law of Agency.

++++Electives may be selected from the following business courses:

BUSI	1301	Introduction to Business	3
ECON	2301	Principles of Economics I	3
ECON	2302	Principles of Economics II	3
BMGT	1303	Principles of Management	3
BMGT	1301	Supervision	3
HRPO	2307	Organizational Behavior	3
HAMG	2337	Hospitality Facilities Management	3

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

REAL ESTATE -- FACILITIES MANAGEMENT ADMINISTRATOR

North Lake only

(Certificate)

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

Degree Plan Code: CERT.REAL.BPM

This FMA certificate program teaches you to manage facilities by helping you develop valuable skills in strategic planning, project management, corporate finance, capital investment, and physical asset management. You will also learn about new facilities technologies, environmental health and worker safety, and other timely issues.

		CREDIT HOURS
SEMESTER I		
CBFM 1311	Building Maintenance I	3
RELE 1301	Principles of Real Estate	3
ENGL 1301	Composition I	3
RELE 1307	Real Estate Investment	3
CBFM 1391	Special Topics in Building/Property Maintenance and Manager	3
		15
SEMESTER II		
CBFM 2311	Building Maintenance II	3
EPCT 1307	Introduction to Environment Safety and Health	3
RELE 1309	Real Estate Law **OR**	3
INSR 1351	Essentials of Risk Management	(3)
RELE 1315	Property Management	3
CBFM 1370	Facilities Planning and Project Management	3
		15
SEMESTER III		
ITSC 1401	Introduction to Computers	4
CBFM 2313	Building Maintenance Management	3
CBFM 1380	Cooperative Education - Building/ Property Maintenance and Manager	3
MATH 1324	Mathematics for Business and Economics I **OR**	3
TECM 1341	Technical Algebra **AND**	(3)
ECOL 1305	People and Their Environment	(3)
		13-16

Minimum Hours Required 43-46

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.

REAL ESTATE -- SYSTEMS MAINTENANCE TECHNICIAN AND ADMINISTRATOR

North Lake only

(Certificate)

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

Degree Plan Code: (to be assigned)

This certificate is designed to meet the needs of hands-on technicians and building engineers and offer instruction in technologies and trends in the maintenance field. This program can help you increase the operating effectiveness of your building by teaching you how to manage energy-efficient, environmentally sound and cost-effective building systems.

		CREDIT HOURS
SEMESTER I		
CBFM 1407	Boiler Operations	4
ENGL 1301	Composition I	3
CBFM 2317	Mechanical Maintenance	3
CBFM 1315	Exterior Maintenance	3
		13
SEMESTER II		
HART 1442	Commercial Refrigeration	4
HART 1451	Energy Management	4
EPCT 1327	Water Treatment and Operations	3
EPCT 1307	Introduction to Environmental Safety and Health	3
		14
SEMESTER III		
BMGT 1303	Principles of Management	3
CBFM 1380	Cooperative Education - Building/ Property Maintenance and Manager	3
MATH 1324	Mathematics for Business and Economics I **OR**	3
TECM 1341	Technical Algebra **AND**	(3)
ECOL 1305	People and Their Environment	(3)
		9-12

Minimum Hours Required 36-39

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.

VIDEO TECHNOLOGY

North Lake only

(Associate in Applied Sciences Degree, Tech Prep)

Degree Plan Code: AAS.VIDEO.TECH

The Video Technology program is designed to prepare students for entry level or advanced employment in the video industry. Opportunities in medicine, entertainment, advertising, industry, broadcast, cable, education, military, government, and business are among the career options. Students will develop skills and knowledge necessary to plan, budget, produce, and perform post-production of various video projects.

		CREDIT HOURS
SEMESTER I		
RTVB 1305	Introduction to Television Technology	3
RTVB 1371	Television Lighting	3
RTVB 1325	TV Studio Production	3
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra **OR**	(4)
TECM 1341	Technical Algebra **AND**	(3)
++Elective	Natural Science	(4)
		15-19
SEMESTER II		
RTVB 1409	Audio/Radio Production I	4
RTVB 1321	TV Field Production	3
IMED 1451	Digital Video	4
SPCH 1311	Introduction to Speech Communication	3
Elective	Social/Behavioral Science	3
		17
SEMESTER III		
RTVB 1345	Broadcast Engineering	3
RTVB 2437	TV Production Workshop I	4
HUMA 1301	Introduction to the Humanities **OR**	3
ARTS 1301	Art Appreciation **OR**	(3)
MUSI 1306	Music Appreciation	(3)
+Elective		3-4
+Elective		3
		16-17
SEMESTER IV		
FLMC 1331	Computers in Video Production I	3
RTVB 2455	TV Production Workshop II	4
RTVB 2382	Cooperative Education – Radio and Television Broadcasting Technology/Technician	3
ITSC 1401	Introduction to Computers	4
+Elective		3-4
		17-18
Minimum Hours Required		65-71

+Elective - must be selected from the following:

IMED	1301	Introduction to Multimedia	3
IMED	1305	Multimedia Authoring I	3
IMED	2311	Portfolio Development	3
RTVB	1191	Special Topics in Radio and Television Broadcasting	1
RTVB	1317	Survey of Electronic Media	3
RTVB	1329	Writing for Electronic Media	3
RTVB	1391	Special Topics in Radio and Television Broadcasting	3
RTVB	2335	TV Production	3
RTVB	2345	Advanced Broadcast Engineering	3
RTVB	2347	Management and Operation of Electronic Media	3
RTVB	2383	Cooperative Education – Radio and Television Broadcasting Technology/Technician	3
PHOT	1316	Introduction to Photography and Photojournalism	3
PHOT	1317	Advanced Photography and Photojournalism	3

++Elective - one of the following Natural Science courses may be taken:

BIOL	1406	General Biology	4
ECOL	1305	People and Their Environment	3
GEOL	1403	Physical Geology	4
PHYS	1311	Descriptive Astronomy	3
PHYS	1401	Introductory General Physics	4
PHYS	1415	Physical Science	4

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

VIDEO TECHNOLOGY-- MULTIMEDIA SPECIALIST

North Lake only

(Certificate)

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

Degree Plan Code: CERT.RFTV.MULTIMEDIA

This multi-disciplinary program prepares students for the exciting field of multi-media production. Students will study in Art, Photography, Computer Information Systems, and Video Technology. Upon completion of this certificate, students will be equipped to produce, design, author, shoot and edit a complete interactive multi-media project, and then press it to a CD-ROM for distribution and permanent storage.

		CREDIT HOURS
SEMESTER I		
IMED 1301	Introduction to Multimedia	3
ENGL 1301	Composition I	3
ARTS 2313	Computer Graphics Design I	3
+Elective		3-4
		12-13
SEMESTER II		
IMED 1305	Multimedia Authoring I	3
SPCH 1311	Introduction to Speech Communication	3
PHTC 1349	Photo Digital Imaging I **OR**	
POFI 1345	Integrated Software Applications II	3
+Elective		3-4
		12-13
SEMESTER III		
FLMC 1331	Computers in Video Production I	3
IMED 2311	Portfolio Development	3
+Elective		3-4
		9-10
Minimum Hours Required		33-36

+Electives should be chosen from the following:

ARTS	1311	2D Design	3
ARTS	2314	Computer Graphics Design II	3
MUSI	1172	Synthesizer Class II	1
ITSE	1402	Introduction to Computer Programming	4
ITSE	1391	Special Topics in Computer Programming	3
POFI	2331	Desktop Publishing for the Office	3
PHOT	1316	Introduction to Photography and Photojournalism	3
RTVB	2335	TV Production	3
RTVB	1321	TV Field Production	3
RTVB	1409	Audio/Radio Production I	4

This degree plan is in the process of being revised prior to Fall 2001. Please consult with an advisor prior to enrolling for courses in this degree plan. Revised degree plans can be accessed and viewed on the Dallas County Community College District web page beginning June 2001 at [http://www.dcccd.edu/catalog/admiss/dp.htm].

ACCOUNTING

ACCT 2301 is a 3 credit hour lecture course. ACCT 2401 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2301 Principles Of Accounting I (3)
(This is a common course number. Former course prefix/number ACC 201)
Suggested Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)

ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2302 Principles Of Accounting II (3)
(This is a common course number. Former course prefix/number ACC 202)
Suggested Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)

ACCT 2401 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)
Suggested Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. Laboratory fee. (3 Lec., 2 Lab.)

ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either course will meet degree requirements.

ACCT 2402 Principles Of Accounting II (4)
(This is a common course number. Former course prefix/number ACC 209)
Suggested Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. Laboratory fee. (3 Lec., 2 Lab.)

ACNT 1303 Introduction To Accounting I (3)
(This is a WECM course number. Former course prefix/number ACCT 1371.)
Suggested Prerequisite: None. 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.)
Suggested 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.)
Suggested 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. Laboratory fee. (2 Lec., 2 Lab.)

ACNT 1313 Computerized Accounting Applications (3)
(This is a WECM course number. Former course prefix/number ACCT 2370.)
Suggested 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. Laboratory fee. (2 Lec., 2 Lab.)

ACNT 1329 Payroll And Business Tax Accounting (3)
(This is a WECM course number.)
Suggested 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.)
Suggested 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.)
Suggested Prerequisite: Accounting 2301 or 2401, Accounting 1303, or concurrent enrollment and instructor approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

ACNT 1380 Cooperative Education - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7372.)
Suggested Prerequisite: Accounting 2301 or 2401, Accounting 1303, or concurrent enrollment and instructor approval. 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.)

ACNT 1391 Special Topics In Accounting (3)
(This is a WECM course number.)
Suggested Prerequisite: None. 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.)
Suggested 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. (3 Lec.)

ACNT 2304 Intermediate Accounting II (3)
(This is a WECM course number. Former course prefix/number ACCT 2379.)
Suggested 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.)
Suggested 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. (3 Lec.)

ACNT 2366 Practicum - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7471.)
Suggested Prerequisite: Accounting 1366 and instructor approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

ACNT 2380 Cooperative Education - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7472.)
Suggested Prerequisite: Accounting 1380 and instructor approval. 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.)

AIR CONDITIONING AND REFRIGERATION

(See Heating, Ventilation and Air Conditioning)

AMERICAN SIGN LANGUAGE

SGNL 1301 Beginning American Sign Language I (3)
(This is a common course number.)
Prerequisite: None. An introduction to the basic skills in production and comprehension of American Sign Language (ASL). Includes finger spelling and numbers. Develops conversational ability, culturally appropriate behaviors and exposes students to ASL grammar. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 5102055116)

SGNL 1302 Beginning American Sign Language II (3)
(This is a common course number.)
Prerequisite: SGNL 1301 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of SGNL 1301. Develops receptive and expressive ability and allows recognition and demonstration of more sophisticated grammatical features of American Sign Language (ASL). Increases fluency and accuracy in finger spelling and numbers. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 5102055116)

ANTHROPOLOGY

ANTH 1370 American Indian Culture (3)
(Former course prefix/number ANT 104)
Native Americans are studied from three perspectives: Native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, The Bureau of Indian Affairs, self-determination, health care, etc. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

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 4503015142)

ANTH 2346 Introduction To Anthropology (3)
(This is a common course number. Former course prefix/number ANT 100)
This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status. (3 Lec.)
(Coordinating Board Academic Approval Number 4502015142)

ANTH 2351 Cultural Anthropology (3)
(This is a common course number. Former course prefix/number ANT 101)
This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multi-cultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)
(Coordinating Board Academic Approval Number 4502015342)

ANTH 2380 The Heritage Of Mexico (3)
(Former course prefix/number ANT 110)
This course (cross-listed as History 2380) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 2380 but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

ART

ARTS 1170 Problems In Contemporary Art (1)
(Former course prefix/number ART 199)
Area artists, critics, and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit. (1 Lec.)
(Coordinating Board Academic Approval Number 5007035330)

ARTS 1301 Art Appreciation (3)
(This is a common course number. Former course prefix/number ART 104)
Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035130)

ARTS 1303 Survey Of Art History (3)
(This is a common course number. Former course prefix/number ART 105)
This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035230)

ARTS 1304 Survey Of Art History (3)
(This is a common course number. Former course prefix/number ART 106)
This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035230)

ARTS 1311 2D Design (3)
(This is a common course number. Former course prefix/number ART 110)
Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015330)

ARTS 1312 3D Design (3)
(This is a common course number. Former course prefix/number ART 111)
Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015330)

ARTS 1316 Drawing I (3)
(This is a common course number. Former course prefix/number ART 114)
This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055230)

ARTS 1317 Drawing II (3)
(This is a common course number. Former course prefix/number ARTS 115)
Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055230)

ARTS 2311 Advanced Design (3)
(This is a common course number. Former course prefix/number ART 227)
Prerequisites: 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. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015330)

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. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015330)

ARTS 2313 Computer Graphics Design I (3)
(This is a common course number. Former course prefix/number ART 223.)
Prerequisites: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Introduction to the computer as an art tool with emphasis on design principles and visual communication or ideas. Course will include exposure to basic computer graphic technology including computer illustration and electronic imaging techniques. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015130)

ARTS 2314 Computer Graphics Design II (3)
(This is a common course number. Former course prefix/number ART 224.)
Prerequisites: Arts 2313. This course is a continuation of Computer Graphics Design I. Students will further explore advanced design problems through continued experimentation with computer graphics techniques. (2 Lec., 4 Lab).
(Coordinating Board Academic Approval Number 5004015130)

ARTS 2316 Painting I (3)
(This is a common course number. Former course prefix/number ART 205)
Prerequisites: 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 5007085230)

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)
Prerequisites: 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. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055330)

ARTS 2324 Drawing IV (3)
(This is a common course number. Former course prefix/number ART 202)
Prerequisites: Arts 2323, sophomore standing, or demonstrated competence approved by the instructor. This course continues Arts 2323. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055330)

ARTS 2326 Sculpture I (3)
(This is a common course number. Former course prefix/number ART 208)
Prerequisites: 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. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007095130)

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. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007095130)

ARTS 2333 Printmaking I (3)
(This is a common course number. Former course prefix/number ART 220)
Prerequisites: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007105130)

ARTS 2334 Printmaking II (3)
(This is a common course number. Former course prefix/number ART 222)
Prerequisite: Arts 2333. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007105130)

ARTS 2336 Fibers I (3)
(This is a common course number. Former course prefix/number ART 232)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course explores the problems of design, construction, and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007125130)

ARTS 2337 Fibers II (3)
(This is a common course number. Former course prefix/number ART 233)
Prerequisite: Arts 2336. This course is a continuation of Arts 2336. It further explores fiber techniques and processes. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007125130)

ARTS 2341 Art Metals/Jewelry I (3)
(This is a common course number. Former course prefix/number ART 116)
Prerequisites: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007135130)

ARTS 2342 Art Metals/Jewelry II (3)
(This is a common course number. Former course prefix/number ART 117)
Prerequisite: Arts 2341. This course continues Arts 2341. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007135130)

ARTS 2346 Ceramics I (3)
(This is a common course number. Former course prefix/number ART 215)
Prerequisites: 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. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007115130)

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. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007115130)

ARTS 2356 Photography I (3)
(Former course prefix/number ART 118)
Prerequisites: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5006055130)

ARTS 2357 Photography II (3)
(Former course prefix/number ART 119)
Prerequisite: Arts 2356. This course is a continuation of Arts 1370. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5006055230)

ARTS 2366 Watercolor I (3)
(This is a common course number. Former course prefix/numbe ART 217)
Prerequisites: Recommended prerequisites for Ar 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 5007085330)

ARTS 2370 Art History (3)
(Former course prefix/number ART 203)
Prerequisites: Arts 1303 and Arts 1304 are recommended for Art Majors. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035230)

ARTS 2371 Art History (3)
(Former course prefix/number ART 204)
Prerequisites: Arts 1303 and Arts 1304 are recommended for Art Majors. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035230)

ARTS 2372 Commercial Arts I (3)
(Former course prefix/number ART 210)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004027126. This is a unique need course.)

ASTRONOMY

(See Physics)

BIOLOGY

BIOL 1406 General Biology (4)
(This is a common course number. Former course prefix/number BIO 101)
This course is the first of a two semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015124)

BIOL 1407 General Biology (4)
(This is a common course number. Former course prefix/number BIO 102)
Prerequisite: Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015124)

BIOL 1408 Biological Science (4)
(This is a common course number. Former course prefix/number BIO 115)
This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015124)

BIOL 1409 Biological Science (4)
(This is a common course number. Former course prefix/number BIO 116)
This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015124)

BIOL 1411 Introductory Botany (4)
(This is a common course number. Former course prefix/number BIO 110)
This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2603015124)

BIOL 1424 Intermediate Botany (4)
(Former course prefix/number BIO 203/BIOL 2470)
Prerequisites: Biology 1406 and 1407. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2063015224)

BIOL 2306 Environmental Biology (3)
(This is a common course number. Former course prefix/number BIO 223)
The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 0301025124)

BIOL 2370 Field Biology (3)
(Former course prefix/number BIO 218)
Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2606039203. This is a unique need course.)

BIOL 2401 Anatomy And Physiology I (4)
(This is a common course number. Former course prefix/number BIO 221)
Prerequisite: Biology 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. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

BIOL 2402 Anatomy And Physiology II (4)
(This is a common course number. Former course prefix/number BIO 222)
Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

BIOL 2406 Environmental Biology (4)
(This is a common course number.)
The principles of aquatic and terrestrial communities are presented. Enphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 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. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2606135124)

BIOL 2418 Invertebrate Zoology (4)
(This is a common course number. Former course prefix/number BIO 211)
Prerequisite: Eight hours of biological science. This course surveys the major groups of animals below the level of chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval 2607019303. This is a unique need course.)

BIOL 2420 General Microbiology (4)
(This is a common course number. Former course prefix/number BIO 216)
Prerequisite: Biology 1406 and Biology 1407 or Biology 1472 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2605015124)

BIOL 2428 Comparative Anatomy Of The Vertebrates (4)
(This is a common course number. Former course prefix/number BIO 235)
Prerequisites: Biology 1406 and Biology 1407. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

BUILDING PROPERTY MANAGEMENT

BMGT 2341 Strategic Management (3)
(This is a WECM course number.)
Strategic management process involving analysis of how organizations develop and implement a strategy for achieving organizational objectives in a changing environment. (3 Lec.)

CBFM 1191 Special Topics in Building/Property Maintenance and Manager (1)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

CBFM 1311 Building Maintenance I (3)
(This is a WECM course number. Former course prefix/number BPMT 1370.)
Introduction to the basic principles of residential and commercial maintenance and repair. Emphasis on safety, materials, and tool identification. Laboratory fee. (2 Lec., 3 Lec.)

CBFM 1315 Exterior Maintenance (3)
(This is a WECM course number.)
Application of building repair principles with emphasis on minor repairs of exterior walls, windows, doors, trim, and roofing. Laboratory fee. (2 Lec., 3 Lab.)

CBFM 1370 Facilities Planning and Project Management (3)
(This is a local need course number.)
Students will learn how to assemble and manage facilities teams and how to plan and implement facilities projects, including methods to control key elements of the process. This course involves an examination of case studies on models, project management methods, and outcomes. (3 Lec.)

CBFM 1380 Cooperative Education - Building/Property Maintenance and Manager (3)
(This is a WECM course number. Former course prefix/number REAL 7471 and RELE 1381.)
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.)

CBFM 1381 Cooperative Education - Building/Property Maintenance and Manager (3)
(This is a WECM course number.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

CBFM 1391 Special Topics in Building/Property Maintenance and Manager (3)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CBFM 1407 Boiler Operation (4)
(This is a WECM course number.)
An introduction to basic boiler operation with emphasis on high pressure and low pressure systems. Laboratory fee. (2 Lec., 3 Lab.)

CBFM 2311 Building Maintenance II (3)
(This is a WECM course number. Former course prefix/number BPMT 2370.)
A continuation of Building Maintenance I with emphasis on the operational aspects of maintaining and repairing facilities. Laboratory fee. (2 Lec., 3 Lab.)

CBFM 2313 Building Maintenance Management (3)
(This is a WECM course number.)
Study of the management and controls required to direct the operation of the engineering and maintenance department. Topics include planning and scheduling, delegating responsibilities, purchasing, problem-solving, management by objectives, supervisory training, in-service training, and budget preparation. Laboratory fee. (2 Lec., 3 Lab.)

CBFM 2317 Mechanical Maintenance (3)
(This is a WECM course number. Former course prefix/number CNST 1302.)
Study of the general principles of mechanical and electrical systems as related to inspection, repair, and preventive maintenance of facility equipment. Laboratory fee. (2 Lec., 3 Lab.)

EPCT 1307 Introduction to Environmental Safety and Health (3)
(This is a WECM course number. Former course prefix/number BPMT 2375 and RELE 1329.)
An historic overview of environmental safety and health. Emphasis is on the use of occupational safety and health codes. Laboratory fee. (2 Lec., 3 Lab.)

EPCT 1327 Water Treatment and Operations (3)
(This is a WECM course number.)
Study of conventional water treatment plants including administration and management. Emphasis on the operation of motors, pumps, and disinfection in small water plants. Laboratory fee. (2 Lec., 3 Lab.)

HART 1442 Commercial Refrigeration (4)
(This is a WECM course number. Former course prefix/number HVAC 2374 or HVAC 2380.)
Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines. Laboratory fee. (3 Lec., 3 Lab.)

HART 1451 Energy Management (4)
(This is a WECM course number. Former course prefix/number HVAC 2377 or HVAC 2381.)
Basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conducting energy audit procedures. The course also develops energy audit recommendations based on local utility rates, building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption. Laboratory fee. (3 Lec., 3 Lab.)

INSR 1351 Essentials of Risk Management (3)
(This is a WECM course number. Former course prefix/number BPMT 2373 and INSR 1345.)
Study of the risk management decision-making process. Emphasis on identification and analysis of loss exposures and development of alternative techniques for the treatment of each exposure. (3 Lec.)

PBAD 2331 Budgeting in the Public Sector (3)
(This is a WECM course number.)
Examination of revenue-producing activities and sources of funds; construction and implementation of budgets; and basic terminology, concepts, and mechanics as they relate to fiscal factors. Topics include budget cycle, taxation, bonds, indebtedness, and fund accounting. (3 Lec.)

RELE 1301 Principles of Real Estate (3)
(This is a WECM course number. Former course prefix/number REAL 1370.)
An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. (3 Lec.)

RELE 1307 Real Estate Investment (3)
(This is a WECM course number. Former course prefix/number REAL 2371.)
Financing, evaluation, and management of real estate investment. Emphasis on real estate investment characteristics, techniques of investment analysis, time-valued money, discounted investment criteria, leverage, and applications to property tax implications of owning real estate. (3 Lec.)

RELE 1309 Real Estate Law (3)
(This is a WECM course number. Former course prefix/number REAL 1375.)
Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. (3 Lec.)

RELE 1315 Property Management (3)
(This is a WECM course number. Former course prefix/number REAL 2372.)
A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance reports, habitability laws, and the Fair Housing Act. (3 Lec.)

RELE 1321 Real Estate Marketing (3)
(This is a WECM course number. Former course prefix/number REAL 1372.)
A study of real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the deceptive trade practice act, consumer protection act, and commercial code. (3 Lec.)

BUSINESS

BUSI 1301 Introduction To Business (3)
(This is a common course number. Former course prefix/number BUS 105)
This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)
(Coordinating Board Academic Approval Number 5201015125)

BUSI 1307 Personal Finance (3)
(This is a common course number. Former course prefix/number BUS 143)
Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)
(Coordinating Board Academic Approval Number 1904015125)

BUSI 2301 Business Law (3)
(This is a common course number. Former course prefix/number BUS 234)
This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)
(Coordinating Board Academic Approval Number 2201015125)

CHEMISTRY

CHEM 1104 Chemical Calculations (1)
(This is a common course number.)
Prerequisite: None. 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 1204 Chemical Calculations (2)
(This is a common course number. Former course prefix/number CHM 205/CHEM 1207)
Prerequisite: Chemistry 1412. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 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. Fundamantal 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. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015139)

CHEM 1407 Introductory Chemistry II (4)
(Former course prefix/number CHM 116)
Prerequisite: Chemistry 1405 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015139)

CHEM 1411 General Chemistry I (4)
(This is a common course number. Former course prefix/number CHM 101)
Prerequisites: Developmental Mathematics 0093 or 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. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015239)

CHEM 1412 General Chemistry II (4)
(This is a common course number. Former course prefix/number CHM 102)
Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. 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. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015239)

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 4005025139)

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 spectrophotometry as analytical tools. Laboratory fee. (2 Lec., 6 Lab.)
(Coordinating Board Academic Approval Number 4005025139)

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. Laboratory fee. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045239)

CHEM 2425 Organic Chemistry II (4)
(This is a common course number. Former course prefix/number CHM 202)
Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics 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. Laboratory fee. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045239)

CHINESE

CHIN 1311 Beginning Chinese (3)
(This is a common course number.)
This course is an introduction to Chinese speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Chinese for more than one semester enroll in Chinese 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Chinese 1311 and wish to continue their studies of Chinese may register for Chinese 1412. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1603015131)

CHIN 1411 Beginning Chinese I (4)
(This is a common course number. Former course prefix/number CHI 101)
This course is a beginning course in Chinese. Oral practice, elementary reading, and grammar will be stressed. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1603015131)

CHIN 1412 Beginning Chinese II (4)
(This is a common course number. Former course prefix/number CHI 102)
Prerequisite: Chinese 1411 or the equivalent. This course continues the oral practice, elementary reading, and grammar studies begun in Chinese 1411. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1603015131)

CHIN 2311 Intermediate Chinese I (3)
(This is a common course number. Former course prefix/number CHI 201)
Prerequisite: Chinese 1412 or the equivalent. Reading, cultural background, conversation, and composition are stressed in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 1603015231)

CHIN 2312 Intermediate Chinese II (3)
(This is a common course number. Former course prefix/number CHI 202)
Prerequisite: Chinese 2311 or the equivalent. This course is a continuation of Chinese 2311, with stress on reading, cultural background, conversation, and composition. (3 Lec.)
(Coordinating Board Academic Approval Number 1603015231)

COLLEGE LEARNING SKILLS

(See Developmental College Learning Skills)

COMPUTER AIDED DESIGN AND DRAFTING

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. Laboratory fee. (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. Laboratory fee. (1 Lec., 3 Lab.)

DFTG 1271 CADD Operations (2)
(This is a local need course number. Former course prefix/number CADD 1270.)
A course in hardware selection, setup, and use of a CAD station. Emphasis is placed on control of the operating system, file management, and keyboarding. Topics address: software installation, hardware installation and configuration, such as mouse, tablet, printers, plotters, graphics adapters, and other configurable items such as communication ports, and serial ports. An introduction to word processing and spreadsheets is included. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Approval Pending)

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. Laboratory fee. (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 assembly drawings, including bill of materials. Laboratory fee. (2 Lec., 4 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. Laboratory fee. (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. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1354 Architectural Drafting - Commercial (3)
(This is a WECM course number. Former course prefix/number CADD 2373.)
Architectural drafting procedures, practices and symbols, including preparation of detailed working drawings for commercial structure with emphasis on light frame construction methods. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Approval Pending)

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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1405 Technical Drafting (4)
(This is a WECM course number. Former course prefix/number CADD 1470.)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Laboratory fee. (2 Lec., 6 Lab.)

DFTG 1409 Basic Computer-Aided Drafting (4)
(This is a WECM course number. Former course prefix/number DFTG 1309)
An introduction to basic computer aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lec., 6 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. Laboratory fee. (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. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2312 Technical Illustration (3)
(This is a WECM course number. Former course prefix/number CADD 2372 or ENGT 1272.)
Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading, text; and use of different media. Laboratory fee. (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. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2350 Geometric Dimensioning and Tolerancing (3)
(This is a WECM course number. Former course prefix/number CADD 2387.)
An introduction to geometric dimensioning and tolerancing, according to ANSI Y14.5 standards. Application of various geometric dimensions and tolerances to engineering drawings. Emphasis on cumulative effects on part function, gauging equipment, and inspection procedures. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2380 Cooperative Education –Drafting (4)
(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. (2 Lec., 24 Lab.)

DFTG 2381 Cooperative Education –Drafting (4)
(This is a WECM course number. Former course prefix/number CADD 8382)
Prerequisite: DFTG 2380. 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. (2 Lec., 24 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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lec., 6 Lab.)

GRPH 1322 Electronic Publishing I (3)
(This is a WECM course number. Former course prefix/number CADD 1372)
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. Laboratory fee. (2 Lec., 4 Lab.)

INMT 1343 CAD-CAM (3)
(This is a WECM course number. Former course prefix/number ENGT 2270.)
Computer-Assisted applications in integrating engineering graphics and manufacturing. Emphasis on the conversion of a working drawing using CAD-CAM software and related input and output devices to translate into machine code. Laboratory fee.
(2 Lec., 4 Lab.)

COMPUTER INFORMATION TECHNOLOGY

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.)
Suggested 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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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: ITCC 1446 or ITNW 1344 or CCNA certification and successful completion of skills-based exam. 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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (3 Lec., 4 Lab.)

ITMC 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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (3 Lec., 4 Lab.)

ITMC 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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee.
(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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lec., 4 Lab.)

ITNW 1343 Network Technologies (Novell 565) (3)
(This is a WECM course number. Former course prefix/number CISC 1380.)
Suggested 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, Laboratory fee. (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. Laboratory fee. (3 Lec., 4 Lab.)

ITNW 1420 NetWare 5 Administration (4)
(This is a WECM course number. Former course prefix/number CISC 2460.)
Suggested Prerequisite: ITNW 1321 or instructor approval. An introduction to NetWare 5 Administration. Topics include network components, user accounts and groups, network file systems, file system security, NDS security, NDPS printing, application management, and workstation management. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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 ® Exchange Server. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee (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. Laboratory fee. (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 the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. Laboratory fee. (3 Lec., 4 Lab.)

ITNW 2330 Fundamentals of Internetworking (3)
(This is a WECM course number. Former course prefix/number CISC 2379.)
Suggested 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. Laboratory fee. (2 Lec., 2 Lab.)

ITNW 2337 Network Management Using ManageWise (3)
(This is a WECM course number. Former course prefix/number CISC 2380.)
Suggested 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. Laboratory fee. (2 Lec., 2 Lab.)

ITNW 2342 Novell Directory Services (NDS) Design and Implementation for NetWare 5 (3)
(This is a WECM course number. Former course prefix/number CISC 2378.)
Suggested prerequisite: ITNW 2438 or instructor approval. A course in designing and implementing Novell Directory Services (NDS). Topics include partitioning, replication, time synchronization, and strategies for directory tree structure and object placement. Laboratory fee. (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. Laboratory fee (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (3 Lec., 4 Lab.)

ITNW 2431 Novell Service and Support (4)

(This is a WECM course number. Former course prefix/number CISC 2497.)

Suggested prerequisite: ITNW 2342 and ITNW 2438 or instructor approval. Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hardware/software. Laboratory fee. (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 hard/software. Laboratory fee. (3 Lec., 4 Lab.)

ITNW 2438 NetWare 5 Advanced Administration (4)

(This is a WECM course number. Former course prefix/number CISC 2461.)

Suggested prerequisite: ITNW 1321 or ITNW 1343 and ITNW 1420 or instructor approval. Skill development in the configuration and administration of a NetWare 5 network. Topics include upgrading to NetWare 5, upgrading to queue-based printing to Novell Distributed Print Services, optimizing the NetWare server, installing and configuring a FastTrack web server and FTP server on a NetWare server, configuring a NetWare 5 server and workstations for Domain Name Service (DNS) and Dynamic Host Configuration Protocol (DHCP). Laboratory fee. (3 Lec., 4 Lab.)

ITNW 2441 NetWare: Integrating Windows NT (4)

(This is a WECM course number. Former course prefix/number CISC 2466.)

Suggested prerequisite: ITNW 1420 and ITNW 2438 or instructor approval. Skill development in integrating Windows NT and NetWare. Topics include administering and managing NT workstations, NT servers, and network-based applications in a mixed NetWare and Windows NT environment. Laboratory fee. (3 Lec., 4 Lab.)

ITNW 2449 Securing Intranets with Border Manager (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Suggested prerequisite: ITNW 1420 or instructor approval. Instruction in the implementation of BorderManager including installation, administration, maintenance, and implementation of access control and troubleshooting components. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee (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. Laboratory fee. (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. Laboratory fee. (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). Laboratory fee. (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.)
Suggested 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. Laboratory fee. (3 Lec., 4 Lab.)

ITNW 2472 Displaying and Supporting Microsoft SMS 2.0 (4)
(This is a local need course number. Former course prefix/number CISC 2484.)
Instruction in deploying and supporting Microsoft Systems Management Server (SMS) 2.0. Topics include designing sites, organizing a site hierarchy, planning for resource needs, installing clients, site-to-site communications, and troubleshooting site installation problems. Laboratory fee. (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 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. Laboratory fee. (3 Lec., 4 Lab.)

ITSC 1401 will not meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement.

ITSC 1402 Computer Control Language (4)
(This is a WECM course number. Former course prefix/number CISC 2470.)
Skill development in the use of system control language on mini/mid-range/mainframe computers. Topics include command formats, file management, job scheduling, resource management, and utilities. Laboratory fee. (3 Lec., 3 Lab.)

ITSC 1405 Introduction to PC Operating Systems (4)
(This is a WECM course number. Former course prefix/number CISC 2478)
A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Laboratory fee. (3 Lec., 3 Lab.)

ITSC 1407 UNIX Operating System I (4)
(This is a WECM course number. Former course prefix/number CISC 1480.)
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. Laboratory fee. (3 Lec., 3 Lab.)

ITSC 1409 Integrated Software Applications I (4)
(This is a WECM course number.)
Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word process, spreadsheets, databases, and/or presentation media software. Laboratory fee. (3 Lec., 4 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. Laboratory fee. (3 Lec., 4 Lab.)

ITSC 1417 PC Operating Systems - DOS (4)
(This is a WECM course number.)
Introduction to the DOS operating system. Topics include installation and configuration, file management, memory and storage management, peripheral device control, and use of utilities. Laboratory fee. (3 Lec., 3 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. Laboratory fee. (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. Laboratory fee. (3 Lec., 3 Lab.)

ITSC 2431 Integrated Software Applications III (4)
(This is a WECM course number.)
Prerequisite: ITSC 1409 or instructor consent. Designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality. Laboratory fee. (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. Laboratory fee. (3 Lec., 4 Lab.)

ITSC 2437 UNIX Operating System II (4)
(This is a WECM course number. Former course prefix/number CISC 2490.)
Prerequisite: ITSW 1406 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. Laboratory fee. (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 1191 Special Topics in Computer Programming (1)
(This is a WECM course number. Former course prefix/number CISC 2170.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITSE 1280 Cooperative Education - Computer Programming (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1281 Cooperative Education - Computer Programming (2)
(This is a WECM course number. Former course prefix/number CISC 7272.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1291 Special Topics in Computer Programming (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSE 1380 Cooperative Education - Computer Programming (3)
(This is a WECM course number. Former course prefix/number CISC 7471.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1381 Cooperative Education - Computer Programming (3)
(This is a WECM course number. Former course prefix/number CISC 7472.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1391 Special Topics in Computer Programming (3)
(This is a WECM course number. Former course prefix/number CISC 2372.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSE 1402 Introduction to Computer Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1476.)
Introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1407 Introduction to C++ Programming (4)
(This is a WECM course number.)
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. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1414 Introduction to RPG Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1478.)
Introduction to computer programming using RPG. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1418 Introduction to COBOL Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1476.)
Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1422 Introduction to C Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2474.)
Introduction to computer programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1431 Introduction to Visual BASIC Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1373.)
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. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Basic 6.0 (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
An introduction to the creation of enterprise-level applications and the use of appropriate design tools and technology with Microsoft Visual Studio 6.0. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1444 Mastering Microsoft Visual Basic 6.0 Development (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Skill development in the creation of database applications using component object model (COM). Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1445 Introduction to Oracle SQL and PL/SQL (4)
(This is a WECM course number.)
An introduction to the design and creation of relational databases. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL) and Procedure Language (PL). Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2401 Introduction to Windows Programming Using C++ (4)
(This is a WECM course number.)
Introduction to computer programming for windows using C++. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2405 Introduction to Windows Programming (4)
(This is a WECM course number.)
Introduction to computer programming for windows. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2409 Introduction to Database Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1472.)
Application development using database programming techniques emphasizing database structures, modeling, and database access. Laboratory fee. (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. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2417 JAVA Programming (4)
(This is a WECM course number.)
Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2421 Introduction to Object-Oriented Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2487.)
Introduction to object-oriented programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects. Laboratory fee. (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. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2433 Implementing a Database on Microsoft SQL Server 7.0 (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
Skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system version 7.0. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2435 Advanced RPG Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2492.)
Prerequisite: ITSE 1414 or instructor consent. Further application of RPG programming techniques, including file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2437 Assembly Language Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2475.)
Prerequisite: Any ITSE programming course or instructor consent. Comprehensive coverage of low-level computer operations and architecture. Includes design, development, testing, implementation, and documentation of programs; language syntax; data manipulation; input/output devices and operations; and file access. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2439 Advanced Windows Programming Using C++ (4)
(This is a WECM course number.)
Prerequisite: ITSE 2401 or instructor consent. Further applications of windows programming techniques using C++ including file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2443 Advanced Windows Programming (4)
(This is a WECM course number.)
Prerequisite: ITSE 2405 or instructor consent. Further applications of windows programming techniques, including file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2445 Data Structures (4)
(This is a WECM course number.)
Prerequisite: Any ITSE Introductory programming course or instructor consent. Further applications of programming techniques. Includes an in-depth look at various data structures and the operations performed on them. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2447 Advanced Database Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2472.)
Prerequisite: ITSE 2409 or instructor consent. Application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access. Laboratory fee. (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. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2450 Mastering Enterprise Development Using Microsoft Visual Basic 6.0 (4)
(This is a WECM course number. Former course prefix/number CISC 2484.)
In-depth development of client/server solutions using component object modeling (COM). Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2451 Advanced COBOL Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1477.)
Prerequisite: ITSE 1418 or instructor consent. Further applications of programming techniques using COBOL, including file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2454 Advanced Oracle SQL and PL/SQL (4)
(This is a WECM course number.)
Prerequisite: ITSE 1445 or instructor consent. A continuation of Oracle SQL and PL/SQL. Topics include hierarchical queries, set based queries, correlated subqueries, scripting, and scripting generation. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2455 Advanced C Programming (4)
(This is a WECM course number. Former course prefix/number CISC 2486.)
Prerequisite: ITSE 1422 or instructor consent. Further applications of programming techniques using C. Topics include file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2456 Oracle Database Administration I (4)
(This is a WECM course number.)
Fundamentals of the tasks and functions required of a database administrator. Topics include managing database files; managing table spaces, segments, extents, and blocks; start up and shut down of an Oracle instance and database; managing users, privileges and resources; using National Language and Support (NLS) features; and creation of an operational database. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2457 Advanced Object-Oriented Programming (4)
(This is a WECM course number.)
Prerequisite: ITSE 2421 or instructor consent. Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, virtual functions, and exception handling. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2458 Oracle Database Administration II (4)
(This is a WECM course number.)
Prerequisite: ITSE 2456 or instructor consent. A continuation of Oracle Database Administration I. Topics include recovery procedures, logical backups, standby database capabilities, and performance tuning of the Oracle Server. Common performance problems and the use of diagnostic tools to troubleshoot and optimize throughput will be discussed. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2459 Advanced Computer Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1477.)
Prerequisite: ITSE 1402 or instructor consent. Further applications of programming techniques. Topics include file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 1192 Special Topics in Management Information Systems and Business Data Processing, General (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.)

ITSW 1280 Cooperative Education-Data Processing Technology/Technician (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1281 Cooperative Education - Data Processing Technology/Technician (2)
(This is a WECM course number. Former course prefix/number CISC 7272.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1282 Cooperative Education - Management Information Systems and Business Data Processing, General (2)
(This is a WECM course number. Former course prefix/number CISC 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1283 Cooperative Education - Management Information Systems and Business Data Processing, General (2)
(This is a WECM course number. Former course prefix/number CISC 7272.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1292 Special Topics in Management Information Systems and Business Data Processing, General (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSW 1327 Multiuser Operating Systems (3)
(This is a WECM course number.)
Summary of multi-user operating systems including a contrast of single user and multi-user systems. Investigation of a variety of multi-user operating systems, similarities, and differences. Laboratory fee. (3 Lec.)

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 1392 Special Topics in Management Information Systems and Business Data Processing, General (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.)

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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 1410 Presentation Media Software (4)
(This is a WECM course number. Former course prefix/number CISC 2375.)
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. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 1411 AS/400 Operating System I (4)
(This is a WECM course number. Former course prefix/number CISC 1473 and CISC 2484.)
A study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics include introductory system management concepts and file management. Laboratory fee. (3 Lec., 3 Lab.)

ITSW 1413 Introduction to Data Entry (4)
(This is a WECM course number. Former course prefix/number CISC 1371.)
Training in data input. Includes source documents, conversion of source data into computer input media, input record layout design, and input coding. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 1492 Special Topics in Management Information Systems and Business Data Processing, General (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 2441 AS/400 Operating System II (4)
(This is a WECM course number. Former course prefix/number CISC 1475 and CISC 2484.)
Prerequisite: ITSW 1411 or instructor consent. Advanced study of the AS/400 operating system. Topics include advanced concepts of systems management and communications, installation and maintenance of software, network security, and data integrity. Laboratory fee. (3 Lec., 3 Lab.)

COMPUTER SCIENCE

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. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 1101015127)

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. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015227)

COSC 1317 Introduction To FORTRAN Programming (3)
(This is a common course number. Former course prefix/number CS 121)
Prerequisite: Mathematics 1414. This course is intended primarily for students pursuing a degree in an engineering, science, or related field which requires a one-semester course in FORTRAN programming. Emphasis is on the use of the FORTRAN language in technical applications. Topics include input/output, structures, and formatting. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1102015227)

COSC 1320 C Programming (3)
(This is a common course number. Former course prefix/number CS 120)
Prerequisite: Two years of high school algebra or Developmental Math 0093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. The emphasis is on the fundamentals of programming using the C Programming language. Topics covered include input/output processing, structured programming, modular design and problem-solving techniques. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015227)

COSC 1333 Introduction To PL/I Programming (3)
(This is a common course number. Former course prefix/number CS 123)
Prerequisites: Developmental Math 0093 and Computer Science 1315 or Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course is an introduction to the PL/I programming language. Emphasis is placed upon the structured approach to program design using both mathematical and business applications. Topics include string processing, simple data structures, internal search/sort techniques, and sequential file processing. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1102015127)

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. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1101015227)

COSC 2315 Computer Science II (3)
(This is a common course number.)
Prerequisites: 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. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015327)

COSC 2318 Computer Science II - Pascal (3)
(This is a common course number. Former course prefix/number CS 114)
Prerequisites: Mathematics 1414 and Computer Science 1315 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 a related field. Topics covered include a continuation of Pascal programming, structured problem-solving, elementary data structures including arrays, records, files, and the use of pointer variables. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015327)

COSC 2320 Advanced C Programming (3)
(This is a common course number. Former course prefix/number CS 220)
Prerequisite: Computer Science 1320 and Mathematics 1314 or Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1320 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of C Programming, structured problem-solving, elementary and advanced data structures including arrays, structures, and classes, the use of pointer variables and an introduction to object-oriented programming. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015227)

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. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1102015227)

CONSTRUCTION MANAGEMENT AND TECHNOLOGY

CNBT 1301 Introduction To Construction (3)
(This is a WECM course number. Former course prefix/number CMGT 1270.)
An overview of the construction industry including: organizational structures and systems; safety regulations and agencies; construction documents; office and field organizations; and the various construction crafts and trades. (3 Lec.)

CNBT 1302 Mechanical, Plumbing, And Electrical Systems In Construction (3)
(This is a WECM course number. Former course prefix/number CMGT 1373.)
A presentation of the basic mechanical, plumbing, and electrical components in construction and their relationship to the overall building. Laboratory fee. (3 Lec., 1 Lab.) (3 Lec., 3 Lab.)

CNBT 1307 Commercial And Industrial Blueprint Reading (3)
(This is a WECM course number. Former course prefix/number CMGT 1372.)
Blueprint reading covering the theory of projection, architectural and engineering symbols, relationship of views, and measuring with emphasis on commercial and industrial construction. (3 Lec.) (2 Lec., 3 Lab.)

CNBT 1311 Construction Methods And Materials (3)
(This is a WECM course number. Former course prefix/number CMGT 1370.)
An introduction to construction materials and methods and their applications. Laboratory fee. (2 Lec., 2 Lab.)

CNBT 1342 Building Codes And Inspections (3)
(This is a WECM course number. Former course prefix/number CMGT 2372.)
An examination of the building codes and standards applicable to building construction and inspection processes. (3 Lec.)

CNBT 1344 Construction Materials Testing (3)
(This is a WECM course number. Former course prefix/number QCTC 1446.)
Skill development in laboratory testing and field inspection procedures associated with construction materials. (2 Lec., 2 Lab.)

CNBT 1346 Construction Estimating I (3)
(This is a WECM course number. Former course prefix/number CMGT 2378.)
Fundamentals of estimating materials and labor costs in construction. Laboratory fee. (2 Lec., 2 Lab.)

CNBT 1370 Construction Materials, Methods, and Equipment II (3)
(This is a local need course number. Former course prefix/number CMGT 1371.)
This course continues the study of construction materials, methods and equipment used in the construction of a commercial building. Topics included: Wood and Wood Productions and Construction, Light Metal Framing, Thermal Insulation and Vapor Barriers, Doors, Windows, and Storefronts, Interior and Exterior Materials and Finishes, Furnishings; Special Construction; Conveying Systems and Elevators. (2 Lec., 2 Lab.)

CNBT 1393 Special Topics In Construction/Building Technology/Technician (3)
(This is a WECM course number. Former course prefix/number CMGT 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. Laboratory fee. (2 Lec., 2 Lab.)

CNBT 2332 Project Scheduling (3)
(This is a WECM course number. Former course prefix/number CMGT 2377.)
A study of conventional scheduling using critical-path-method; precedence and arrow networks; gnatt charts; monthly reports; and crashing time schedule. Laboratory fee. (2 Lec., 2 Lab.)

CNBT 2335 Computer-Aided Construction Scheduling (3)
(This is a WECM course number.)
Advanced construction scheduling utilizing computer scheduling software to perform various scheduling procedures. (2 Lec., 3 Lab.)

CNBT 2342 Construction Management I (3)
(This is a WECM course number. Former course prefix/number CMGT 1375.)
Human relations management skills in motivation on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making. Laboratory fee. (2 Lec., 3 Lab.)

CNBT 2344 Construction Management II (3)
(This is a WECM course number. Former course prefix/number CMGT 2380.)
A management course in contract documents, safety, planning, scheduling, production control, and law and labor. Topics include contracts, planning, cost and production peripheral documents, and cost and work analysis. Laboratory fee. (2 Lec., 3 Lab.)

CNBT 2346 Construction Management III (3) (This is a WECM course number. Former course prefix/number CNST 2380)
An advanced course in construction safety, project management, scheduling, material handling, layout, payment scheduling, and inspections. Lab required. (2 Lec., 3 Lab.)

CNBT 2370 Construction Contracts and Specifications (3)
(This is a local need course number. Former course prefix/number CMGT 2370)
Written construction communications are the focus of this course. The course includes: the study of construction contracts and building specifications; their preparation, implementation, modification, administration and legal pitfalls are covered. (3 Lec.)

CNBT 2371 Estimating For General/Specialty Commercial Contractors (3)
(This is a local need course number. Former course prefix/number CMGT 2370)
This course provides a real world approach to commercial estimating of general and specialty commercial contractors. Individuals are led through methods of quantity take-off, project cost estimates and the decision-making process involved in making a bid. (2 Lec., 2 Lab.)

CNBT 2372 Mechanical, Electrical and Plumbing Systems II (3)
(This is a local need course number.)
This continues the study of Mechanical , Plumbing, and Electrical Systems and includes the following topics: human comfort and health requirements; thermodynamic principles; thermal dynamics of buildings; load calculations; active HVAC and passive methods; lighting systems and design; plumbing and fire protection system design; architectural acoustics. (3 Lec.)

CNBT 2380 Cooperative Education - Construction/Building Technology/Technician (3)
(This is a WECM course number. Former course prefix/number CMGT 7371.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

CNBT 2437 Construction Estimating II (4)
(This is a WECM course number.)
Advanced estimating concepts using computer software programs for the construction and crafts. (2 Lec., 3 Lab.)

DFTG 1309 Basic Computer-Aided Drafting (3)
(This is a WECM course number.)
An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. (2 Lec., 3 Lab.)

DFTG 1333 Mechanical Drafting (3)
(This is a WECM course number.)
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., 3 Lab.)

DFTG 2334 Industrial Drafting Applications (3)
(This is a WECM course number.)
An advanced synthesis of industrial drafting practices with emphasis on research, design, and project techniques. (2 Lec., 3 Lab.)

DFTG 2352 Mechanical And Electrical Systems (3)
(This is a WECM course number.)
The properties of building materials (assemblies), specifications, codes, vendor references and uses of mechanical, plumbing, conveying, and electrical systems as related to architecture for residential and commercial construction. Laboratory fee. (2 Lec., 2 Lab.)

ENTC 1343 Statics (3)
(This is a WECM course number. Former course prefix/number ENGR 2270.)
A study of the composition and resolution of forces and the equilibrium of forces acting on structures. Includes the concepts of friction, moments, couples, centroids, and moment of inertia. Laboratory fee. (2 Lec., 2 Lab.)

ENTC 2333 Strength Of Materials (3)
(This is a WECM course number. Former course prefix/number ENGR 2270.)
A study of the relationships between loads and mechanical properties as they apply to materials, shape, and size of structural components and the resultant stress and strain in loaded components. Laboratory fee. (2 Lec., 2 Lab.)

OSHT 1313 Accident Prevention, Inspection, And Investigation (3)
(This is a WECM course number. Former course prefix/number CMGT 2371.)
Principles and practices providing a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques, and accident investigation analysis. (3 Lec.)

SRVY 1301 Introduction To Surveying (3)
(This is a WECM course number. Former course prefix/number CMGT 1374.)
An overview of the surveying profession. The history of surveying and its impact on the world. Review of the mathematics used in surveying. Introduction to basic surveying equipment with emphasis on measurements. Instruction on surveying procedures and the limitation of errors. Calculation to determine precision and error of closure. Laboratory fee. (2 Lec., 3 Lab.)

SRVY 1309 Surveying Measurement Practice (3)
(This is a WECM course number. Former course prefix/number CMGT 2376.)
An introductory lab course covering the equipment and hardware of the profession necessary to measure horizontal and vertical distances, in accordance with prevailing and applicable professional standards, e.g. standards of the National Geodetic Survey, state and local statues and regulations, professional standards, such as the Texas Society of Professional Surveyors. Laboratory fee. (2 Lec., 3 Lab.)

CONSTRUCTION TECHNOLOGY

ARCT 1302 Architectural Materials and Methods of Construction (3)
(This is a WECM course number. Former course prefix/number CNST 1370.)
Properties, specifications, vendor references, and uses of materials as related to architectural systems of structures. Lab required. (3 Lec.)

CBFM 2311 Building Maintenance II (3)
(This is a WECM course number.)
A continuation of Building Maintenance I with emphasis on the operational aspects of maintaining and repairing facilities. Lab required. (2 Lec., 3 Lab.)

CBFM 2317 Mechanical Maintenance (3)
(This is a WECM course number.)
Study of the general principles of mechanical and electrical systems as related to inspection, repair, and preventive maintenance of facility equipment. Lab required. (2 Lec., 3 Lab.)

CNBT 1170 Basic Construction Safety (1)
(This is a local need course number. Former course prefix/number CNST 1170.)
This course covers basic job site construction safety in commercial and industrial construction. The OSHA 10 safety course outline is followed along with a study of hazardous materials on the job site. Lab required. (1 Lec.)

CNBT 1305 Residential and Light Commercial Blueprint Reading (3)
(This course is a WECM course number. Former course prefix/number CNST 1372.)
Blueprint reading covering the theory of projection, architectural and engineering symbols, relationship of views, and measuring with emphasis on residential and light commercial construction. Lab required. (3 Lec.)

CNBT 1321 Job Site Layout and Development (3)
(This is a WECM course number. Former course prefix/number CNST 1171.)
Study of the general principles of job site layout and development used by heavy equipment operators in the construction industry. Topics include plan reading, survey techniques, external considerations, and trade conventions. Lab required. (2 Lec., 3 Lab.) .....

CNBT 1375 Field Engineering I (3)
(This is a WECM course number.)
This course overviews the duties and responsibilities of a field engineering for commercial and industrial building construction. The use of surveying equipment, sketches and proper field notes taking, methods of staking and layout of building site, locating center lines of piers and installation of batter boards. Lab required. (2 Lec., 3 Lab.)

CNBT 1449 Concrete-Commercial and Industrial (4)
(This is a WECM course number. Former course prefix/number CNST 2372.)
In depth coverage of the various techniques used in concrete utilization in commercial and industrial construction. Lab required. (2 Lec., 3 Lab.)

CNBT 2342 Construction Management I (3)
(This is a WECM course number. Former course prefix/number CNST 2378)
Human relations management skills in motivation on the job site. Topics include written and oral communications, leadership and motivation, problem solving, and decision making. (2 Lec., 3 Lab.)

CNBT 2346 Construction Management III (3)
(This is a WECM course number. Former course prefix/number CNST 2380.)
An advanced course in construction safety, project management, scheduling, material handling, layout, payment scheduling, and inspections. Lab required. (2 Lec., 3 Lab.)

CNBT 2375 Field Engineering II (3)
(This is a local need course number.)
This course continues the study of field engineering for commercial and industrial building construction. Methods used in estimating materials, development of Quantity logs and pier logs, use of blueprints and field notes, parking lots, retaining systems and basic curves. Lab required. (2 Lec., 3 Lab.)

CNBT 2377 Building and Contracting (3)
(This is a local need course number. Former course prefix/number CNST 2373.)
This course covers the basic process of organizing and operating a building or contracting business. Topics covered include establishing goals, organization, directing, staffing, coordinating and controlling, and budgeting Lab Required to operate and make a profit in a construction business. Lab required. (3 Lec.)

CNBT 2378 Estimating Commercial Mechanical Construction (3)
(This is a local need course number.)
This course covers the process of estimating electrical requirements for the construction of buildings. This course will use the CSI division 16 Electrical as the basis for instruction. The course will expose the individual to an environment similar to an estimating department of a commercial electrical contractor. (2 Lec., 2 Lab.)

CNBT 2379 Estimating Commercial Mechanical Construction (3)
(This is a local need course number.)
This course covers the process of estimating electrical requirements for the construction of buildings. This course will use the CSI division 15 Electrical as the basis for instruction. The course will expose the individual to an environment similar to an estimating department of a commercial electrical contractor. (2 Lec., 2 Lab.)

CNSE 1321 Job Site Layout and Development (3)
(This is a WECM course number. Former course prefix/number CNST 1171.)
Study of the general principles of job site layout and development used by heavy equipment operators in the construction industry. Topics include plan reading, survey techniques, external considerations, and trade conventions. Lab required. (2 Lec., 3 Lab.)

CRPT 1311 Conventional Roof Systems (3)
(This is a WECM course number.)
Study of the principles of design and construction of a conventional roof system incorporating gable, hip, and intersections. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Lab required. (2 Lec., 3 Lab.)

CRPT 1315 Conventional Wall Systems (3)
(This is a WECM course number. Former course prefix/number CNST 1383.)
Instruction in conventional wall systems with emphasis on wood frame construction. Topics include identification of components; construction of a wall system; safe work practices; and the selection, use, and maintenance of tools and equipment. Lab required. (2 Lec., 3 Lab.)

CRPT 1319 Engineered Roof Systems (3)
(This is a WECM course number. Former course prefix/number CNST 1175.)
Skill development in the identification and erection of engineered roof systems and components. Topics include trussed, timber-framed and steel-component roof structures with emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Lab required. (2 Lec., 3 Lab.)

CRPT 1325 Forms and Foundations I (3)
(This is a WECM course number. Former course prefix/number CNST 1375.)
Instruction in the construction of basic form and foundation systems including related safety, tools, equipment, and building layout. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Lab required. (2 Lec., 3 Lab.)

CRPT 1329 Introduction to Carpentry (3)
(This is a WECM course number.)
An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods. Lab required (2 Lec., 3 Lab.)

CRPT 1341 Conventional Exterior Finish Systems (3)
(This is a WECM course number. Former course prefix/number CNST 2376.)
Skill development in the installation of exterior finish systems and components including the placement and installation of cornice, windows, doors, siding, and flashing. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Lab required. (2 Lec., 3 Lab.)

CRPT 1345 Conventional Interior Finish Systems (3)
(This is a WECM course number. Former course prefix/number CNST 1376.)
Instruction in the installation of interior finish systems and components including the placement and installation of doors and trim and floor, wall, and ceiling finishes. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Lab required. (2 Lec., 3 Lab.)

CRPT 1349 Forms and Foundations II (3)
(This is a WECM course number. Former course prefix/number CNST 2375.)
Skill development in the construction of advanced forms and foundation systems including related
Safety, tools, equipment, and building layout. Advanced forms and foundation systems may include patented and engineered form systems. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Lab required. (2 Lec., 3 Lab.)

CRPT 2331 Advanced Roof Systems (3)
(This is a WECM course number. Former course prefix/number CNST 2174.)
Skill development in the layout and construction of advanced architectural roof styles and features including the construction of multi-pitched roofs, dormers, crichets, cupolas, and other roof structures. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Lab required. (2 Lec., 3 Lab.)

CRPT 2339 Specialty Exterior Finish Systems (3)
(This is a WECM course number.)
Skill development in the installation of specialty exterior finish systems and components including the placement and installation of cornice, windows, doors, siding, and flashing. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Lab required. (2 Lec., 3 Lab.)

CRPT 2341 Specialty Interior Finish Systems (3)
(This is a WECM course number. Former course prefix/number CNST 2377.)
Skill development in the installation of specialty interior finish systems and components including specialty floor, wall, and ceiling finishes. Emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Lab required. (2 Lec., 3 Lab.)

CRPT 2343 Specialty Wall Systems (3)
(This is a WECM course number. Former course prefix/number CNST 2177.)
Instruction in wall systems with emphasis on metal frame construction. Topics include the identification of components and the construction of a wall system with emphasis on safe work practices and the selection, use, and maintenance of tools and equipment. Lab required. (2 Lec., 3 Lab.)

CRPT 2347 Stairs (3)
(This is a WECM course number. Former course prefix/number CNST 2179.)
Instruction in the construction and installation of stairs. Topics include stair types and parts, wood and metal stairs, and the layout and installation of job and factory built stairs. Lab required. (2 Lec., 3 Lab.)

ELPT 1311 Basic Electrical Theory (3)
(This is a WECM course number.)
An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current. Laboratory required. (2 Lec., 3 Lab.)

ELPT 1319 Fundamentals of Electricity I (3)
(This is a WECM course number.)
An introduction to basic direct current (DC) theory including electron theory and direct current applications. Lab required. (2 Lec., 3 Lab.)

ELPT 1320 Fundamentals of Electricity II (3)
(This is a WECM course number.)
An introduction to alternating current (AC) including Ohm's Law. Topics include AC voltage, frequency, mechanical and electrical degrees, waveforms, resistors, capacitors, and inductors. Lab required. (2 Lec., 3 Lab.)

ELPT 1321 Introduction to Electrical Safety and Tools (3)
(This is a WECM course number.)
A comprehensive overview of safety rules and regulations and the selection, inspection, use, and maintenance of common tools for electricians. Lab required. (2 Lec., 3 Lab.)

ELPT 1345 Commercial Wiring (3)
(This is a WECM course number.)
Instruction in commercial wiring methods. Lab required. (2 Lec., 3 Lab.)

ELPT 1357 Industrial Wiring (3)
(This is a WECM course number.)
Instruction in wiring methods used for industrial installations. Lab required. (2 Lec., 3 Lab.)

ELTN 1341 Basic Motor Controls (3)
(This is a WECM course number.)
Instruction in motor control fundamentals and control wiring in accordance with the National Electrical Code (NEC). Skill development in troubleshooting, maintenance, and repair of various control circuits. Lab required. (2 Lec., 3 Lab.)

ELTN 1343 Electrical Troubleshooting (3)
(This is a WECM course number.)
Instruction in the maintenance, theory of operation, troubleshooting, and repair of circuits of various residential, commercial, and industrial electrical systems. Lab required. (2 Lec., 3 Lab.)

GLZG 1370 Glazing I (3)
(This is a local need course number.)
A comprehensive overview of math and safety related to glazing, the proper use of glazing tools and equipment, types of glass used in modern buildings, and related materials used in glazing. Lab required. (2 Lec., 3 Lab.)

GLZG 1371 Glazing II (3)
(This is a local need course number.)
This course covers basic calculating, layout, and cutting of glass, the fabrication of mirrors and glass products, types of plastics and panels, basic introduction to Aluminum fabrication and Store Front installation. Lab required. (2 Lec., 3 Lab.)

GLZG 1372 Glazing III (3)
(This is a local need course number.)
This course studies the use of the Safety Glazing Code, contract documents, basic types and methods of installing sealant used in glazing, introduction to types and uses of insulating glass, installation of custom mirrors and methods used in re-glazing. Lab required. (2 Lec., 3 Lab.)

GLZG 2370 Glazing IV (3)
(This is a local need course number.)
This course covers types and components of windows, advanced glass fabrication methods and installation, aluminum fabrication of entrances, and related types of entrance frames and hardware used types and installation of tubes and shower enclosures. Lab required. (2 Lec., 3 Lab.)

GLZG 2371 Glazing V (3)
(This is a local need course number.)
The course covers use of blueprints and shop drawings used in glazing, methods of sketching, taking measurements, and basic takeoffs process, types and uses mechanical fasteners, and basic rigging and hoisting of glazing materials and construction of work platforms on the job. Lab required. (2 Lec., 3 Lab.)

GLZG 2372 Glazing VI (3)
(This is a local need course number.)
This course covers types and methods of installing skylights, sloped glazing, metal curtain walls, types and uses of finishes and coatings for aluminum and glass and trouble shooting entrances and hardware. Lab required. (2 Lec., 3 Lab.)

HART 1374 Refrigeration Principles (3)
(This is a local need course number.)
An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components. Lab required. (2 Lec., 3 Lab.)

HART 1376 A/C Control Principles (3)
(This is a local need course number.)
A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohm's law as applied to A/C controls and circuits. Lab required. (2 Lec., 3 Lab.)

HART 2376 Troubleshooting (3)
(This is a local need course number.)
An advance course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance test.
Lab required. (2 Lec., 3 Lab.)

HART 2377 Commercial Air Conditioning (3)
(This is a local need course number.)
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Lab required. (2 Lec., 3 Lab.)

HART 2378 Air Conditioning Systems Design (3)
(This is a local need course number.)
A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Lab required. (2 Lec., 3 Lab.)

MBST 1407 Masonry I (4)
(This is a WECM course number.)
Introduction to masonry including safety, tools and equipment, masonry materials, theory, terminology, federal and state guidelines, building plans, mortar mixing and spreading, and the fundamentals of laying bricks and block. Lab required. (3 Lec., 2 Lab.)

MBST 1409 Masonry II (4)
(This is a WECM course number.)
A continuation of Masonry I with emphasis on hands-on applications of masonry concepts and theories. Lab required. (3 Lec., 2 Lab.)
MBST 2407 Masonry III (4)
(This is a WECM course number.)
Development of the ability to lay brick or blocks to the line, straight leads, build corners, and construct piers including blueprints, symbols, abbreviations, and sealing systems. Lab required. (3 Lec., 2 Lab.)

MBST 2409 Masonry IV (4)
(This is a WECM course number.)
A continuation of Intermediate Masonry I including practical applications of masonry theories and skills using plain and reinforced mortars. Lab required. (3 Lec., 2 Lab.)

MBST 2447 Masonry V (4)
(This is a WECM course number.)
Instruction in the theory and application of special masonry construction, including material and labor estimations, costs estimating, bond patterns, fireplaces, arches and lintels, tying into walls, and laying of masonry materials. Lab required. (3 Lec., 2 Lab.)

MCHN 1301 Sheet Metal I (3)
(This is a WECM course number.)
An introduction to the materials, tools, and techniques used in the sheet metal industry. Review of trade math problems involving measurement of lines, area, volume, weight, and geometric figures. Introduction of types and uses of hand, layout, and cutting tools along with bending and forming machines. Practice of material types and properties along with the principles of layout and metal forming. Lab required. (2 Lec., 3 Lab.)

MCHN 1349 Sheet Metal II (3)
(This is a WECM course number.)
An introduction to various types of pipe and fittings. Emphasis on principles and type of fittings for radial line development are discussed and factors that influence bend allowances and calculations necessary for determining proper bend allowances. Introduction to principles of soldering roof flashings, gutters, down spouts, and sheet metal duct fabrications. Lab required. (2 Lec., 3 Lab.)....

MCHN 1370 Sheet Metal IV (3)
(This is a local need course number.)
This course covers math, insulating materials and methods of installation, layout by the triangulation method, basic piping practices, rigging and hosting. Lab required. (2 Lec., 3 Lab.)

MCHN 1371 Sheet Metal V (3)
(This is a local need course number.)
The course covers sheet metal duct fabrication standards, gutters and downspouts, hoods and ventilators, and flashing walls and roofs. Lab required. (2 Lec., 3 Lab.)

MCHN 1372 Sheet Metal VI (3)
(This is a local need course number.)
This course covers principles of air flow for HVAC systems, fiber glass and PVC duct, and introduction to welding. Lab required. (2 Lec., 3 Lab.)

MCHN 2370 Sheet Metal VII (3)
(This is a local need course number.)
The course covers sheet metal fabrication, principles of airflow, introduction to brazing and oxyfuel cutting, field measuring and fitting, incorporating blueprints and specifications. Lab required. (2 Lec., 3 Lab.)

MCHN 2371 Sheet Metal VIII (3)
(This is a local need course number.)
The course studies shop production and organization, air balance, and advanced sheet metal fabrication. Lab required. (2 Lec., 3 Lab.)

MCHN 2372 Sheet Metal IX (3)
(This is a local need course number.)
A comprehensive review of louvers, dampers, access doors, hoods and ventilators, and fume and exhaust system design. Lab required. (2 Lec., 3 Lab.)

PFPB 1308 Introduction to Pipefitting (3)
(This is a WECM course number.)
An introduction to the craft including mathematical operations applicable to pipefitting, hand tools, safety practices, and material communication. Lab required. (2 Lec., 3 Lab.)

PFPB 1313 Introduction to the Plumbing Trade (3)
(This is a WECM course number.)
An introduction to the plumbing craft including mathematical operations applicable to the plumbing trade, hand tools, safety practices, and material identification. Lab required. (2 Lec., 3 Lab.)

PFPB 1345 Commercial Construction and Fixture Setting (3)
(This is a WECM course number.)
Instruction in the use of practices and procedures employed by a plumber in the common construction of a commercial building including multilevel drain waste vent systems, water systems, and fixture installation. Lab required. (2 Lec., 3 Lab.)

PFPB 1370 Commercial Plumbing I (3)
(This is a local need course number.)
This course covers the skills in the procedures and techniques employed in the installation of DWV systems, water supply systems in commercial buildings. Lab required. (2 Lec., 3 Lab.)

PFPB 1371 Commercial Plumbing II (3)
(This is a local need course number.)
This course continues the study commercial plumbing started in commercial plumbing I with proper methods used in the layout and installation of gas, Pneumatic, Water Heating Systems and miscellaneous piping commonly found in commercial buildings. Lab required. (2 Lec., 3 Lab.)

PFPB 2301 Pipe Fabrication and Installation I (3)
(This is a WECM course number.)
Skill development in pipe fabrication and pipe supports. Lab required. (2 Lec., 3 Lab.)

PFPB 2341 Pipe Fabrication and Installation I (3)
(This is a WECM course number.)
In-depth instruction in advanced pipe fabrication procedures including pipe template development. Lab required. (2 Lec., 3 Lab.)

PFPB 2343 Pipe Practices (3)
(This is a WECM course number.)
An advanced course in testing; steam traps; valve maintenance; and the identification, storage, and handling of inline specialties. Lab required. (2 Lec., 3 Lab.)

PFPB 2347 Plumbing and Pipefitting Equipment and Safety (3)
(This is a WECM course number.)
Instruction in the safe use of construction equipment used in the process of the plumbing and pipefitting trades. Lab required. (2 Lec., 3 Lab.)

PFPB 2370 Industrial Plumbing (3)
(This is a local need course number.)
This covers layout and installation of plumbing systems in industrial construction, which includes water treatment, power plants and manufacturing plants. Lab required. (2 Lec., 3 Lab.)

SPFT 1371 Sprinkler Fitter I (3)
(This is a local need course number.)
Introduction to the trade, safety an d math for sprinkler fitters, tools and equipment, hanger supports, restraint and guides, measuring and threading steel pipe, types and uses of flanged grooved and plain end fittings. Lab required. (2 Lec., 3 Lab.)

SPFT 1372 Sprinkler Fitter II (3)
(This is a local need course number.)
This course covers the types and uses of plastic pipe, copper tubing, in fire sprinkler systems, underground pipe, discusses soils in sprinkler fitting work, proper handling and storage and installation of underground piping. Lab required. (2 Lec., 3 Lab.)

SPFT 1373 Sprinkler Fitter III (3)
(This is a local need course number.)
This course covers an introduction to types and components of sprinklers systems, types a d methods used to install standard sprinklers and special sprinklers, types and methods for installation of nozzles, types of general-purpose valves. Lab required. (2 Lec., 3 Lab.)

SPFT 1374 Sprinkler Fitter IV (3)
(This is a local need course number.)
This course covers the proper safety, tools and equipment necessary when installing wet and dry-pipe fire systems, the function and operation of wet and dry-pipe fire systems also studies the components and methods of installing a wet and dry-pipe fire systems. Lab required. (2 Lec., 3 Lab.)

SPFT 2370 Sprinkler Fitter V (3)
(This is a local need course number.)
This course covers the use of construction blueprints and math in sprinkler fitting, necessary tools and equipment, the study of water and types of water storage and water supplies. Lab required. (2 Lec., 3 Lab.)

SPFT 2371 Sprinkler Fitter VI (3)
(This is a local need course number.)
This course covers the materials, methods used to install wet and dry standpipes fire systems, building construction and related building codes, types of preaction/deluge systems, and methods used in troubleshooting wet and dry standpipe systems. Lab required. (2 Lec., 3 Lab.)

SPFT 2372 Sprinkler Fitter VII (3)
(This is a local need course number.)
This course covers types and methods of installation of fire pumps, special extinguishing systems, testing, maintenance and troubleshooting of fire pumps, developing a maintenance checklist for fire system equipment. Lab required. (2 Lec., 3 Lab.)

SPFT 2373 Sprinkler Fitter VIII (3)
(This is a local need course number.)
This course covers design, inspection and maintenance of fire systems, principles of hydraulics in fire systems, and introduction to the role and responsibilities of a supervisor. Lab required. (2 Lec., 3 Lab.)

SRVY 1309 Surveying Measurement Practice (3)
(This is a WECM course number. Former course prefix/number CNST 2378.)
An introductory lab course covering the equipment and hardware of the profession necessary to measure horizontal and vertical distances, in accordance with prevailing and applicable professional standards, e.g., standards of the National Geodetic Survey, state and local statutes and regulations, professional standards, such as the Texas Society of Professional Surveyors. (2 Lec., 3 Lab.)

SRVY 1313 Plane Surveying (3)
(This is a WECM course number.)
An introductory overview of surveying equipment and measurement techniques used in mapping. Emphasis on leveling and traversing for preparing a map. Lab required. (2 Lec., 3 Lab.)

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. Lab required. (3 Lec.)

WDWK 1115 Trim and Millwork (1)
(This is a WECM course number. Former course prefix/number CNST 1178.)
Topics include millwork, molding, and specialty trim work and floor covering. Other topics include job planning, blueprints and specifications for use in determining material requirements. Lab required. (2 Lab.)

WDWK 1313 Cabinet Making (3)
(This is a WECM course number. Former course prefix/number CNST 1377.)
Includes the design and construction of base cabinets and wall cabinets for kitcg equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints. Lab required. (2 Lec., 3 Lab.)

WDWK 2451 Cabinet Making II (4)
(This is a WECM course number.)
Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate laying, and customer and co-workers relations. Lab required. (3 Lec., 2 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 1234 Introduction to Gas Tungsten Arc (GTAW) Welding (2)
(This is a WECM course number.)
An introduction to the principles of gas tungsten arc welding (GTA), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Lab required. (1 Lec., 4 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 1307 Basic Welding Processes (3)
(This is a WECM course number.)
An overview of the basic welding processes, including oxy-fuel welding and cutting, shielded metal arc (SMAW), gas metal arc (GMAW), and gas tungsten arc welding (GTAW). Lab required. (2 Lec., 3 Lab.)

WLDG 1323 Welding Safety, Tools, and Equipment (3)
(This is a WECM course number.)
An introduction to welding careers and safety practice, including welding safety; OSHA and the Hazardous Communication Act; Material Safety Data Sheets (MSDS); basic mathematics; measuring systems; shop operations; use and care of precision measuring tools; and the use and care of hand and power tools. Instruction on various types of welding equipment and processes, basic welding gases, fluxes, rods, electrodes, symbols, and blueprints. Lab required. (2 Lec., 3 Lab.)

WLDG 1435 Introduction to Pipe Welding (4)
(This is a WECM course number.)
An introduction to welding of pipe using the shielded metal arc welding process (SMAW), including electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 1G and 2G using various electrodes. Lab required. (3 Lec., 2 Lab.)

WLDG 2206 Intermediate Pipe Welding (2)
(This is a WECM course number.)
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. Lab required. (1 Lec., 4 Lab.)

WLDG 2213 Welding Using Multiple Processes (2)
(This is a WECM course number.)
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 (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process. Lab required. (1 Lec., 4 Lab.)

WLDG 2214 Welding Using Multiple Processes (2)
(This is a WECM course number.)
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 (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process. Lab required. (1 Lec., 4 Lab.)

CULTURAL STUDIES

CUST 2370 Cultural Studies (3)
(This is a common course number.)
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 2401037235. This is a unique need course.)

DANCE

DANC 1101 Composition I (1)
(This is a common course number. Former course prefix/number DAN 234)
Prerequisite: Demonstrated competence approved by the instructor. Development of basic principles and theories involved in composition are studied. Emphasis is placed on movement principles, group and structural forms. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5003015530)

DANC 1102 Composition II (1)
(This is a common course number. Former course prefix/number DAN 235)
Prerequisites: Dance 1101 and demonstrated competence approved by the instructor. This course is a continuation of Dance 1101. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5003015530)

DANC 1110 Tap I (1)
(This is a common course number. Former course prefix/number DAN 157)
This course explores basic tap techniques. Emphasis on technique development and familiarity with traditional tap rhythms and steps. Laboratory fee. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601145130)

DANC 1111 Tap II (1)
(This is a common course number. Former course prefix/number DAN 158)
Prerequisite: Dance 1110 or demonstrated competence approved by instructor. This course continues and further develops an exploration of Dance 1110. Laboratory fee. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601145130

DANC 1112 Coaching and Repertoire (1)
(This is a common course number. Former course prefix/number DAN 252)
Prerequisite: Demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee. (2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1113 Improvisation (1)
(This is a common course number. Former course prefix/number DAN 253)
Prerequisite: Dance 1248 or Dance 1342. This course consists of creative problem-solving utilizing basic elements of design. This course may be repeated for credit. Laboratory fee. (2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1115 Body Conditioning (1)
(This is a common course number.)
Stretching and toning at the dancer's instrument. This course may be repreated for credit. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601145310)

DANC 1131 Hip Hop I (1)
(This is a common course number. Former course prefix/number DAN 167/DANC 1170)
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 3601145130)

DANC 1132 Hip Hop II (1)
(This is a common course number. Former course prefix/number DAN 168/DANC 1171)
Prerequisite: Dance 1131 or demonstrated competence approved by instructor. This course continues and further develops an exploration of Dance 1131. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601145130)

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 5003015230)

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 5003015230)

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 5003015230)

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. Laboratory fee. (1 Lec., 2 Lab)
(Coordinating Board Academic Approval Number 5003015230)

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. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

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. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

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. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

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. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

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. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230

DANC 2131 Street Dance (1)
(This is a common course number. Former course prefix/number DANC 1370)
Choreographic Hip-Hop and jazz-fusion. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601145310)

DANC 2132 Video Dance (1)
(This is a common course number. Former course prefix/number DANC 1371)
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 3601145310)

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 5003015330)

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 5003015330)

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. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

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. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 2303 Dance Appreciation (3)
(This is a common course number. Former course prefix/number DAN 160)
The cultural, historical and aesthetic qualities of dance are presented through lectures, films, videos, demonstrations and dance productions. Primitive, classical and contemporary dance forms are included. (3 Lec.)
(Coordinating Board Academic Approval Number 5003015430)

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. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

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. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

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. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

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. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DEVELOPMENTAL COLLEGE LEARNING SKILLS

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. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. This course should not be used for TASP remediation. (1 Lec.)
(Coordinating Board Academic Approval Number 3201015235)

DEVELOPMENTAL COMMUNICATIONS

DCOM 0095 Communication Skills (3)
(Former course prefix/number DC 095)
This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs This course should not be used for TASP remediation. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085135)

DCOM 0120 Communication Skills (3)
(Former course prefix/number DC 120)
This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. This course should not be used for TASP remediation. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3201085135)

DEVELOPMENTAL LEARNING

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 3201015235)

DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1324, 1332, 1333 1335, 1414 and 2342. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for TECM 1341.

DMAT 0060 Basic Mathematics I (1)
(Former course prefix/number DM 060)
This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0061 Basic Mathematics II (1)
(Former course prefix/number DM 061)
This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percents, and basic operations with fractions. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0062 Pre Business (1)
(Former course prefix/number DM 062)
This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, areas, and volumes. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0063 Pre Algebra (1)
(Former course prefix/number DM 063)
This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0064 Mathematics For Nursing I (1)
(Former course prefix/number DM 064)
This course is designed to develop an understanding of the measurements and terminology in medicine and calculations involving conversions of applicable systems of measurement. It is designed primarily for students in all nursing programs. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0065 Mathematics For Nursing II (1)
(Former course prefix/number DM 065)
Prerequisite: Developmental Mathematics 0064. This course includes medical calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing programs. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0070 Elementary Algebra I (1)
(Former course prefix/number DM 070)
Prerequisites: Developmental Mathematics 0090, Developmental Mathematics 0063, or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers, and integers. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0071 Elementary Algebra II (1)
(Former course prefix/number DM 071)
Prerequisite: Developmental Mathematics 0070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0072 Elementary Algebra III (1)
(Former course prefix/number DM 072)
Prerequisite: Developmental Mathematics 0071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0073 Introduction To Geometry (1)
(Former course prefix/number DM 073)
This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0080 Intermediate Algebra I (1)
(Former course prefix/number DM 080)
Prerequisites: Developmental Mathematics 0072, Developmental Mathematics 0091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0081 Intermediate Algebra II (1)
(Former course prefix/number DM 081)
Prerequisite: Developmental Mathematics 0080 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0082 Intermediate Algebra III (1)
(Former course prefix/number DM 082)
Prerequisite: Developmental Mathematics 0081 or equivalent. This course includes selected topics such as graphing, exponents, and factoring. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0090 Pre Algebra Mathematics (3)
(Former course prefix/number DM 090)
Prerequisite: An appropriate assessment test score. This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is a first three-hour course in a developmental mathematics sequence. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0091 Elementary Algebra (3)
(Former course prefix/number DM 091)
Prerequisite: Developmental Mathematics 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0093 Intermediate Algebra (3)
(Former course prefix/number DM 093)
Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0096 Essential Math (3)
(Former course prefix/number DM 096)
This course is designed primarily for students who need to review basic mathematical processes. Students will develop an understanding of fundamental operations using fractions, decimals, and percentages to strengthen basic skills in mathematics. This is a first course in a developmental mathematics sequence. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

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 3201045137)

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 3201045137)

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 3201045237)

DMAT 0100 Review of Basic Mathematical Concepts (1)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0098. This course is for students who have not passed the mathematics section of the TASP test. Topics covered will include: real numbers; graphs, charts and tables; solving linear and quadratic equations; algebraic expressions; solving problems involving geometric concept and applied reasoning skills. This course cannot be used as a prerequisite for any college-level mathematics course. This course may be repeated for a maximum of 3 credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0200 Review of Fundamental Mathematical Concepts (1)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099 or consent of instructor. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Emphasis is on individual needs. This course cannot be used as a prerequisite for any college-level mathematics course. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0300 Review of Algebraic and Geometric Concepts (3)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Topics include test-taking strategies and practice as well as TASP related mathematical concepts. This course cannot be used as a prerequisite for any college-level mathematics course. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0400 Review of Fundamental Algebraic Concepts (3)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Topics include basic operations of real numbers; analysis and interpretation of graphs and tables; solutions and graphs of linear, absolute value and quadratic equations and inequalities; factoring; exponent; principles of geometry; inductive reasoning; and functions. This course cannot be used as a prerequisite for any college-level mathematics course. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3201045137)

DEVELOPMENTAL READING

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

DREA 0090 Developmental Reading (3)
(Former course prefix/number DR 090)
This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085235)

DREA 0091 Developmental Reading (3)
(Former course prefix DR 091)
This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085235)

DREA 0093 Developmental Reading (3)
(Former course prefix DR 093)
This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085235)

DREA 0100 College Learning Skills in Reading (1)
This course offers further development of reading comprehension, vocabulary, and study skills for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085235)

DREA 0200 Learning Skills Improvement in Reading (1)
This course offers further development of reading comprehension and vocabulary for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. Emphasis is on the development of learning skills according to individual needs. This course may be repeated for a maximum of three credits. (2 Lab.)
(Coordinating Board Academic Approval Number 3201085235)

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 3201085235)

DREA 0400 Communication Skills in Reading (3)
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 3201085235)

DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

DWRI 0090 Developmental Writing (3)
(Former course prefix/number DW 090)
This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085335)

DWRI 0091 Developmental Writing (3)
(Former course prefix/number DW 091)
This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085335)

DWRI 0093 Developmental Writing (3)
(Former course prefix/number DW 093)
This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085335)

DWRI 0100 Developmental Writing (1)
This course focuses on instruction to prepare students to meet TASP requirements. This course is also for students who wish to extend their writing skills for academic or career programs. Individualized study and practice are provided. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085335)

DWRI 0200 Developmental Writing (1)
This course focuses upon writing skills improvement. Writing skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)
(Coordinating Board Academic Approval Number 3201085335)

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 3201085335)

DWRI 0400 Developmental Writing (3)
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 3201085335)

DRAMA

(Formerly Theatre)

DRAM 1120 Rehearsal And Performance I (1)
(This is a common course number. Former course prefix/number THE 114)
Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5005015230)

DRAM 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 5005015230)

DRAM 1221 Rehearsal And Performance II (2)
(This is a common course number. Former course prefix/number THE 210)
Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)
(Coordinating Board Academic Approval Number 5005015230)

DRAM 1310 Introduction To The Theatre (3)
(This is a common course number. Former course prefix/number THE 101)
The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)
(Coordinating Board Academic Approval Number 5005015130)

DRAM 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/or repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005015230)

DRAM 1330 Stagecraft I (3)
(This is a common course number. Former course prefix/number THE 103)
The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025130)

DRAM 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 1001045226)

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 1001045226)

DRAM 1341 Make-Up For The Stage (3)
(This is a common course number. Former course prefix/number THE 105)
The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)
(Coordinating Board Academic Approval Number 5005025230)

DRAM 1351 Acting I (3)
(This is a common course number. Former course prefix/number THE 106)
The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035130)

DRAM 1352 Acting II (3)
(This is a common course number. Former course prefix/number THE 107)
Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035130)

DRAM 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 0907015326)

DRAM 2325 Broadcasting Communications II (3)
(Former course prefix/number THE 212/DRAM 2376. The common course number is COMM 2325)
Prerequisite: Drama 2375 or demonstrated competence approved by the instructor. This course is a continuation of Drama 2375. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)
(Coordinating Board Academic Approval Number 0907015326)

DRAM 2331 Stagecraft II (3)
(This is a common course number. Former course prefix/number THE 104)
Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025130)

DRAM 2336 Voice And Articulation (3)
(This is a common course number. Former course prefix/number THE 109)
Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015835)

DRAM 2351 Scene Study I (3)
(This is a common course number. Common Course Number THE 205)
Prerequisites: Drama 1351 and 1352. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035130)

DRAM 2352 Scene Study II (3)
(This is a common course number. Former course prefix/number THE 207)
Prerequisite: Drama 2351. This course is a continuation of Drama 2351. Emphasis is on individual needs of the student and the various styles of production. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035130)

DRAM 2361 History Of Theatre I (3)
(This is a common course number. Former course prefix/number THE 110)
Drama is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)
(Coordinating Board Academic Approval Number 5005055130)

DRAM 2362 History Of Theatre II (3)
(This is a common course number. Former course prefix/number THE 111)
Drama is surveyed from the 17th century through the 20th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)
(Coordinating Board Academic Approval Number 5005055130)

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 5006025130)

EARTH SCIENCE

(See Geology)

ECOLOGY

NOTE: This course will carry a Dallas County Community College prefix of "ECOL"; however, it may also be identified by a common course number for transfer evaluation purposes. Both are listed in the course description.

ECOL 1305 People And Their Environment (3)
(Former course prefix/number ECY 291. The common course number is GEOL 1305.)
Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (3 Lec.)
(Coordinating Board Academic Approval Number 0301025339)

ECON 1303 Economics Of Contemporary Social Issues (3)

(This is a common course number. Former course prefix/number ECO 105)

This course is an application of the basic economic concepts to the study of social issues and issues of public policy. Topics such as the environment, health care, welfare reform, poverty, job security and economic growth are discussed. This course may also serve as preparation for Economics 2301 and Economics 2302, but will not replace either of these courses where they are required in a specific degree plan. (3 Lec.)

(Coordinating Board Academic Approval Number 1904025242)

ECON 2301 Principles Of Economics I (3)

(This is a common course number. Former course prefix/number ECO 201)

Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

ECON 2302 Principles Of Economics II (3)

(This is a common course number. Former course prefix/number ECO 202)

Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

ECON 2311 Economics of Global Issues (3)

(This is a common course number. Former course prefix/number ECO 203)

This course examines the history and theory of international trade and global economic development. Economic, social, cultural, and political issues which impact the global economy and basic human welfare are studied. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015242)

ELPT 1215 Electrical Calculations I (2)

(This is a WECM course number.)

Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, unit conversions, and applied geometry. (2 Lec., 1 Lab.)

ELPT 2270 Electrical Theory X (2)

(This is a local need course number.)

This course is devoted to Programmable Controllers. Topics include basic hardware, processors, numbering systems, ladder diagrams, relays, timers, programming, and troubleshooting. (2 Lec., 1 Lab.)

ELPT 2271 Electrical Job Information X (2)

(This is a local need course number.)

This course is devoted to fire alarm systems, instrumentation, flow control, basic telephone systems, and advanced security systems. Diagrams, wiring connections, operation, and troubleshooting of each type of system will be included. (2 Lec., 1 Lab.)

ELTN 1271 Electrical Theory I (2)

(This is a local need course number. Former course prefix/number ELCT 1371)

The course sets the basic for the study of electricity as used in the electrical construction industry. The structure of matter, the electron theory, and magnetism lead into the study of the courses and effects of electricity. Studies the foundation for the calculation and study of various laws of electrical circuits as these laws are applied to the performance of pressure, flow and resistance in series and parallel circuits used in the electrical construction industry. (2 Lec., 1 Lab.)

ELTN 1272 Electrical Job Information I (2)

(This is a local need course number. Former course prefix/number ELCT 1372)

This course covers the orientation in the electrical construction industry, including safety, OSHA regulations and requirements for the electrical construction industry. Basic electrician's tools and electrical materials, wire and various wiring methods are also covered. An introduction to the National Electrical Code (NEC). (2 Lec., 1 Lab.)

ELTN 1273 Electrical Theory II (2)

(This is a local need course number. Former course prefix/number ELCT 1373)

Electrical sources, such as batteries and generators are studied in the course. Starting with the principles of generation and progressing through direct current generators, alternating current generators, and into the basics of direct current motors. There is also including a simple introduction to alternating current circuits and systems in the course. (2 Lec., 1 Lab.)

ELTN 1274 Electrical Job Information II (2)
(This is a local need course number. Former course prefix/number ELCT 1374)
This course covers an orientation to the Apprenticeship Committee's operations and the sponsoring organizations, On-the-job safety is covered. The basics of blueprints and progressing into residential blueprints and the NEC concerning residential installations are covered. An exposure is given to grounding, fuses, overcurrent protection, and lighting. (2 Lec., 1 Lab.)

ELTN 1275 Electrical Theory III (2)
(This is a local need course number. Former course prefix/number ELCT 1375)
This course will cover alternating current circuits, terminology, characteristics and components. AC circuits components will include inductance, inductive, reactance, capacitance, capactive, reactance, impedance, and power factor. Also including AC circuit calculations. (2 Lec., 1 Lab.)

ELTN 1276 Electrical Job Information III (2)
(This is a local need course number. Former course prefix/number ELCT 1376)
Various types of sketching and drawing are covered in this lesson before going on to the study of small commercial blueprints and installations. Special construction situations are covered in motor drives, rigging, fastening devices, safety, electrical shock, and safety for electrical shock. The electrical testing part of the course will cover rectifiers, DC meters, and AC meters. Information on parliamentary procedures and conducting a meeting are also covered. (2 Lec., 1 Lab.)

ELTN 1277 Electrical Theory IV (2)
(This is a local need course number. Former course prefix/number ELCT 1377)
This course picks up where course ELTN 1275 ended with power factor and starts on power factor problems and corrections. Series parallel LCR circuit calculations and uses are covered. Also, lighting type uses, principles of operation, and applications of the NEC to lighting installations is studied. (2 Lec., 1 Lab.)

ELTN 1278 Electrical Job Information IV (2)
(This is a local need course number. Former course prefix/number ELCT 1378)
This course teaches electrical construction precision conduit bending as installed in an electrical installation. An introduction to motor controls, refrigeration, and air conditioning is presented in preparation for future motor controls, The Assembly of the NEC is a study of the way the NEC is put together, how to make NEC interpretations with job situations and applications. (2 Lec., 1 Lab.)

ELTN 2270 Electrical Theory V (2)
(This is a local need course number. Former course prefix/number ELCT 2370)
The apprentice will receive from this course an understanding of the transformers as installed by the construction electricians, The theory of operation, construction, uses, and various transformer connections will be covered. Electrical distribution systems are also covered. (2 Lec., 1 Lab.)

ELTN 2271 Electrical Job Information V (2)
(This is a local need course number. Former course prefix/number ELCT 2371)
This course will consist of the apprentice using a complete set of blueprints of a multi-stored building along with the specifications for the particular installation. Electrical controls, including fire alarms and motor controls will be covered. Motor controls start from the basic equipment and circuits and progress into the more complicated and specialized control circuits. (2 Lec., 1 Lab.)

ELTN 2272 Electrical Theory VI (2)
(This is a local need course number. Former course prefix/number ELCT 2372)
This course covers the motors and electrical construction electrician will install. Some of the topics are: principles of operation, various types of single and three phase motors, along with the NEC for motors, along with the NEC for motors. An informational lesson of construction economics is included. The NEC hazardous locations are a part of this course. (2 Lec., 1 Lab.)

ELTN 2273 Electrical Job Information VI (2)
(This is a local need course number. Former course prefix/number ELCT 2373)
This course follows up course ELTN 2371 as it covers motor control wiring, diagrams, schematic diagram reading, control circuit development, analysis, and trouble shooting, with specialized applications of control circuits. (2 Lec., 1 Lab.)

ELTN 2274 Electrical Theory VII (2)
(This is a local need course number. Former course prefix/number ELCT 2374)
This course begins the study of electronics including the electron theory of vacuum tubes, rectifiers, power supplies and amplifiers. Semiconductors, transistors, and transistor circuits are also covered. (2 Lec., 1 Lab.)

ELTN 2275 Electrical Job Information VII (2)
(This is a local need course number. Former course prefix/number ELCT 2375)
This course is a continuing study of the blueprints and specifications started in course ELTN 2371 with special consideration given to the study of the electrical installation. The metric system is covered. Electrical construction's installations of instrumentation equipment are covered. Instrumentation covers the recognition, applications, and characteristics of temperature, pressure, and flow controls and equipment. On-the-job relationships and leadership are presented along with OSHA safety in preparation for the apprentice to take over as a journeyman, Nuclear energy and nuclear energy safety are studied also. (2 Lec., 1 Lab.)

ELTN 2276 Electrical Theory VIII (2)
(This is a local need course number. Former course prefix/number ELCT 2376)
This course takes up where ELTN 2274 ended. Static control elements, logic circuits and their application in the electrical construction industry are studied. NEC calculations involving raceway fills, box sizes with various conductors, code tables, and transformer loads are part of the course. (2 Lec., 1 Lab.)

ELTN 2277 Electrical Job Information VIII (2)
(This is a local need course number. Former course prefix/number ELCT 2377)
This course consists of an in-depth study of the NEC. It will include recent changes in the NEC, electrical material limitations, and electrical installation support requirements, exemptions to the Code, and special applications and situations. This course prepares the student for the journeyman examination as required by most cities. (2 Lec., 1 Lab.)

ELTN 2278 Electrical Theory IX (2)
(This is a local need course number. Former course prefix/number ELCT 2378)
The National Electrical Code will be studied with special emphasis on sections covering branch circuits, feeders, and service loads. Orientation regarding labor and management aspects of the electrical construction industry will also be covered. (2 Lec., 1 Lab.)

ELTN 2279 Electrical Job Information IX (2)
(This is a local need course number. Former course prefix/number ELCT 2379)
Advanced elements and methods of process control will be studied along with basic fire alarm systems and wiring. Also, low voltage systems for security and energy management will be covered. (2 Lec., 1 Lab.)

ELECTRICAL TECHNOLOGY

CETT 1429 Solid State Devices (4)
(This is a WECM course number. Former course prefix/number ELEC 2371.)
A study of diodes and bipolar semiconductor devices, including analysis of static and dynamic characteristics, bi techniques, and thermal considerations of solid state devices. Lab required. (3 Lec., 2 Lab.)

EEIR 1307 Introductory Security Systems (3)
(This is a WECM course number. Former course prefix/number ELEC 1370.)
A study of the maintenance, troubleshooting, and repair of security systems. Emphasis on the installation of security systems with supervision. Lab required. (2 Lec., 2 Lab.)

ELPT 1215 Electrical Calculations I (2)
(This is a WECM course number.)
Introduction to mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, unit conversions, and applied geometry. Lab required. (2 Lec., 1 Lab.)

ELPT 1221 Introduction to Electrical Safety and Tools (2)
(This is a WECM course number. Former course prefix/number ELEC 1270.)
A comprehensive overview of safety rules and regulations and the selection, inspection, use, and maintenance of common tools for electricians. Lab required. (2 Lec., 1 Lab.)

ELPT 1325 National Electrical Code I (3)
(This is a WECM course number. Former course prefix/number ELEC 1271.)
An introductory study of the National Electric Code (NEC) for those employed in fields requiring knowledge of the Code. Emphasis on wiring design, protection, methods, and materials; equipment for general use; and basic calculations. Lab required. (2 Lec., 2 Lab.)

ELPT 1329 Residential Wiring (3)
(This is a WECM course number. Former course prefix/number ELEC 1371.)
Instruction in wiring methods used for single family, two family, and multi-family dwellings. Lab required. (2 Lec., 4 Lab.)

ELPT 1345 Commercial Wiring (3)
(This is a WECM course number. Former course prefix/number ELEC 2370.)
Instruction in commercial wiring methods. Lab required. (2 Lec., 4 Lab.)

ELPT 1349 Electrical Blueprint Reading (3)
(This is a WECM course number. Former course prefix/number ELEC 1472.)
An overview of electrical blueprint reading. Topics include symbols, specifications, panel and lighting schedules, and riser diagrams. Lab required. (2 Lec., 3 Lab.)

ELPT 1351 Electrical Machines (3)
(This is a WECM course number. Former course prefix/number ELEC 2272.)
General principles and fundamentals of direct current (DC) motors, single-phase and polyphase alternating current (AC) motors, generators, and alternators. Emphasis on their construction, characteristics, efficiencies, starting, and speed control. Lab required. (3 Lec.)

ELPT 1357 Industrial Wiring (3)
(This is a WECM course number. Former course prefix/number ELEC 2270.)
Instruction in wiring methods used for industrial installations. Lab required. (1 Lec., 2 Lab.)

ELPT 1411 Basic Electrical Theory (4)
(This is a WECM course number. Former course prefix/number ELEC 1470.)
An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current. Lab required. (3 Lec., 3 Lab.)

ELPT 1441 Motor Control (4)
(This is a WECM course number. Former course prefix/number ELEC 2374.)
Study of the operating principles of solid-state controls along with their practical applications. Topics include braking, jogging, plugging, and safety interlocks. Lab required. (3 Lec., 3 Lab.)

ELPT 2437 Electrical Planning and Estimating (4)
(This is a WECM course number. Former course prefix/number ELEC 2375.)
Instruction in preparation of estimates for residential, commercial, and industrial wiring systems. Skills development in a variety of electrical techniques. Lab required. (3 Lec., 3 Lab.)

ELPT 2443 Electrical Systems Design (4)
(This is a WECM course number. Former course prefix/number ELEC 2470.)
Skill development in the electrical design of a commercial or industrial project including building layout, types of equipment, placement, sizing of electrical equipment, and all electrical calculations according to the requirements of the National Electrical Code (NEC). Lab required. (3 Lec., 2 Lab.)

ELTN 1380 Cooperative Education - Electrician (3)
(This is a WECM course number. Former course prefix/number ELEC 7371.)
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. Lab required. (1 Lec., 20 Ext.)

ELTN 1381 Cooperative Education - Electrician (3)
(This is a WECM course number. Former course prefix/number ELEC 7372.)
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. Lab required. (1 Lec., 20 Ext.)

IEIR 1412 Distribution Systems (4)
(This is a WECM course number. Former course prefix/number ELEC 1471.)
Fundamentals of distribution systems including single phase and three phase systems, grounding, ground fault protection, and the national electric code. Lab required. (3 Lec., 3 Lab.)

ELECTRONIC COMMERCE

BMGT 1303 Principles Of Management (3)
(This is a WECM course number. Former course prefix/number MGMT 1370.)
Prerequisite: None. Concepts, terminology, principles, theory, and issues that are the substance of the practice of management. (3 Lec.)

BUSG 2309 Small Business Management (3)
(This is a WECM course number. Former course prefix/number MGMT 1372.)
Prerequisite: None. 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.)

HRPO 2307 Organizational Behavior (3)
(This is a WECM course number. Former course prefix/number MGMT 2373.)
Prerequisite: None. 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.)

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. Laboratory fee. (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.)

ITNW 1321 Introduction to Networking (3)
(This is a WECM course number. Former course prefix/number CISC 1372.)
Prerequisite: None. 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. Laboratory fee. (2 Lec., 2 Lab.)

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. Laboratory fee. (3 Lec., 4 Lab.)

ITSC 1413 Internet/Web Page Development (4)
(This is a WECM course number.)
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. Laboratory fee. (3 Lec., 4 Lab.)

ITSC 2435 Application Problem Solving (4)
(This is a WECM course number. Former course prefix/number CISC 1471.)
Prerequisite: None. 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. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1407 Introduction to C++ Programming (4)
(This is a WECM course number.)
Prerequisite: None. 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. Laboratory fee. (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: None. 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. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2409 Introduction to Database Programming (4)
(This is a WECM course number. Former course prefix/number CISC 1472.)
Prerequisite: None. Application development using database programming techniques emphasizing database structures, modeling, and database access. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2417 JAVA Programming (4)
(This is a WECM course number.)
Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 1407 Introduction to Database (4)
(This is a WECM course number. Former course prefix/number CISC 2481.)
Prerequisite: None. Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. Laboratory fee. (3 Lec., 4 Lab.)

MRKG 1311 Principles Of Marketing (3)
(This is a WECM course number. Former course prefix/number MRKT 2370.)
Suggested Prerequisite: None. 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.)
Suggested Prerequisite: Completion of two courses in Business Marketing 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., 15 Ext.)

ELECTRONIC TELECOMMUNICATIONS (CONVERGENCE TECHNOLOGY)

CETT 1441 Solid State Circuits (4)
(This is a WECM course number. Former course prefix/number ELET 2486.)
Suggested 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. Laboratory fee. (3 Lec., 3 Lab.)

CETT 1445 Microprocessor (4)
(This is a WECM course number. Former course prefix/number ELET 2491.)
Suggested 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. Laboratory fee.
(3 Lec., 3 Lab.)

CETT 2435 Advanced Microprocessors (4)
(This is a WECM course number. Former course prefix/number ELET 2492.)
Suggested prerequisite: CETT 1445. An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. Laboratory fee. (3 Lec., 3 Lab.)

CETT 2449 Research And Project Design (4)
(This is a WECM course number. Former course prefix/number ELET 2370.)
Suggested 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. Laboratory fee. (2 Lec., 4 Lab.)

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. Laboratory fee. (2 Lab.)

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. Laboratory fee. (1 Lec., 2 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.)
Suggested prerequisite: EECT 1401. A study of telecommunications traffic management including blocking avoidance schemes, data collection and analysis and reporting techniques. (3 Lec.)

EECT 1401 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. Laboratory fee.
(3 Lec., 3 Lab.)

EECT 1442 Telecommunications Outside Plant (4)
(This is a WECM course number.)
Suggested prerequisite: EECT 1401. 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. Laboratory fee. (3 Lec., 3 Lab.)

EECT 1444 Telecommunications Broadband Systems (4)
(This is a WECM course number.)
Suggested prerequisite: EECT 1401. A survey of telecommunications broadband transmissions systems including protocols, testing, applications and safety practices. Laboratory fee. (3 Lec., 3 Lab.)

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. Laboratory fee.
(1 Lec., 20 Ext.)

EECT 2430 Telecommunications Switching (4)
(This is a WECM course number. Former course prefix/number ETEL 2472.)
Suggested prerequisite: EECT 1401. The operation of telecommunications switching equipment and related software. Topics include installation, testing, maintenance, and troubleshooting. Laboratory fee.
(3 Lec., 3 Lab.)

EECT 2432 Telecommunications Signaling (4)
(This is a WECM course number. Former course prefix/number ETEL 2475.)
Suggested prerequisite: EECT 1401. 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.
Laboratory fee. (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.
Laboratory fee. (3 Lec., 3 Lab.)

EECT 2435 Telecommunications (4)
(This is a WECM course number. Former course prefix/number ETEL 2474.)
Suggested 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. Laboratory fee. (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. Laboratory fee. (3 Lec., 3 Lab.)

EECT 2440 Telecommunications Central Office Equipment (4)
(This is a WECM course number. Former course prefix/number ETEL 2476.)
Suggested prerequisite: EECT 1401. 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. Laboratory fee.
(3 Lec., 3 Lab.)

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, types of fiber, sources, detectors, and connectors. Laboratory fee. (3 Lec., 3 Lab.)

ELECTRONICS TECHNOLOGY

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. Laboratory fee.
(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. Laboratory fee.
(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.)
Suggested 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. Laboratory fee. (3 Lec., 3 Lab.)

CETT 1403 DC Circuits (4)
(This is a WECM course number. Former course prefix/number ELET 1470.)
DC Circuits is a study of the fundamentals of direct current including Ohm's law, Kirchoff's laws and circuit analysis techniques. Emphasis on circuit analysis of resistive networks and DC measurements. Laboratory fee. (3 Lec., 3 Lab.)

CETT 1405 AC Circuits (4)
(This is a WECM course number. Former course prefix/number ELET 1471.)
Suggested 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. Laboratory fee. (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. Laboratory fee.
(3 Lec., 3 Lab.)

CETT 1429 Solid State Devices (4)
(This is a WECM course number. Former course prefix/number ELET 1472.)
Suggested 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. Laboratory fee.
(3 Lec., 3 Lab.)

CETT 1441 Solid State Circuits (4)
(This is a WECM course number. Former course prefix/number ELET 2486.)
Suggested 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. Laboratory fee. (3 Lec., 3 Lab.)

CETT 1445 Microprocessor (4)
(This is a WECM course number. Former course prefix/number ELET 2491.)
Suggested 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. Laboratory fee.
(3 Lec., 3 Lab.)

CETT 1449 Digital Systems (4)
(This is a WECM course number. Former course prefix/number ELET 2477.)
Suggested 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. Laboratory fee.
(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. Laboratory fee. (3 Lec., 3 Lab.)

CETT 2433 Digital Computer Circuits (4)

(This is a WECM course number. Former course prefix/number ELET 2479.)

Suggested 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. Laboratory fee. (3 Lec., 3 Lab.)

CETT 2435 Advanced Microprocessors (4)

(This is a WECM course number. Former course prefix/number ELET 2492.)

Suggested prerequisite: CETT 1445. An advanced course utilizing the microprocessor in control systems and interfacing. Emphasis on microprocessor hardware and implementation of peripheral interfacing. Laboratory fee. (3 Lec., 3 Lab.)

CETT 2443 Principles Of Color Television (4)

(This is a WECM course number. Former course prefix/number ELET 2475.)

Suggested 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. Laboratory fee. (3 Lec., 3 Lab.)

CETT 2449 Research And Project Design (4)

(This is a WECM course number. Former course prefix/number ELET 2370.)

Suggested 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. Laboratory fee. (2 Lec., 4 Lab.)

CPMT 1403 Introduction To Computer Technology (4)

(This is a WECM course number. Former course prefix/number ELET 2481.)

Suggested 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. Laboratory fee. (3 Lec., 3 Lab.)

CPMT 1447 Computer System Peripherals (4)

(This is a WECM course number. Former course prefix/number ELET 2483.)

Suggested 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. Laboratory fee. (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 Laboratory fee. (3 Lec., 3 Lab.)

CPMT 2437 Microcomputer Interfacing (4)

(This is a WECM course number. Former course prefix/number ELET 2493.)

Suggested 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. Laboratory fee. (3 Lec., 3 Lab.)

CPMT 2445 Computer System Troubleshooting (4)

(This is a WECM course number. Former course prefix/number ELET 2482.)

Suggested 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. Laboratory fee. (3 Lec., 3 Lab.)

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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lec., 1 Lab.)

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. Laboratory fee. (2 Lec., 2 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. Laboratory fee. (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. Laboratory fee. (1 Lec., 20 Ext.)

EECT 2439 Communications Circuits (4)
(This is a WECM course number. Former course prefix/number ELET 2476 and ETEL 2473.)
Suggested 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. Laboratory fee. (3 Lec., 3 Lab.)

ELMT 2433 Industrial Electronics (4)
(This is a WECM course number. Former course prefix/number ELET 2473.)
Suggested 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 echanical, 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. Laboratory fee.
(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.)
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. Laboratory fee. (2 Lec., 3 Lab.)

LOTT 2340 Microwave Fundamentals (3)
(This is a WECM course number. Former course prefix/number ELET 2371.)
Suggested 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.)

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. Laboratory fee. (3 Lec., 3 Lab.)

SMFT 2231 RF Power Systems (2)
(This is a WECM course number. Former course prefix/number ELET 2271.)
Suggested 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.)

ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

ENGL 1111 Creative Writing (1)
(This is a common course number. Former course prefix/number ENG 111)
This course is an imaginative writing workshop. It may include fiction, non-fiction, poetry, or drama. (1 Lec.)
(Coordinating Board Academic Approval Number 2305015135)

ENGL 1301 Composition I (3)
(This is a common course number. Former course prefix/number ENG 101)
Prerequisite: Developmental Reading 0093 and Developmental Writing 0093 or meet TASP/Alternative Assessment Standard in Reading and Writing. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015135)

ENGL 1302 Composition II (3)
(This is a common course number. Former course prefix/number ENG 102)
Prerequisite: English 1301 and TASP/Alternative Assessment Standard in Reading and Writing must be met. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015135)

ENGL 2307 Creative Writing (3)
(This is a common course number. Former course prefix/number ENG 209)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The writing of fiction,creative non-fiction, poetry or drama is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)
(Coordinating Board Academic Approval Number 2305015135)

ENGL 2308 Creative Writing (3)
(This is a common course number. Former course prefix/number ENG 211)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. Advanced experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama. (3 Lec.)
(Coordinating Board Academic Approval Number 2305015135)

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 2311015135)

English In The Sophomore Year
English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342, and 2343 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

ENGL 2321 British Literature (3)
(This is a common course number. Former course prefix/number ENG 212)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in British Literature organized by movements, schools, periods, or themes. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015135)

ENGL 2322 British Literature (3)
(This is a common course number. Former course prefix/number ENG 201)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from their beginnings through the 18th century. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015135)

ENGL 2323 British Literature (3)
(This is a common course number. Former course prefix/number ENG 202)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from the 19th century to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015135)

ENGL 2326 American Literature (3)
(This is a common course number. Former course prefix/number ENG 213)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in American Literature organized by movements, schools, periods, or themes. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015135)

ENGL 2327 American Literature (3)
(This is a common course number. Former course prefix/number ENG 205)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from their beginnings to the 19th century. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015135)

ENGL 2328 American Literature (3)
(This is a common course number. Former course prefix/number ENG 206)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from the 19th century to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015135)

ENGL 2331 World Literature (3)
(This is a common course number. Former course prefix/number ENG 214)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in World Literature organized by movements, schools, periods, or themes. Course descriptions are available each semester prior to registration. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015235)

ENGL 2332 World Literature (3)
(This is a common course number. Former course prefix/number ENG 203)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the ancient world to approximately 1600 C.E. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015235)

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 2303015235)

ENGL 2342 Forms of 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 Forms of 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)

ENGLISH AS A SECOND LANGUAGE

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

ESOL 0031 - ESOL 0034 (Listening-Speaking)
These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

ESOL 0041 - ESOL 0044 (Reading)
These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

ESOL 0051 - ESOL 0054 (Writing)
These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

ESOL 0061 - ESOL 0064 (Grammar)
These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

INGLES COMO SEGUNDO IDIOMA

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

ESOL 0031 - ESOL 0034 (Escuchar y Conversar)
Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

ESOL 0041 - ESOL 0044 (Lectura)
Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

ESOL 0051 - ESOL 0054 (Escritura)
Estos cursos estan diseñados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produciran escritos para diferentes audiencias y con diversos propositos.

ESOL 0061 - ESOL 0064 (Gramatica)
Estos cursos estan disenados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

ENGLISH AS A SECOND LANGUAGE

ESOL 0031 ESL Listening/Speaking (3)
(Former course prefix/number ESL 031)
This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0032 ESL Listening/Speaking (3)
(Former course prefix/number ESL 032)
This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0033 ESL Speaking (3)
(Former course prefix/number ESL 033)
This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0034 ESL Academic Speaking (3)
(Former course prefix/number ESL 034)
This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0041 ESL Reading (3)
(Former course prefix/number ESL 041)
This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0042 ESL Reading (3)
(Former course prefix/number ESL 042)
This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0043 ESL Reading (3)
(Former course prefix/number ESL 043)
This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0044 ESL Reading (3)
(Former course prefix/number ESL 044)
This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0045 Developmental Reading for Non-Native Speakers (1)

(Former course prefix/number ESL 045)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for reading. The content will include a review of reading comprehension, vocabulary development and critical thinking skills. This course is only open to students whose first language is not English. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085435)

ESOL 0051 ESL Writing (3)

(Former course prefix/number ESL 051)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0052 ESL Writing (3)

(Former course prefix/number ESL 052)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0053 ESL Writing (3)

(Former course prefix/number ESL 053)

This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0054 ESL Writing (3)

(Former course prefix/number ESL 054)

This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0055 ESL Writing (1)

(Former course prefix/number ESL 055)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for writing. Content will include a review of single and multi-paragraph compositions, sentence structure, and edited American usage. This course is open only to students whose first language is not English. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085435)

ESOL 0061 ESL Grammar (3)

(Former course prefix/number ESL 061)

This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0062 ESL Grammar (3)

(Former course prefix/number ESL 062)

This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0063 ESL Grammar (3)

(Former course prefix/number ESL 063)

This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0064 ESL Grammar (3)

(Former course prefix/number ESL 064)

This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

FRENCH

FREN 1311 Beginning French (3)

(This is a common course number.)

This course is an introduction to French speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study French for more than one semester enroll in French 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete French 1311 and wish to continue their studies of French may register for French 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

FREN 1411 Beginning French (4)
(This is a common course number. Former course prefix/number FR 101)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609015131)

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 is a continuation of French 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609015131)

FREN 2303 Introduction To French Literature (3)
(This is a common course number. Former course prefix/number FR 203)
Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015331)

FREN 2304 Introduction To French Literature (3)
(This is a common course number. Former course prefix/number FR 204)
Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is a continuation of French 2303. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015331)

FREN 2306 French Conversation (3)
(This is a common course number. Former course prefix/number FR 207; FR 208/FREN 2372)
Prerequisite: French 1411 and French 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 French life and society. This course is intended to complement French 2311. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015431)

FREN 2311 Intermediate French (3)
(This is a common course number. Former course prefix/number FR 201)
Prerequisite: French 1412 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015231)

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. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015231)

GEOGRAPHY

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 4507015142)

GEOG 1302 Cultural Geography (3)
(This is a common course number. Former course prefix/number GPY 103)
This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015342)

GEOG 1303 World Regional Geography (3)
(This is a common course number. Former course prefix/number GPY 104)
A study of major developing and developed regions with emphasis on awareness of prevailing world conditions and developments, including emerging conditions and trends, and awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015342)

GEOG 1304 Geography of Middle America (3)
(This is a common course number.)
Prerequisite: None. This course focuses on the regional study of the physical and cultural geography of Mexico, Central America and the Caribbean. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015325)

GEOG 1305 Geography of North America (3)
(This is a common course number.)
Prerequisite: None. This course focuses on the regional study of the physical and cultural geography of the United State and Canada. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015325)

GEOG 2312 Economic Geography (3)

(This is a common course number. Former course prefix/number GPY 102)

The relation of humans to their environment is studied. Included is the use of natural resources. Problems of production, manufacturing, and distributing goods are explored. Primitive subsistence and commercialism are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015242)

GEOLOGY

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. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035139)

GEOL 1403 Physical Geology (4)

(This is a common course number. Former course prefix/number GEO 101)

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

GEOL 1404 Historical Geology (4)

(This is a common course number. Former course prefix/number GEO 102)

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

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. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035139)

GEOL 1447 Meteorology (4)

(Former course prefix/number ES 115/GEOL 1470)

This course will cover weather phenomena and the modern methods of study and presentation of this information. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035103)

GEOL 2407 Geologic Field Methods (4)

(This is a common course number. Former course prefix/number GEO 207)

Prerequisites: Geology 1403 and 1404. This course covers basic geologic and topographic mapping, observation of geologic structures, and examination of petrologic systems in an actual field setting. Students will spend a major portion of the course collecting data for and constructing topographic and geologic maps and geologic cross sections and columns. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015539)

GEOL 2409 Mineralogy (4)

(This is a common course number. Former course prefix/number GEO 201)

Prerequisites: Geology 1403 and 1404. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015239)

GEOL 2470 Field Geology (4)

(Former course prefix/number GEO 205)

Prerequisites: Eight credit hours of geology or demonstrated competence approved by the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006019503. This is a unique need course)

GEOL 2471 Mineralogy (4)

(Former course prefix/number GEO 209)

Prerequisites: Geology 1403 and 1404 and Chemistry 1412. This course covers basic geochemistry; crystal chemistry; crystallography, including symmetry elements, stereographic and gnomonic projections, Miller indices, crystal systems, and forms; x-ray diffraction; optical properties of minerals; descriptive mineralogy including identification of hand specimens; and phase equilibria. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015239)

GERMAN

GERM 1311 Beginning German (3)
(This is a common course number.)
This course is an introduction to German speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study German for more than one semester enroll in German 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete German 1311 and wish to continue their studies of German may register for German 1412. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1605015131)

GERM 1411 Beginning German (4)
(This is a common course number. Former course prefix/number GER 101)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1605015131)

GERM 1412 Beginning German (4)
(This is a common course number. Former course prefix/number GER 102)
Prerequisite: German 1411 or the equivalent. This course is a continuation of German 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1605015131)

GERM 2311 Intermediate German (3)
(This is a common course number. Former course prefix/number GER 201)
Prerequisite: German 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)
(Coordinating Board Academic Approval Number 1605015231)

GERM 2312 Intermediate German (3)
(This is a common course number. Former course prefix/number GER 202)
Prerequisite: German 2311 or the equivalent. This course is a continuation of German 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1605015231)

GOVERNMENT

GOVT 2301 American Government (3)
(This is a common course number. Former course prefix/number GVT 201)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading.
This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)
(Coordinating Board Academic Approval Number 4510025142)

GOVT 2302 American Government (3)
(This is a common course number. Former course prefix/number GVT 202)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)
(Coordinating Board Academic Approval Number 4510025142)

GOVT 2371 Introduction To Comparative Politics (3)
(Former course prefix/number GVT 211)
A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)
(Coordinating Board Academic Approval Number 4509017125. This is a unique need course.)

HEATING, VENTILATION AND AIR CONDITIONING

(Air Conditioning and Refrigeration Technology)

HART 1368 Practicum (Or Field Experience) - Heating, Air Conditioning, And Refrigeration Technologies/Technicians (3)
(This is a WECM course number.)
Prerequisite: HART 1401, HART 1403, and HART 1407. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

HART 1380 Cooperative Education - Heating, Air Conditioning, And Refrigeration Technologies/ Technicians (3)
(This is a WECM course number.)
Prerequisite: HART 1401, HART 1403, and HART 1407. 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.)

HART 1401 Electricity Principles (4)
(This is a WECM course number. Former course prefix/number HVAC 1671.)
Principles of electricity as required by HVAC technicians including proper use of test equipment, A/C and D/C circuits, and component theory and operation. Laboratory fee. (3 Lec., 3 Lab.)

HART 1403 A/C Control Principles (4)
(This is a WECM course number. Former course prefix/number HVAC 1671.)
Prerequisite: HART 1401. A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohms law as applied to A/C controls and circuits. Laboratory fee. (3 Lec., 3 Lab.)

HART 1407 Refrigeration Principles (4)
(This is a WECM course number. Former course prefix/number HVAC 1670.)
An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationship, safety, refrigeration containment, and refrigeration components. Laboratory fee.
(3 Lec., 3 Lab.)

HART 1441 Residential Air Conditioning (4)
(This is a WECM course number. Former course prefix/number HVAC 1672.)
Prerequisite: HART 1403, HART 1407 or consent of instructor. A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems. Laboratory fee. (3 Lec., 3 Lab.)

HART 1442 Commercial Refrigeration (4)
(This is a WECM course number. Former course prefix/number HVAC 2374 or HVAC 2380.)
Theory of and practical application in the maintenance of commercial refrigeration; high, medium, and low temperature applications and ice machines. Laboratory fee. (3 Lec., 3 Lab.)

HART 1445 Gas And Electric Heating (4)
(This is a WECM course number. Former course prefix/number HVAC 1673.)
Prerequisite: HART 1403 or consent of instructor. A study of the procedures and principles used in servicing heating systems including gas fired and electric furnaces. Laboratory fee. (3 Lec., 3 Lab.)

HART 1449 Heat Pumps (4)
(This is a WECM course number. Former course prefix/number HVAC 1673.)
Prerequisite: HART 1403, HART 1407 or consent of instructor. A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. Laboratory fee. (3 Lec., 3 Lab.)

HART 1451 Energy Management (4)
(This is a WECM course number. Former course prefix/number HVAC 2377 or HVAC 2381.)
Basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conducting energy audit procedures. The course develops energy audit recommends based on local utility rates building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption. Laboratory fee. (3 Lec., 3, Lab.)

HART 1491 Special Topics in Heating, Air Conditioning, and Refrigeration Technologies/ Technicians (4)
(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. Laboratory fee. (3 Lec., 3 Lab.)

HART 1492 Special Topics in Energy Management and Systems Technology/Technician (4)
(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. Laboratory fee. (3 Lec., 3 Lab.)

HART 1494 Special Topics in Heating, Air Conditioning, and Refrigeration Mechanic and Repairer (4)
(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. Laboratory fee. (3 Lec., 3 Lab.)

HART 1507 Refrigeration Principles (5)
(This is a WECM course number. Former course prefix/number HVAC 2376 or HVAC 2378.)
An introduction to the refrigeration cycle, basic thermodynamics, heat transfer, temperature/pressure relationships, safety, refrigeration containment, and refrigeration components. Laboratory fee. (4 Lec., 2 Lab.)

HART 2368 Practicum (Or Field Experience) - Heating, Air Conditioning, And Refrigeration Technologies/Technicians (3)
(This is a WECM course number.)
Prerequisite: HART 1401, HART 1403, and HART 1407. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

HART 2380 Cooperative Education - Heating, Air Conditioning, And Refrigeration Technologies/ Technicians (3)
(This is a WECM course number. Former course prefix/number HVAC 7371.)
Prerequisite: HART 1401, HART 1403, and HART 1407. 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.)

HART 2431 Advanced Electricity (4)
(This is a WECM course number.)
Advanced electrical instruction and skill building in installation and serving of air conditioning and refrigeration equipment including detailed instruction in motors and power distribution and introduction to solid state devices. Laboratory fee. (3 Lec., 3 Lab.)

HART 2434 Advanced A/C Controls (4)
(This is a WECM course number. Former course prefix/number HVAC 2379.)
Methods for troubleshooting electrical control devices and control circuits including correctly wiring electrical components. Laboratory fee. (3 Lec., 3 Lab.)

HART 2436 Troubleshooting (4)
(This is a WECM course number.)
Prerequisite: HART 1441, HART 1445, HART 1449, or consent of instructor. An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests. Laboratory fee. (3 Lec., 3 Lab.)

HART 2438 Air Conditioning Installation/Service (4)
(This is a WECM course number.)
Prerequisite: HART 1401, HART 1507 or consent of instructor. A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on service, troubleshooting, performance testing, and repair techniques. Laboratory fee. (3 Lec., 3 Lab.)

HART 2441 Commercial Air Conditioning (4)
(This is a WECM course number. Former course prefix/number HVAC 2375.)
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Laboratory fee. (3 Lec., 3 Lab.)

HART 2443 Industrial Air Conditioning (4)
(This is a WECM course number.)
A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity. Laboratory fee. (3 Lec., 3 Lab.)

HART 2445 Air Conditioning Systems Design (4)
(This is a WECM course number.)
Prerequisite: Advanced standing, or consent of instructor. A study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system. Laboratory fee.
(3 Lec., 3 Lab.)

HISTORY

HIST 1301 History Of The United States (3)
(This is a common course number. Former course prefix/number HST 101)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025142)

HIST 1302 History Of The United States (3)
(This is a common course number. Former course prefix/number HST 102)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025142)

HIST 2301 History of Texas from 1500 to the Present (3)
(This is a common course number.)
A survey of Texas development from early Spanish colonization (1500) to the establishment of the modern urban state. The course emphasizes the variety of influences from Indian, Spanish and American cultures. The social, political and economic evolution of the state, including the multi-ethnic character of its population, is studied. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025242)

HIST 2311 Western Civilization (3)
(This is a common course number. Former course prefix/number HST 105)
The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015442)

HIST 2312 Western Civilization (3)
(This is a common course number. Former course prefix/number HST 106)
This course is a continuation of History 2311. It follows the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015442)

HIST 2321 World Civilizations (3)
(This is a common course number. Former course prefix/number HST 103)
This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015342)

HIST 2322 World Civilizations (3)
(This is a common course number. Former course prefix/number HST 104)
This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)
(Coordinating Board Academic Approval Number 4508015342)

HIST 2370 Latin American History (3)
(Former course prefix/number HST 112)
This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)
(Coordinating Board Academic Approval Number 0501079125. This is a unique need course.)

HIST 2372 Advanced Historical Studies (3)
(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 4508015642)

HIST 2380 The Heritage Of Mexico (3)
(This is a common course number. Former course prefix/number HST 110)
This course includes an introduction to the history of Mexico. The course focuses on the social, political, economic and cultural contributions of Mexican-Americans to the United States. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

HIST 2381 African-American History (3)
(This is a common course number. Former course prefix/number HST 120)
The role of African Americans in the history of the United States is studied. The slave trade and slavery in the United States are reviewed. Contributions of African Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of African American life in the 20th century. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

HOSPITALITY MANAGEMENT

HAMG 1191 Special Topics in Hospitality Administration and Management (1)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

HAMG 1305 Principles Of Tourism Management (3)
(This is a WECM course number.)
Introduction to the travel and tourism industry. Topics include marketing, travel, the market, and the shape of travel demand. (3 Lec.)

HAMG 1311 Sanitation And Safety (3)
(This is a WECM course number.)
The fundamentals of sanitation practices, laws, methods, and techniques of food handling for protection, safety, and accident prevention. (3 Lec.)

HAMG 1313 Front Office Procedures (3)
(This is a WECM course number. Former course prefix/number HMMT 1371.)
A study of the flow of activities and functions in today's lodging operation. Topics include a comparison of manual, machine assisted, and computer based methods for each front file function. (3 Lec.)

HAMG 1317 Recreational Services (3)
(This is a WECM course number.)
The study of guest recreation and entertainment including available space requirements, cost of operation and maintenance, layout and design, and direct and indirect benefits. (3 Lec.)

HAMG 1319 Computers In Hospitality (3)
(This is a WECM course number.)
An introduction to computers and their relationship as an information system to the hospitality industry. (3 Lec.)

HAMG 1321 Introduction To Hospitality Industry (3)
(This is a WECM course number. Former course prefix/number HMMT 1370.)
Introduction to the elements of the hospitality industry. (3 Lec.)

HAMG 1324 Hospitality Human Resources Management (3)
(This is a WECM course number. Former course prefix/number HMMT 2376.)
A study of the principles and procedures of managing people in the hospitality workplace. (3 Lec.)

HAMG 1340 Hospitality Legal Issues (3)
(This is a WECM course number. Former course prefix/number HMMT 2371.)
A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. (3 Lec.)

HAMG 1342 Guest Room Maintenance (3)
(This is a WECM course number. Former course prefix/number HMMT 1372.)
Demonstrates the working relationship in the lodging industry between housekeeping and maintenance. (3 Lec.)

HAMG 1381 Cooperative Education - Hospitality Administration And Management (3)
(This is a WECM course number. Former course prefix/number HMMT 7371 or HMMT 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)

HAMG 1391 Special Topics In Hospitality Administration And Management (3)
(This is a WECM course number. Former course prefix/number HMMT 2377.)
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.)

HAMG 2301 Principles Of Food And Beverage Operations (3)
(This is a WECM course number. Former course prefix/number HMMT 2372.)
An introduction to food, beverage, and labor cost controls with an overview of the hospitality industry from procurement to marketing. Examination of cost components including forecasting, menu planning and pricing, logistical support, production, purchasing, and quality assurance. (3 Lec.)

HAMG 2305 Hospitality Management And Leadership (3)
(This is a WECM course number.)
An overview of management and leadership in the hospitality industry with an emphasis on management philosophy, policy formulation, communications, motivation and team building. (3 Lec.)

HAMG 2307 Hospitality Marketing And Sales (3)
(This is a WECM course number. Former course prefix/number HMMT 2374.)
Identification of the core principles of marketing and their impact on the hospitality industry. (3 Lec.)

HAMG 2381 Cooperative Education-Hospitality Administration and Management (3)
(This is a WECM course number.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

HRMO 1301 Hospitality Advertising (3)
(This is a WECM course number.)
Prerequisite: None. An overview of effective advertising and promotion techniques for hospitality managers. (3 Lec.)

HRMO 1303 Hospitality Industry Sales Promotion (3)
(This is a WECM course number.)
Prerequisite: None. A study of the relationship of production and consumption in the hospitality industry with emphasis on the role of sales promotion. (3 Lec.)

HUMAN DEVELOPMENT

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.)

HDEV 0092 Student Success (3)
(Former course prefix/number HD 092)
In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)
(Coordinating Board Academic Approval Number 3201995140)

HDEV 0100 Educational Alternatives (1)
(Former course prefix/number HD 100)
The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)
(Coordinating Board Academic Approval Number 3201995140)

HDEV 0110 Assessment Of Prior Learning (1)
(Former course prefix/number HD 110)
Prerequisite: Limited to students in Technical Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

HDEV 1372 Cognitive Processes: The Master Student Course (3)
(Former course prefix/number HD 108)
This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. Adaptation to the higher education atmosphere is also emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 4203019125. This is a unique need course.)

HDEV 2315 Principles And Processes Of Personal And Social Adjustment (3)
(Former course prefix/number HD 112. Common course number is PSYC 2315)
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 4201015640)

HUMANITIES

HUMA 1301 Introduction To The Humanities (3)
(This is a common course number. Former course prefix/number HUM 101)
Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)
(Coordinating Board Academic Approval Number 2401035135)

HUMA 1302 Advanced Humanities (3)
(This is a common course number. Former course prefix/number HUM 102)
Prerequisite: Humanities 1301 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)
(Coordinating Board Academic Approval Number 2401035135)

INTERNATIONAL BUSINESS AND TRADE

IBUS 1305 Introduction To International Business And Trade (3)
(This is a WECM course number. Former course prefix/number IBTR 2370.)
The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. (3 Lec.)

ITALIAN

ITAL 1411 Beginning Italian I (4)
(This is a common course number.)
This course focuses on basic conversation, grammar, reading and writing. Students will be introduced to Italian culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609025131)

ITAL 1412 Beginning Italian II (4)
(This is a common course number.)
Prerequisite: Italian 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Italian 1411. Conversation, grammar, reading and writing are continued. Students will continue to study Italian culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609025131)

ITAL 2311 Intermediate Italian I (3)
(This is a common course number.)
Prerequisite: Italian 1411 and 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, writing and intense oral practice are covered. Grammar is reviewed and expanded. The study of Italian culture is continued. (3 Lec.)
(Coordinating Board Academic Approval Number 1609025231)

ITAL 2312 Intermediate Italian II (3)
(This is a common course number.)
Prerequisite: Italian 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Italian 2311. Reading, writing and intense oral practice are continued. Grammar is reviewed and expanded. The study of Italian culture is continued. (3 Lec.)
(Coordinating Board Academic Approval Number 1609025231)

JAPANESE

JAPN 1300 Beginning Japanese (3)
(This is a common course number. Former course prefix/number JAPN 1311)
This course is an introduction to Japanese speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Japanese for more than one semester enroll in Japanese 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Japanese 1311 and wish to continue their studies of Japanese may register for Japanese 1412. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1603025113)

JAPN 1411 Beginning Japanese (4)
(This is a common course number. Former course prefix/number JPN 101)
This course focuses on basic conversation, reading, and writing. Students will also be introduced to Japanese culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1603025131)

JAPN 1412 Beginning Japanese (4)
(This is a common course number. Former course prefix/number JPN 102)
Prerequisite: Japanese 1411 or the equivalent. This course is a continuation of Japanese 1411. Conversation, reading, and writing are continued. Students will continue study of Japanese culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1603025131)

JAPN 2311 Intermediate Japanese (3)
(This is a common course number. Former course prefix/number JPN 201)
Prerequisite: Japanese 1411 and Japanese 1412 or the equivalent. Reading, writing, and intense oral practice are covered. Japanese language structures, vocabulary and the phonetic system are reviewed. The study of culture and institutions is continued. (3 Lec.)
(Coordinating Board Academic Approval Number 1603025231)

JAPN 2312 Intermediate Japanese (3)
(This is a common course number. Former course prefix/number JPN 202)
Prerequisite: Japanese 2311 or the equivalent. This course is a continuation of Japanese 2311. Reading, writing, and intense oral practice are continued. (3 Lec.)
(Coordinating Board Academic Approval Number 1603025231)

JOURNALISM

NOTE: These courses carry a Dallas County Community College prefix of "JOUR"; however, most can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the course descriptions.

JOUR 1129 Student Publications (1)
(Former course prefix/number JN 106. The common course number is COMM 1129)
Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. (3 Lab.)
(Coordinating Board Academic Approval Number 0904015426)

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 0904035126)

JOUR 1335 Survey Of Broadcasting (3)
(Former course prefix/number JN 203. The common course number is COMM 1335)
This course stresses broadcast organization and operations and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical and economic aspects of the broadcasting industry. (3 Lec.)
(Coordinating Board Academic Approval Number 0904035226)

JOUR 2129 Student Publications (1)
(Former course prefix/number JN 104. The common course number is COMM 2129)
Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Students are required to work at prescribed periods under supervision and must attend staff meetings. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 0904015426)

JOUR 2130 Student Publications (1)
(Former course prefix/number JN 105. The common course number is COMM 2130)
Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 0904015426)

JOUR 2309 News Editing And Copy Reading (3)
(Former course prefix/number JN 204 . The common course number is COMM 2309)
Prerequisite: Journalism 2311. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages. (3 Lec.)
(Coordinating Board Academic Approval Number 0904015326)

JOUR 2311 News Gathering And Writing (3)
(Former course prefix/number JN 102. The common course number is COMM 2311)
Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 0904015726)

JOUR 2315 News Gathering And Writing II (3)
(Former course prefix/number JN 103. The common course number is COMM 2315)
Prerequisite: Journalism 2311 or professional experience approved by the instructor. This course is a continuation of Journalism 2311. Students study and practice writing more complex stories, such as features, profiles, follow-up stories, and sidebars. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 0904015826)

JOUR 2327 Principles Of Advertising (3)
(Former course prefix/number JN 202. The common course number is COMM 2327)
Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)
(Coordinating Board Academic Approval Number 0902015126)

LIBRARY SKILLS

LIBR 1370 College Library Research Methods and Materials (3)
(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. This is a unique need course.)

MANAGEMENT

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 2382 Cooperative Education - Business Administration And Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 8381.)
The student should have previous credit in or concurrent enrollment in HRPO 2307 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 2383 Cooperative Education - Business Administration And Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 8382.)
The student should have previous credit in or concurrent enrollment in BMGT 2303 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BUSG 1315 Small Business Operations (3)
(This is a WECM course number. Former course prefix/number MGMT 2371.)
A course in the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations. (3 Lec.)

BUSG 1341 Small Business Financing (3)
(This is a WECM course number. Former course prefix/number MGMT 2370.)
A study of the financial structure of a small business. Topics address business finance, including where the funds come from and what they are used for; budgeting including planning and preparing, record keeping, taxation, insurance, and banking. (3 Lec.)

BUSG 2309 Small Business Management (3)
(This is a WECM course number. Former course prefix/number MGMT 1372.)
A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 Lec.)

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.)

MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.)

The following MATH courses meet the requirements for Core Curriculum EXCEPT: MATH 1335, TECM 1303, TECM 1317, TECM 1341 and TECM 1349.

MATH 1314 is a 3 credit hour lecture course. MATH 1414 is a 4 credit hour lecture course. Either course will meet degree requirements.

MATH 1314 College Algebra (3)
(This is a common course number. Former course prefix/number MTH 101)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015437)

MATH 1316 Plane Trigonometry (3)
(This is a common course number. Former course prefix/number MTH 102)
Prerequisite: Mathematics 1314 or Mathematics 1414 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015337)

MATH 1324 Mathematics For Business And Economics I (3)
(This is a common course number. Former course prefix/number MTH 111)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015237)

MATH 1325 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 2703015237)

MATH 1332 College Mathematics I (3)
(This is a common course number. Former course prefix/number MTH 115)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015137)

MATH 1333 College Mathematics II (3)
(This is a common course number. Former course prefix/number MTH 116)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015137)

MATH 1348 Analytic Geometry (3)
(This is a common course number. Former course prefix/number MTH 121)
Prerequisite: Mathematics 1316 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015537)

MATH 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 College Algebra (4)
(Former course prefix/number MTH 103)
Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)
(Coordinating Board Academic Approval Number is 2701015437.)

MATH 1425 Business Calculus and Applications (4)
(This is a common course number.)
Prerequisite: Mathematics 1324, MATH 1314 or MATH 1414. This course includes limits, differential calculus, integral calculus, and appropriate applications. (4 Lec.)
(Coordinating Board Academic Approval Number 2703015219)

MATH 2305 Discrete Mathematics (3)
(This is a common course number. Former course prefix/number MTH 215)
Prerequisites: Mathematics 2513 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (3 Lec.)
(Coordinating Board Academic Approval Number 2703017119)

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 2701015937)

MATH 2318 Linear Algebra (3)
(This is a common course number. Former course prefix/number MTH 221)
Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)
(Coordinating Board Academic Approval Number 2701016137)

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 2703015137)

MATH 2342 Introductory Statistics (3)
(This is a common course number.)
Prerequisite: Two years of high school algebra and an appropriate test scores or Developmental Mathematics 0093 or Developmental Mathematics 0099. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (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)
Prerequisites: 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 2701015837)

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 2701015937)

MATH 2418 Linear Algebra (4)
(This is a common course number. Former course prefix/number MTH 221)
Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (4 Lec.)
(Coordinating Board Academic Approval Number 2701016119)

MATH 2420 Differential Equations (4)
(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. (4 Lec.)
(Coordinating Board Academic Approval Number 2703015119)

MATH 2442 Introductory Statistics (4)
(This is a common course number.)
Prerequisite: Two years of high school algebra and an appropriate test scores or Developmental Mathematics 0093 or Developmental Mathematics 0099. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (4 Lec.)
(Coordinating Board Academic Approval Number 2705015119)

MATH 2513 Calculus I (5)
(This is a common course number. Former course prefix/number MTH 124)
Prerequisite: Mathematics 2412 or Mathematics 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)
(Coordinating Board Academic Approval Number 2701015937)

TECM 1303 Technical Mathematics (3)
(This is a WECM course number. Former course prefix/number MTH 136/MATH 1372/MATH 1373)
A review of mathematical functions including fractions, decimals, proportions, perimeters, areas, volumes of geometric figures, and certain algebraic/trigonometric functions, as required by specific businesses and industries for successful on-the-job performance. (3 Lec.)

TECM 1317 Technical Trigonometry (3)
(This is a WECM course number. Former course prefix/number MTH 196/MATH 1375)
Suggested prerequisite of TECM 1341. Study of triangular measurement and calculation in technical applications. Presentation of trigonometry ratio, solution of right triangles, oblique triangles, and vector analysis as used in industrial applications. (3 Lec.)

TECM 1341 Technical Algebra (3)
(This is a WECM course number. Former course prefix/number MTH 195/MATH 1374)
Suggested prerequisite of one year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091 or equivalent. Application of algebra to technical occupations. Topics include principles of linear equations, simultaneous equations, and manipulation of powers and roots. Emphasis on stated word problems relevant to technical and vocation occupations. (3 Lec.)

TECM 1349 Technical Math Applications (3)
(This is a WECM course number. Former course prefix/number MTH 297/MATH 2370)
Suggested prerequisite of TECM 1317. Fundamentals of trigonometry and geometry as used in a variety of technical settings. Topics include the use of plane and solid geometry to solve areas and volumes encountered in industry. (3 Lec.)

TECM 1391 Special Topics in Applied Mathematics, General (3)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

MORTGAGE BANKING

BNKG 1353 Mortgage Lending (3)
(This is a WECM course number. Former course prefix/number MOBA 1372.)
Overview of the mortgage lending market and process. Emphasis on documentation, credit evaluation, federal regulation, and state laws related to mortgage loans.
(3 Lec.)

BNKG 1357 Investor Accounting (3)
(This is a WECM course number. Former course prefix/number MOBA 2373.)
An introduction to accounting and investor reporting functions that relate to the financial aspects of servicing mortgages that are in the first or second position. Topics include custodial and remittance accounting methods, reporting procedures, and rules for establishment of a custodial account. (3 Lec.)

BNKG 1358 Secondary Market (3)
(This is a WECM course number. Former course prefix/number MOBA 2372.)
A study of the purpose of the secondary mortgage market and its history. Included are secondary market conduits, review of the basic strategies used in the selling of closed real estate mortgages into the secondary market, conventional and governmental segments, mortgage-backed securities and bonds, regulatory requirements, GNMA mortgage-backed securities, preparing and completing loans for sale, and servicing sold loans. Other topics included are institutional and non-institutional lenders, types of mortgages, and alternative mortgage instruments.
(3 Lec.)

BNKG 1381 Cooperative Education-Banking and Financial Support Services (3)
(This is a WECM course number. Former course prefix/number MOBA 7471.)
Completion of two core Mortgage Banking courses, concurrent enrollment in a core or related course or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the development of a personalized on-the-job training plan and discussions with field experts on the application of mortgage banking fundamentals which may include finance, law, lending practices, government regulations and servicing.
(1 Lec., 20 Lab.)

BNKG 1382 Cooperative Education-Banking and Financial Support Services (3)
(This is a WECM course number. Former course prefix/number MOBA 7472.)
Completion of two core Mortgage Banking courses, concurrent enrollment in a core or related course or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the development of a personalized on-the-job training plan and discussions with field experts on the application of mortgage banking fundamentals which may include finance, law, lending practices, government regulations and servicing.
(1 Lec., 20 Lab.)

BNKG 1391 Special Topics in Banking and Financial Support Services (3)
(This is a WECM course number. Former course prefix/number MOBA 1373.)
This course provides the student with comprehensive training in mortgage loan closing with an in-depth study of title commitments/policies, engineer's survey, deed restrictions, and various documents (legal and other) used for residential mortgage loans. (3 Lec.)

BNKG 2281 Cooperative Education-Banking and Financial Support Services (2)
(This is a WECM course number.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

BNKG 2370 Loan Underwriting: Sub Prime (3)
(This is a local need course number.)
This course is designed to provide in-depth training for all facets of risk analysis and collateral review pertaining to analyzing the risk and determining the credit grade of the sub-prime mortgage loan. Topics covered in-depth will include, but are not limited to, grading the credit to determine the level of credit grade, analyzing and evaluating documentation to determine credit risk and analyzing the collateral to determine risk of collateral value. (3 Lec.)

BNKG 2371 Loan Servicing (3)
(This is a local need course number.)
This specialized course examines how mortgage lenders handle loans from the time a loan is closed until the final payment is made. The course focuses on the legal aspects and actual procedures used in the daily operations of the loan servicing function. Topics include escrow accounting, contract servicing, governmental regulations, taxing authorities and establishing tax rates and economic impacts of delinquency. (3 Lec.)

RELE 1301 Principles of Real Estate (3)
(This is a WECM course number. Former course prefix/number REAL 1370.)
An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. (3 Lec.)

RELE 1319 Real Estate Finance (3)
(This is a WECM course number. Former course prefix/number REAL 1371.)
An overview of the U.S. monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and the State Housing Agency. (3 Lec.)

RELE 1324 Loan Origination and Quality Control (3)
(This is a WECM course number. Former course prefix/number MOBA 1170 or MOBA 1370.)
An introduction to the mortgage loan application process. Topics include regulatory compliance and documentation; real estate contracts; the mortgage application process, interview techniques; credit, income and property qualification, quality controls and procedures. (3 Lec.)

RELE 1325 Real Estate Mathematics (3)
(This is a WECM course number. Former course prefix/number REAL 1378.)
Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement. (3 Lec.)

MULTIMEDIA TECHNOLOGY

ARTC 1345 3-D Modeling and Rendering (3)
(This is a WECM course number. Former course prefix/number MULT 2371.)
Suggested Prerequisite: IMED 1301. A studio course in the theory and technique of three-dimensional (3-D) modeling utilizing appropriate software. Topics include the creation and modification of 3-D geometric shapes; a variety of rendering techniques; and use of camera light sources, texture, and surface mapping. Laboratory fee. (2 Lec., 4 Lab.)

ARTC 1353 Computer Illustration (3)
(This is a WECM course number. Former course prefix/number MULT 1375.)
Suggested Corequisite: PHTC 1349. Exploration of computer programs with applications to illustration, photo manipulation and file management for reproduction. Emphasis on concept development in print and digital delivery. Laboratory fee. (2 Lec., 4 Lab.)

IMED 1191 Special Topics in Educational/ Institututional Media Technology/Technician (1)
(This is a WECM course number. Former course prefix/number MULT 1170.)
Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. (1 Lec.)

IMED 1291 Special Topics in Educational/ Institututional Media Technology/Technician (2)
(This is a WECM course number. Former course prefix/number MULT 2270.)
Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. Laboratory fee. (1 Lec., 2 Lab.)

IMED 1301 Introduction to Multimedia (3)
(This is a WECM course number. Former course prefix/number MULT 1370.)
A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Course emphasis is on conceptualizing and producing effective multimedia presentations. Laboratory fee. (2 Lec., 4 Lab.)

IMED 1305 Multimedia Authoring I (3)
(This is a WECM course number. Former course prefix/number MULT 1373.)
Suggested Corequisites: IMED 1301 and PHTC 1349. Instruction in multimedia development with an icon based development tool. Topics include interactivity, branching, navigation, and interface/information design using industry-standard authoring software. Laboratory fee. (2 Lec., 4 Lab.)

IMED 1316 Web Page Design I (3)
(This is a WECM course number. Former course prefix/number MULT 1377.)
Suggested Corequisites: IMED 1301 and PHTC 1349. Instruction in Internet web page design and related graphic design issues including mark-up languages, web sites, Internet access software, and interactive topics. Laboratory fee. (2 Lec., 4 Lab.)

IMED 1341 2-D Interface Design (3)
(This is a WECM course number.)
Suggested Prerequisite: IMED 1316. Skill development in the interface design process including selecting interfaces that are meaningful to users and relative to a project's content and delivery system. Emphasis on aesthetic issues such as iconography, screen composition, colors, and typography. Laboratory fee. (2 Lec., 4 Lab.)

IMED 1345 Interactive Multimedia I (3)
(This is a WECM course number. Former course prefix/number MULT 1382.)
Suggested Corequisites: IMED 1301 and PHTC 1349. Exploration of the use of graphics and sound to create time-based interactive multimedia animations using industry standard authoring software. Laboratory fee. (2 Lec., 4 Lab.)

IMED 1351 Digital Video (3)
(This is a WECM course number. Former course prefix/number MULT 1371.)
Suggested Corequisite: IMED 1301. Skill development in producing and editing video and sound for multimedia productions. Emphasis is placed on the capture, editing, and outputting of video using a desktop digital video workstation. Laboratory fee. (2 Lec., 4 Lab.)

IMED 1391 Special Topics in Educational/ Institututional Media Technology/Technician (3)
(This is a WECM course number. Former course prefix/number MULT 1381 and MULT 2375.)
Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

IMED 2305 Multimedia Authoring II (3)
(This is a WECM course number. Former course prefix/number MULT 1374.)
Suggested Prerequisites: IMED 1305. In-depth coverage of programming/scripting using an icon-based authoring system with emphasis on advanced development of interactive multimedia products. Laboratory fee. (2 Lec., 4 Lab.)

IMED 2311 Portfolio Development (3)
(This is a WECM course number. Former course prefix/number MULT 1380.)
Emphasis on preparation and enhancement of portfolio to meet professional standards. Topics also include professional organizations, presentation skills, and job-seeking techniques. Departmental approval required for enrollment. Laboratory fee. (2 Lec., 4 Lab.)

IMED 2313 Project Analysis and Design (3)
(This is a WECM course number. Former course prefix/number MULT 1379.)
Prerequisite: Completion of two semesters of multimedia coursework. Introduction to the multimedia planning process including costing, preparation, production legal issues, and guidelines for pre-production preparation. Creation of a comprehensive design document including target audience analysis, purpose and goals, objectives, content outline, flow chart, and storyboard. Emphasis is placed on content design and production management. This is the capstone class for the Level I multimedia certificates. Laboratory fee. (2 Lec., 4 Lab.)

IMED 2315 Web Page Design II (3)
(This is a WECM course number. Former course prefix/number MULT 1378.)
Suggested Prerequisite: IMED 1316. A study of hypertext mark-up language (HTML) and interesting layout techniques for creating engaging well designed web pages. Emphasis is on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues. Laboratory fee. (2 Lec., 4 Lab.)

IMED 2345 Interactive Multimedia II (3)
(This is a WECM course number. Former course prefix/number MULT 2370.)
Suggested Prerequisite: IMED 1345. Instruction in the use of scripting language to create time-based interactive multimedia projects. Topics include building a user interface, writing script, using commands and functions, testing, and debugging. Laboratory fee. (2 Lec., 4 Lab.)

IMED 2349 Internet Communications (3)
(This is a WECM course number. Former course prefix/number MULT 2372.)
Suggested Prerequisites: 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. Laboratory fee. (2 Lec., 4 Lab.)

IMED 2351 Multimedia Programming (3)
(This is a WECM course number. Former course prefix/number MULT 2373.)
Suggested Prerequisites: IMED 2305 and IMED 2345. Advanced topics in multimedia programming including the use of custom scripts for data tracking. Emphasis is on developing multimedia programs customized to the client's needs. Laboratory fee. (2 Lec., 4 Lab.)

IMED 2388 Internship-Educational/Instructional Media Technology/Technician (3)
(This is a WECM course number. Former course prefix/number MULT 7371.)
Prerequisite: Completion of the Level I Multimedia Certificate. An experience external to the college for an advanced student in the field of interactive media. The internship involves 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. This is the capstone course for the multimedia associate degree and one of the capstone courses for the Level II multimedia certificates. (15 Ext.)

ITSE 2313 Web Authoring (3)
(This is a WECM course number.)
Suggested Corequisite: IMED 2349. Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and advanced authoring tools. Laboratory fee. (2 Lec., 4 Lab.)

PHTC 1349 Photo Digital Imaging I (3)
(This is a WECM course number. Former course prefix/number MULT 1383.)
Suggested Corequisite: IMED 1301. Instruction in the computer as an electronic darkroom. Topics include color and gray scale images and image conversion and presentation. Laboratory fee. (2 Lec., 4 Lab.)

PHTC 2349 Photo Digital Imaging II (3)
(This is a WECM course number. Former course prefix/number MULT 2374.)
Suggested Prerequisite: PHTC 1349 or PHOT 2325. Continued skill development in the use of the computer for retouching, copying, photographic restoration, color correction, data importation, composite imaging, and background dropout and replacement. Laboratory fee. (2 Lec., 4 Lab.)

MUSIC

MUSI 1116 Musicianship I (1)
(This is a common course number. Former course prefix/number MUS 161)
Prerequisite: Music 1300 and 1304 or demonstrated competence approved by the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045630)

MUSI 1117 Musicianship II (1)
(This is a common course number. Former course prefix/number MUS 162)
Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045630)

MUSI 1123 Orchestra (1)
(This is a common course number. Former course prefix/number MUS 170)
Prerequisite: Demonstrated competence approved by the instructor. Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035530)

MUSI 1125 Jazz Ensemble (1)
(This is a common course number. Former course prefix/number MUS 184)
Prerequisite: Demonstrated competence approved by the instructor. The jazz ensemble rehearses and performs a variety of jazz styles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035530

MUSI 1126 Band (1)
(This is a common course number. Former course prefix/number MUS 160/MUSI 1237)
Prerequisite: Demonstrated competence approved by the instructor. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035530)

MUSI 1132 Keyboard Ensemble (1)
(This is a common course number. Former course prefix/number MUS 174)
Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

MUSI 1133 Woodwind Ensemble (1)
(This is a common course number. Former course prefix/number MUS 171)
Prerequisite: Demonstrated competence approved by the instructor. A group of woodwind instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

MUSI 1134 Brass Ensemble (1)
(This is a common course number. Former course prefix/number MUS 172)
Prerequisite: Demonstrated competence approved by the instructor. A group of brass instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

MUSI 1137 Guitar Ensemble (1)
(This is a common course number. Former course prefix/number MUS 103)
Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

MUSI 1138 Percussion Ensemble (1)
(This is a common course number. Former course prefix/number MUS 173)
Prerequisite: Demonstrated competence approved by the instructor. A group of percussion instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

MUSI 1139 String Ensemble (1)
(This is a common course number. Former course prefix/number MUS 175)
Prerequisite: Demonstrated competence approved by the instructor. A group of string instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

MUSI 1140 Symphonic Wind Ensemble (1)
(This is a common course number. Former course prefix/number MUS 176)
Prerequisite: Demonstrated competence approved by the instructor. In the symphonic wind ensemble, students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

MUSI 1143 Vocal Ensemble (1)
(This is a common course number. Former course prefix/number MUS 155)
Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035730)

MUSI 1151 Chamber Ensemble (1)
(This is a common course number. Former course prefix/number MUS 177)
Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035830)

MUSI 1152 Madrigal Singers (1)
(This is a common course number. Former course prefix/number MUS 156)
A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035830)

MUSI 1160 Italian Diction (1)
(This is a common course number. Former course prefix/number MUS 105)
The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085330)

MUSI 1161 English Diction (1)
(This is a common course number. Former course prefix/number MUS 108)
The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085330)

MUSI 1170 Synthesizer Class I (1)
(Former course prefix/number MUS 147)
Prerequisite: Music 1181 or prior keyboard experience. This course is an entry-level performance course designed to teach students the basic theoretical concepts and performance skills necessary to perform on synthesizers. (3 Lab.)
(Coordinating Board Academic Approval Number 5009037126. This is a unique need course.)

MUSI 1172 Synthesizer Class II (1)
(Former course prefix/number MUS 148)
Prerequisite: Music 1170 or prior music synthesizer experience. This course is a continuation of Music 1170. This course emphasizes the rehearsal and performance of commercial music styles. FM synthesis is introduced and a variety of programmable equipment is surveyed including drum machines, sequencers, digital samplers and computer software. (3 Lab.)
(Coordinating Board Academic Approval Number 5009037126. This is a unique need course.)

MUSI 1181 Piano Class I (1)
(This is a common course number. Former course prefix/number MUS 117)
This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075130)

MUSI 1182 Piano Class II (1)
(This is a common course number. Former course prefix/number MUS 118)
Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009075130)

MUSI 1183 Voice Class I (1)
(This is a common course number. Former course prefix/number MUS 151)
This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085130)

MUSI 1184 Voice Class II (1)
(This is a common course number. Former course prefix/number MUS 152)
This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085130)

MUSI 1192 Guitar Class I (1)
(This is a common course number. Former course prefix/number MUS 119)
This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009035130)

MUSI 1193 Guitar Class II (1)
(This is a common course number. Former course prefix/number MUS 120)
Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009035130)

MUSI 1263 Jazz Improvisation (2)
(This is a common course number. Former course prefix/number MUS 115)
The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5009036530)

MUSI 1300 Foundations Of Music I (3)
(This is a common course number. Former course prefix/number MUS 113)
This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045430)

MUSI 1304 Foundations Of Music II (3)
(This is a common course number. Former course prefix/number MUS 114)
Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045430)

MUSI 1306 Music Appreciation (3)
(This is a common course number. Former course prefix/number MUS 104)
The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025130)

MUSI 1308 Music Literature (3)
(This is a common course number. Former course prefix/number MUS 110)
The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025230)

MUSI 1309 Music Literature (3)
(This is a common course number. Former course prefix/number MUS 111)
This course is a continuation of Music 1308. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025230)

MUSI 1310 History Of Jazz/Rock Music (3)
(This is a common course number. Former course prefix/number MUS 166)
The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025330)

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 5009045130)

MUSI 1312 Music Theory II (3)
(This is a common course number. Former course prefix/number MUS 146)
Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045130)

MUSI 1370 Guitar Literature And Materials (3)
(Former course prefix/number MUS 112)
The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025230)

MUSI 1386 Composition (3)
(This is a common course number. Former course prefix/number MUS 203)
Prerequisites: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045330)

MUSI 1390 Digital Music Production (3)
(Former course prefix/number MUS 153/MUSI 1372)
Prerequisite: One semester of music theory and keyboard or demonstrated competence approved by the instructor. This course is designed to introduce major/non-major music students to the MIDI technology as an extension of the music theory/keyboard curriculum. Various MIDI devices, computer hardware, and computer software will be explored. This course may be repeated for credit. (2 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 5009045826.)

MUSI 1391 Digital Music Production (3)
(Former course prefix/number MUS 154/MUSI 1373)
Prerequisite: Successful completion of Music 1390 or demonstrated competence approved by the instructor. This course is a continuation of Music 1390 and will present advanced concepts in music production. This course may be repeated for credit. (2 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 5009045826.)

MUSI 2116 Musicianship III (1)
(This is a common course number. Former course prefix/number MUS 271)
Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045730)

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 5009045730)

MUSI 2127 Lab Band (1)
(This is a common course number. Former course prefix/number MUS 181/MUSI 2237)
Prerequisite: Demonstrated competence approved by the instructor. Students study and perform various forms of commercial music, such as jazz, pop, avant-garde, and fusion. Student arranging, composing, and conducting are encouraged. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035530)

MUSI 2143 Chorus (1)
(This is a common course number. Former course prefix/number MUS 150)
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 5009035730)

MUSI 2160 German Diction (1)
(This is a common course number. Former course prefix/number MUS 107)
The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085330)

MUSI 2161 French Diction (1)
(This is a common course number. Former course prefix/number MUS 106)
The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085330)

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 5009075130)

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 5009075130)

MUSI 2192 Guitar Pedagogy (1)
(This is a common course number. Former course prefix/number MUS 205)
Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)
(Coordinating Board Academic Approval Number 5009035130)

MUSI 2311 Music Theory III (3)
(This is a common course number. Former course prefix/number MUS 245)
Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045230)

MUSI 2312 Music Theory IV (3)
(This is a common course number. Former course prefix/number MUS 246)
Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2118 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045230)

MUSI 9176 Recital (1)
(Former course prefix/number MUS 199)
This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

MUSP 1242 Small Commercial Music Ensemble (2)
(This is a WECM course number. Former course prefix/number MUSI 1376.)
Participation in a small commercial music ensemble concentrating on commercial music performance styles. (3 Lec.)

NUTRITION

NUTR 1322 Principles of Nutrition (3)
(Former course prefix/number NTR 101. Common Course Number is HECO 1322)
This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)
(Coordinating Board Academic Approval Number 1905025133)

OFFICE TECHNOLOGY

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. Laboratory fee. (3 Lec., 4 Lab.)

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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lec., 3 Lab.)

POFI 2301 Word Processing (3)
(This is a WECM course number. Former course prefix/number OFCT 1379.)
Suggested 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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (1 Lec., 2 Lab.)

POFT 1302 Business Communications I (3)
(This is a WECM course number. Former course prefix/number OFCT 2370.)
Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1309 Administrative Office Procedures I (3)
(This is a WECM course number. Former course prefix/number OFCT 1373.)
Suggested 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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1321 Business Math (3)
(This is a WECM course number.)
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and 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.)

POFT 1381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and 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.)

POFT 1382 Cooperative Education-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7371.)
Career related activities encountered in the student's area of specialization 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 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.)
Career related activities encountered in the student's area of specialization 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 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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (1 Lec., 2 Lab.)

POFT 2301 Document Formatting and Skillbuilding (3)
(This is a WECM course number. Former course prefix/number OFCT 1376.)
Suggested 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. Laboratory fee. (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. Laboratory fee. (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. Laboratory fee. (2 Lec., 2 Lab.)

POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and 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.)

POFT 2381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)
(This is a WECM course number. Former course prefix/number OFCT 7471.)
Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and 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.)

POFT 2382 Cooperative Education-General Office/Clerical and Typing Services (3)
(This is a WECM course number. Former course prefix/number OFCT 7372.)
Career related activities encountered in the student's area of specialization 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 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.)
Career related activities encountered in the student's area of specialization 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 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.)

PHILOSOPHY

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 3801015135)

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 3801015735)

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 3801015235)

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 3801015335)

PHIL 2307 Introduction To Social And Political Philosophy (3)
(This is a common course number. Former course prefix/number PHI 202)
The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

PHIL 2316 History Of Ancient Philosophy (3)
(This is a common course number. Former course prefix/number PHI 207)
The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

PHIL 2317 History Of Modern Philosophy (3)
(This is a common course number. Former course prefix/number PHI 208)
The history of philosophy from the Renaissance through the 19th. century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th. century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

PHOTOGRAPHY

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.

ARTS 2389 Academic Cooperative in Art, Photography/Digital Imaging (3)
(This is a common course number. Former course prefix/number PHO 215/PHOT 2375)
An instructional program designed to integrate on-campus study with practical hands-on work experience in the humanities and/or fine arts. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of languages, art, music, philosophy, or religion. This course should be given a discipline prefix and Texas Common Course Number 2389. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2401035230)

PHOT 1316 Introduction To Photography And Photojournalism (3)
(Former course prefix/number PHO 110. Common Course Number is COMM 1316)
Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0904015526)

PHOT 1317 Advanced Photography And Photojournalism (3)
(Former course prefix/number PHO 111. Common Course Number is COMM 1317)
Prerequisite: Photography 1316 or Art 2356, or demonstrated competence approved by the instructor. Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0904015526)

PHOT 2324 Introduction to Multimedia (3)
(Former course prefix/number PHO 212. Common Course Number is COMM 2324)
Prerequisites: Photography 1316 or Art 2356, Photography 2325. This course will provide students with an exploration of the latest computer hardware and software applications used to produce multimedia presentations. Students will experience the areas of digital sound reproduction, the creation of computer animation, converting video into digital images, and digital editing techniques. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0907015326)

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. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0907015326)

PHOT 2326 Advanced Digital Imaging (3)
(Former course prefix/number PHO 125. Common Course Number is COMM 2326)
Prerequisites: 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 Imaging (Photography 2325) class. Students will work to master the technical complexities of digital photography and seek to clarify a personal direction through extended projects. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0907015326)

PHOT 2356 Commercial Photography I (3)
(Former course prefix/number PHO 122. Common Course Number is ARTS 2356)
Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. Commercial or contract photography is studied. Field, studio, and darkroom experiences for various kinds of photography are discussed. Social, portrait, studio, fashion, publicity, landscape, and product photography, as well as portfolio development, are included. The use of natural and artificial lighting is covered. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5006055130)

PHOT 2357 Commercial Photography II (3)
(Former course prefix/number PHO 123. Common Course Number is ARTS 2357)
Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is a continuation of Photography 2356. Publicity, architectural, interior, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges may be made with sample clients, employers, studios, and agencies. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5006055230)

PHYSICAL EDUCATION

PHED 1100 Beginning Lifetime Sports Activities (1)
(This is a common course number. Former course prefix/number PEH 100)
Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, conditioning activities, and physical assessment where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1101 Beginning Casting And Angling (1)
(This is a common course number. Former course prefix/number PEH 103)
This course will include the fundamentals of bait casting, spinning and spin casting. This course covers basic knowledge and understanding of angling techniques and concepts, and will include several tackle crafts. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1103 Shooting and Firearm Safety (1)
(This is a common course number. Former course prefix/number PEH 105)
Course content includes fundamentals of shooting, gun safety and principles of reloading. This course includes personal safety associated with hunting and sport shooting. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1104 Beginning Softball (1)
(This is a common course number. Former course prefix/number PEH 112)
Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1105 Beginning Racquetball (1)
(This is a common course number. Former course prefix/number PEH 113)
Basic racquetball skills, rules and strategies are taught and class tournaments are conducted. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1107 Intramural Athletics (1)
(This is a common course number. Former course prefix/number PEH 116)
Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1108 Beginning Archery (1)
(This is a common course number. Former course prefix/number PEH 117)
The beginning level skills of target and field shooting and bow hunting are emphasized. History, rules of competition, preparation and care of equipment and safety are included. Equipment is furnished. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Lane fee. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1112 Folk Dance (1)
(This is a common course number. Former course prefix/number PEH 121)
Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1115 Social Dance (1)
(This is a common course number. Former course prefix/number PEH 124)
This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the two-step, cotton-eyed Joe, square dance, and other dances. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1116 Conditioning Exercise (1)
(This is a common course number. Former course prefix/number PEH 125)
This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1117 Beginning Basketball And Volleyball (1)
(This is a common course number. Former course prefix/number PEH 127)
Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1118 Modern Dance (1)
(This is a common course number. Former course prefix/number PEH 129)
This beginning course is designed to emphasize basic dance technique, body alignment and placement, floor work, locomotor patterns, and creative movement. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1119 Beginning Weight Training (1)
(This is a common course number. Former course prefix/number PEH 131)
Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1121 Beginning Jogging (1)
(This is a common course number. Former course prefix/number PEH 133)
Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1122 Outdoor Education (1)
(This is a common course number. Former course prefix/number PEH 134)
Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1123 Beginning Walking for Fitness (1)
(This is a common course number. Former course prefix/number PEH 135)
This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1124 Beginning 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 Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1126 Beginning Cycling (1)
(This is a common course number. Former course prefix/number PEH 145)
Development of cycling skills and improvement of physical fitness through cycling are emphasized. Fitness concepts, riding technique, safety, routine maintenance and repair of the cycle are fundamental topics of this course. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1127 Triathlon Fitness (1)
(This is a common course number. Former course prefix/number PEH 146)
This course includes an individualized program of walking, running, cycling, swimming, and weight training. From these activities, the student and instructor will design a fitness program to improve total body fitness, strength, endurance and self-image. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1128 Canoeing/Kayaking (1)
(This is a common course number. Former course prefix/number PEH 149)
This course is designed to teach the students knowledge and appreciation of basic white water canoeing/kayaking skills so they can actively engage in these activities throughout their lives. A weekend river trip is included in this course. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1129 Backpacking/Rock Climbing (1)
(This is a common course number. Former course prefix/number PEH 150)
This course is designed to teach the students basic skills, knowledge and appreciation of backpacking and rock climbing to the extent that they can actively engage in these activities throughout their lives. A weekend backpacking trip is included in the course. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1130 Intermediate Lifetime Sports Activities (1)
(This is a common course number. Former course prefix/number PEH 200)
Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1133 Intermediate Racquetball (1)
(This is a common course number. Former course prefix/number PEH 213)
This activity course is designed for students seeking to advance their racquetball skill level. The course content covers advanced shot execution, strategy, and the doubles game. Emphasis is placed on improved skill and strategy. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1134 Intermediate Physical Fitness (1)
(This is a common course number. Former course prefix/number PEH 215)
Basic skills and techniques of fitness-related activities are developed beyond the beginner level. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Green fees. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1141 Intermediate Weight Training (1)
(This is a common course number. Former course prefix/number PEH 231)
Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1142 Intermediate Self-Defense (1)
(This is a common course number. Former course prefix/number PEH 232)
Students will be introduced to intermediate forms of defense and combinations of self defense methods. Emphasis is on practical application of self defense movements. Uniform required. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1143 Intermediate Jogging (1)
(This is a common course number. Former course prefix/number PEH 233)
Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1144 Intermediate Walking for Fitness (1)
(This is a common course number. Former course prefix/number PEH 235)
Students participate in a low impact exercise walking program beyond the beginning level. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1145 Intermediate Aerobics (1)
(This is a common course number. Former course prefix/number PEH 237)
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 developed beyond the beginner level. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1148 Intermediate Baseball (1)

(This is a common course number. Former course prefix/number PEH 241)

Basic skills and techniques are refined beyond the beginner level. Analysis and practice of hitting, fielding, pitching, team play, and competitive play are emphasized. Baseball history and interpretation of the rules are also covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1149 Intermediate Cycling (1)

(This is a common course number. Former course prefix/number PEH 245)

Improvement of physical fitness through cycling is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

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. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

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. . Pre- and Post- fitness assessments included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3105015128)

PHED 1251 Scuba Diving (2)

(Former course prefix/number PEH 225/PHED 2270)

Prerequisite: Demonstrated competence approved by the instructor. This course includes instruction in the proper use of equipment, safety, physiology and open water diving. Students completing course requirements receive certification through one of several major accredited associations. Equipment rental fee. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085323)

PHED 1252 Advanced Open Water Scuba (2)

(Former course prefix/number PEH 228/PHED 2271)

Prerequisite: Physical Education 2270 or appropriate certifying agency entry level certificate or 10 log book hours. 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. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085323)

PHED 1270 Divemaster (2)

(Former course prefix/number PEH 142)

Prerequisite: Physical Education 2271 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. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number is to be assigned. Unique Need approval pending.)

PHED 1301 Introduction To Physical Education (3)
(This is a common course number. Former course prefix/number PEH 144)
This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. This course does not satisfy the physical education activity course requirement. (3 Lec.)
(Coordinating Board Academic Approval Number 3105015228)

PHED 1304 Health For Today (3)
(This is a common course number. Former course prefix/number PEH 101)
Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)
(Coordinating Board Academic Approval Number 5103015128)

PHED 1306 Advanced First Aid And Emergency Care (3)
(This is a common course number. Former course prefix/number PEH 257)
This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)
(Coordinating Board Academic Approval Number 5103015328)

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 1202045128)

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 1202045128)

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 3105065128)

PHED 1336 Outdoor Recreation (3)
(This is a common course number. Former course prefix/number PEH 109)
Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered. This course does not satisfy the physical education activity course requirement. (3 Lec.)
(Coordinating Board Academic Approval Number 3101015128)

PHED 1337 Community Recreation (3)
(This is a common course number. Former course prefix/number PEH 110)
This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered. This course does not satisfy the physical education activity course requirement. (3 Lec.)
(Coordinating Board Academic Approval Number 3101015128)

PHED 2155 Advanced Life Saving (1)
(This is a common course number. Former course prefix/number PEH 226)
Prerequisite: Demonstrated competence approved by the instructor. Successful completion of this course qualifies students for the Red Cross Life Guarding Certificate. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085328)

PHED 2255 Water Safety Instructor (2)
(This is a common course number. Former course prefix/number PEH 234)
Prerequisite: Current Advanced Life Saving Card. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3601085328)

PHYSICAL SCIENCE

(See Physics)

PHYSICS

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 4002015139)

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. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 4002015139)

PHYS 1311 Descriptive Astronomy (3)
(This is a common course number. Former course prefix/number AST 101)
This course surveys the fundamentals of astronomy. Emphasis is on the solar system. Included is the study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors, and meteorites. (3 Lec.)
(Coordinating Board Academic Approval Number 4002015139)

PHYS 1312 General Astronomy (3)
(This is a common course number. Former course prefix/number AST 102)
Stellar astronomy is emphasized. Topics include a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way Galaxy, and external galaxies. (3 Lec.)
(Coordinating Board Academic Approval Number 4002015139)

PHYS 1401 Introductory General Physics (4)
(This is a common course number. Former course prefix/number PHY 111)
Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015339)

PHYS 1402 Introductory General Physics (4)
(This is a common course number. Former course prefix/number PHY 112)
Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015339)

PHYS 1405 Concepts In Physics (4)
(This is a common course number. Former course prefix/number PHY 117/PHYS 1470)
This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015139)

PHYS 1407 Concepts In Physics (4)
(This is a common course number. Former course prefix/number PHY 118/PHYS 1471)
This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015139)

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. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4002015139)

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. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4002015139)

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. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4001015139)

PHYS 1417 Physical Science (4)
(This is a common course number. Former course prefix/number PSC 119)
This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. This course is also offered as Geology 1401. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4001015139)

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. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015439)

PHYS 2426 General Physics (4)
(This is a common course number. Former course prefix/number PHY 202)
Prerequisites: 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. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015439)

PLUMBING AND PIPEFITTING CONSTRUCTION

CNBT 1201 Introduction to Construction (2)
(This is a WECM course number. Former course prefix/number PPFA 1270.)
An overview of the construction industry including: organizational structures and systems; safety regulations and agencies; construction documents; office and field organizations; and the various construction crafts and trades. Required. (1 Lec., 3 Lab.)

DFTG 1208 Basic Computer-Aided Drafting (2)
(This is a WECM course number.)
An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinating systems; as well as input and output devices. Required. (1 Lec., 3 Lab.)

DFTG 2234 Industrial Drafting Applications (2)
(This is a WECM course number. Former course prefix/number PPFA 2284 and DFTG 2285.)
An advanced synthesis of industrial drafting practices with emphasis on research, design, and project techniques. Required. (1 Lec., 3 Lab.)

DFTG 1232 Mechanical Drafting (2)
(This is a WECM course number. Former course prefix/number PPFA 1272.)
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. Required. (1 Lec., 3 Lab.)

ELPT 1311 Basic Electrical Theory (3)
(This is a WECM course number. Former course prefix/number PPFA 2282.)
An overview of the theory and practice of electrical circuits including calculations as applied to alternating and direct current. Required. (1 Lec., 3 Lab.)

HART 1273 Air Conditioning Control Principles (2)
(This is a local need course number. Former course prefix/number PPFA 2283.)
A basic study of electrical, pressure, and temperature controls including motor starting devices, operating relays, and troubleshooting safety controls and devices. Emphasis on use of wiring diagrams to analyze high and low voltage circuits. A review of Ohm's law as applied to A/C controls and circuits. Required. (1 Lec., 3 Lab.)

HART 2270 Commercial and Industrial Heating Systems (2)
(This is a local need course number. Former course prefix/number PPFA 2278.)
This course covers the theory and installation of commercial an industrial heating systems; included is the studied and installation of valves, pumps, and steam systems. Theories and practices concerning boilers and hydronic heating systems are also included. (1 Lec., 3 Lab.)

HART 2271 Commercial Air Conditioning (2)
(This is a local need course number. Former course prefix/number PPFA 2279.)
A study of components, applications, and installation of air conditioning systems with capacities of 25 tons or less. Required. (1 Lec., 3 Lab.)

HART 2273 Industrial Air Conditioning (2)
(This is a local need course number. Former course prefix/number PPFA 2280.)
A study of components, accessories, applications, and installation of air conditioning systems above 25 tons capacity. Required. (1 Lec., 3 Lab.)

HART 2274 Commercial and Industrial Pneumatic Controls (2)
(This is a local need course number. Former course prefix/number PPFA 2277.)
This course provides a comprehensive introduction in the use, installation, and operation of pneumatic controls in commercial and industrial construction. An introduction to start test and balance of mechanical equipment, and knowledge of the mechanical instrument family. (1 Lec., 3 Lab.)

PFPB 1270 Commercial Plumbing I (2)
(This is a local need course number. Former course prefix/number PPFA 2270.)
This course provides the skills necessary to align, test and start-up and trouble shoot various commercial and industrial systems. Included in this is pneumatic, turbines, pumps, boilers, hydraulic, and compressors.
(1 Lec., 3 Lab.)

PFPB 1271 Commercial Plumbing II (2)
(This is a local need course number. Former course prefix/number PPFA 2271.)
This course continues the study commercial plumbing started in commercial plumbing I with proper methods used in the layout and installation of gas, Pneumatic, Water Heating Systems and miscellaneous piping commonly found in commercial buildings. (1 Lec., 3 Lab.)

PFPB 1372 Plumbing Codes I (3)
(This is a local need course number. Former course prefix/number PPFA 2274.)
An introductory study of state and local plumbing codes, and the application of the plumbing codes to job situations. Required. (2 Lec., 2 Lab.)

PFPB 1291 Special Topics in Plumber and Pipefitter (2)
(This is a WECM course number. Former course prefix/number PPFA 1274.)
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. Required. (1 Lec., 3 Lab.)

PFPB 1345 Commercial Construction and Fixture Setting (3)
(This is a WECM course number. Former course prefix/number PPFA 2273.)
An overview of the construction industry including: organizational structures and systems; safety regulations and agencies; construction documents; office and field organizations; and the various construction crafts and trades. Required. (2 Lec., 2 Lab.)

PFPB 2270 Industrial Plumbing (2)
(This is a local need course number. Former course prefix/number PPFA 2272.)
This course covers layout and installation of plumbing systems in industrial construction, which includes water treatment, power plants and manufacturing plants. (1 Lec., 3 Lab.)

PFPB 2272 Commercial and Industrial Gas Installation (2)
(This is a local need course number. Former course prefix/number PPFA 2275.)
This course provides training in the principles, code requirements, and practical knowledge necessary for the design and installation of a gas supply system in commercial and industrial applications. Required.
(1 Lec., 3 Lab.)

PFPB 2273 Backflow Prevention (2)
(This is a local need course number. Former course prefix/number PPFA 2286.)
This course covers the cause and principles of contamination of potable water systems in the plumbing industry and training for the installation and testing of back flow prevention devices. Required. (1 Lec., 3 Lab.)

PFPB 2274 Medical Gas (2)
(This is a local need course number.)
This course studies the basic components, installation, and methods of medical gas piping systems. Health and safety requirements as well as inspection procedures are discussed. Required. (1 Lec., 3 Lab.)

PFPB 2275 Commercial and Industrial Control Systems (2)
(This is a local need course number. Former course prefix/number PPFA 2289.)
This course provides the skills necessary to instruct students in basic systems designs, equipment and control systems. Instruction on air handling units, air volume boxes, centrifugal chillers, absorption systems, cooling towers, water treatment, and chilled water systems is included. (1 Lec., 3 Lab.)

PFPB 2276 Commercial and Industrial Systems Start-Up (2)
(This is a local need course number.)
This course provides the skills necessary to align, test and start-up and trouble shoot various commercial and industrial systems. Included in this is pneumatic, turbines, pumps, boilers, hydraulic, and compressors.
(1 Lec., 3 Lab.)

PFPB 2347 Plumbing and Pipefitting Equipment and Safety (3)
(This is a WECM course number. Former course prefix/number PPFA 1276.)
Instruction in the safe use of construction equipment used in the process of the plumbing and pipefitting trades. Required. (1 Lec., 3 Lab.)

PFPB 2371 Plumbing Codes II (3)
(This is a local need course number. Former course prefix/number PPFA 2276.)
In-depth coverage of the state and local codes and application of Codes for those employed in fields requiring knowledge of the Code. Emphasis on plumbing protection and methods, special conditions, and advanced calculations. (2 Lec., 2 Lab.)

WLDG 1221 Introduction to Welding Fundamentals (2)
(This is a WECM course number. Former course prefix/number PPFA 1271.)
An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy. Required.
(1 Lec., 3 Lab.)

WLDG 1222 Introduction to Welding Fundamentals II (2)
(This is a WECM course number. Former course prefix/number PPFA 1273.)
An introduction to the fundamentals of equipment used in oxy-fuel and arc welding, including welding and cutting safety, basic oxy-fuel welding and cutting, basic arc welding processes and basic metallurgy. Required.
(1 Lec., 3 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 2213 Welding Using Multiple Processes (2)
(This is a WECM course number. Former course prefix/number PPFA 2287.)
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 (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process. Required. (1 Lec., 3 Lab.)

PORTUGUESE

PORT 1311 Beginning Portuguese (3)
(This is a common course number.)
This course is an introduction to Portuguese speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Portuguese for more than one semester enroll in Portuguese 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Portuguese 1311 and wish to continue their studies of Portuguese may register for Portuguese 1412. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1609045131)

PORT 1411 Beginning Portuguese (4)
(This is a common course number. Former course prefix/number POR 101)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609045131)

PORT 1412 Beginning Portuguese (4)
(This is a common course number. Former course prefix/number POR 102)
Prerequisite: Portuguese 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Portuguese 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609045131)

PORT 2311 Intermediate Portuguese (3)
(This is a common course number. Former course prefix/number POR 201)
Prerequisite: Portuguese 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)
(Coordinating Board Academic Approval Number 1609045231)

PORT 2312 Intermediate Portuguese (3)
(This is a common course number. Former course prefix/number POR 202)
Prerequisite: Portuguese 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Portuguese 2311. Reading and composition are continued. Grammar is reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609045231)

PSYCHOLOGY

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 4203015124)

PSYC 2301 Introduction To Psychology (3)
(This is a common course number. Former course prefix/number PSY 101)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standards in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015140)

PSYC 2302 Applied Psychology (3)
(This is a common course number. Former course prefix/number PSY 202)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Psychological facts and principles are applied to problems and activities of life and will be used to examine basic aspects of human relationships in society. This course will involve the direct application of psychological principles to human relation problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015240)

PSYC 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 4201015340)

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 4207015140)

PSYC 2316 Psychology Of Personality (3)
(This is a common course number. Former course prefix/number PSY 205)
Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015740)

PSYC 2319 Social Psychology (3)
(This is a common course number. Former course prefix/number PSY 207)
Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)
(Coordinating Board Academic Approval Number 4216015140)

PSYC 2340 Current Issues in Psychology (3)
(Former course prefix/number PSY 211/PSYC 2370)
This course provides an in-depth study of current issues in psychology. Topics include: abnormal psychology, psychology of the offender, death and dying, and gender roles. Topics may vary from semester to semester and may be repeated for credit when topics vary. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015540)

PSYC 2389 Psychology Practicum (3)
(This is a common course number.)
An instructional program designed to integrate on-campus study with practical field experience in Psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human behavior, and/or social institutions, and in the practice of community services. The course may be repeated for credit when field experiences vary. (1 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4501015142)

RADIO AND TELEVISION

(See Communications)

READING

READ 1313 Analytical Reading and Critical Thinking (3)
(Former course prefix/number RD 101/READ 1370; RD 102/READ 1371. The common course number is ENGL 1313.)
Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, note taking, underlining, concentrating, and memory. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015735)

REAL ESTATE

RELE 1105 Uniform Standards Of Professional Appraisal Practices (1)
(This is a WECM course number.)
Provides instruction on current provisions of the Uniform Standards of Professional Appraisal Practice (USPAP). (1 Lec.)

RELE 1191 Special Topics in Real Estate (1)
(This is a WECM course number. Former course prefix/number REAL 2170.)
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. (1 Lec.)

RELE 1291 Special Topics in Real Estate (2)
(This is a WECM course number. Former course prefix/number REAL 2270.)
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. (2 Lec.)

RELE 1301 Principles of Real Estate (3)
(This is a WECM course number. Former course prefix/number REAL 1370.)
An overview of licensing as a real estate broker and salesperson, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens, distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics. Also includes federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. (3 Lec.)

RELE 1303 Real Estate Appraisal (3)
(This is a WECM course number. Former course prefix/number REAL 1374.)
A study of the central purposes and functions of an appraisal, social, and economic determinant of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 Lec.)

RELE 1307 Real Estate Investment (3)
(This is a WECM course number. Former course prefix/number REAL 2371.)
Financing, evaluation, and management of real estate investment. Emphasis on real estate investment characteristics, techniques of investment analysis, time-valued money, discounted investment criteria, leverage, and applications to property tax implications of owning real estate. (3 Lec.)

RELE 1309 Real Estate Law (3)
(This is a WECM course number. Former course prefix/number REAL 1375.)
Provides a study of legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title. (3 Lec.)

RELE 1311 Law Of Contracts (3)
(This is a WECM course number. Former course prefix/number REAL 1376.)
Includes the elements of a contract, offer and acceptance, the statue of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms and owner disclosure requirements. (3 Lec.)

RELE 1315 Property Management (3)
(This is a WECM course number. Former course prefix/number REAL 2372.)
A study of the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance reports, habitability laws, and the Fair Housing Act. (3 Lec.)

RELE 1319 Real Estate Finance (3)
(This is a WECM course number. Former course prefix/number REAL 1371.)
An overview of the U.S. monetary system, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative instruments, laws affecting mortgage lending, and the State Housing Agency. (3 Lec.)

RELE 1321 Real Estate Marketing (3)
(This is a WECM course number. Former course prefix/number REAL 1372.)
A study of real estate professionalism and ethics; characteristics of successful salespersons; time management; psychology of marketing; listing procedures; advertising; negotiating and closing financing; and the deceptive trade practice act, consumer protection act, and commercial code. (3 Lec.)

RELE 1323 Real Estate Computer Application (3)
(This is a WECM course number.)
A study of the availability of technology, especially software, and its ability to help a real estate agent become more productive. Includes data base mapping interest and software application. (3 Lec.)

RELE 1325 Real Estate Mathematics (3)
(This is a WECM course number. Former course prefix/number REAL 1378.)
Mathematical logic and basic arithmetic skills including percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing statement. (3 Lec.)

RELE 1327 Real Estate Commercial Appraisal (3)
(This is a WECM course number. Former course prefix/number REAL 1373.)
Principles and techniques used in the valuation of commercial property. Topics include purposes and functions of an appraisal, social and economic forces affecting value, appraisal case studies, cost, and income approaches to value. (3 Lec.)

RELE 1391 Special Topics In Real Estate (3)
(This is a WECM course number. Former course prefix/number REAL 2374.)
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.)

RELE 2301 Law Of Agency (3)
(This is a WECM course number. Former course prefix/number REAL 1379.)
A study of law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying procedures, and the disclosure of an agency. (3 Lec.)

RELE 2305 Real Estate Inspections (3)
(This is a WECM course number. Former course prefix/number REAL 2373.)
A study of the different types of building systems and materials used in the design and construction of real property. Covers residential construction and commercial building systems and materials. Includes different structural building systems with emphasis on wood-related products, concrete and concrete masonry, brick, stone and steel units. The Texas Real Estate Commission Promulgated Property Condition Addendum will be addressed along with inspector and client agreements, tools and procedures, and electro-mechanical systems. (3 Lec.)

RELE 2331 Real Estate Brokerage (3)
(This is a WECM course number. Former course prefix/number REAL 2370.)
A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. (3 Lec.)

RELE 2380 Cooperative Education - Real Estate (3)
(This is a WECM course number.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

RELE 2381 Cooperative Education - Real Estate (3)
(This is a WECM course number.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning objectives vary. (1 Lec., 20 Ext.)

RELE 2388 Internship - Real Estate (3)
(This is a WECM course number. Former course prefix/number REAL 7471.)
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 a specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (9 Ext.)

RELE 2389 Internship-Real Estate (3)
(This is a WECM course number. Former course prefix/number REAL 7472.)
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. (9 Ext.)

RELIGION

NOTE: These courses carry a Dallas County Community College prefix of "RELI"; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.)

RELI 1304 Major World Religions (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 3802015235)

RELI 1316 Religion In American Culture (3)
(Former course prefix/number REL 101/RELI 1370)
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 3802015135)

RELI 1317 The History And Literature Of The Bible (3)
(Former course prefix/number REL 105)
This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people. (3 Lec.)
(Coordinating Board Academic Approval Number 3802015135)

RELI 2321 Contemporary Religious Problems (3)
(Former course prefix/number REL 102/RELI 1371)
Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)
(Coordinating Board Academic Approval Number 3802015335)

RUSSIAN

RUSS 1411 Beginning Russian (4)
(This is a common course number.)
This course focuses on basic conversation, grammar, reading and writing. Students will also be introduced to Russian culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1604025131)

RUSS 1412 Beginning Russian (4)
(This is a common course number.)
Prerequisite: Russian 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Russian 1411. Conversation, grammar, reading and writing are continued. Students will ;continue to study Russian culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1604025131)

RUSS 2311 Intermediate Russian (3)
(This is a common course number.)
Prerequisite: Russian 1411 and 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, writing and intense oral practice are covered. Grammar is reviewed and expanded. The study of Russian culture is continued. (3 Lec.)
(Coordinating Board Academic Approval Number 1604025231)

RUSS 2312 Intermediate Russian (3)
(This is a common course number.)
Prerequisite: Russian 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Russian 2311. Reading, writing and intense oral practice are continued. Grammar is reviewed and expanded. The study of Russian culture is continued. (3 Lec.)
(Coordinating Board Academic Approval Number 1604025231)

SOCIOLOGY

SOCI 1301 Introduction To Sociology (3)
(This is a common course number. Former course prefix/number SOC 101)
This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015142)

SOCI 1306 Social Problems (3)
(This is a common course number. Former course prefix/number SOC 102)
This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015242)

SOCI 2301 Marriage, Family, and Close Relationships (3)
(This is a common course number. Former course prefix/number SOC 203)
Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015442)

SOCI 2306 Human Sexuality (3)
(This is a common course number. Former course prefix/number SOC 103)
Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015342)

SOCI 2319 Race, Ethnicity and Community (3)
(This is a common course number. Former course prefix/number SOC 204)
This course focuses on cultural, social, and institutional factors affecting relationships within and among ethnic, cultural, and racial groups. Emphasis is on current problems of intergroup relations, social movements, and related social changes, as well as community building and conflict resolution. The historic contributions of the groups may be presented. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

SOCI 2320 Field Studies In American Minorities (3)
(This is a common course number. Former course prefix/number SOC 210)
Prerequisite: Sociology 1301 or Sociology 2319. Experience is provided in various minority community centers. Work is under professional supervision in a task-oriented setting. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

SOCI 2326 Social Psychology (3)
(This is a common course number. Former course prefix/number SOC 207)
Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)
(Coordinating Board Academic Approval Number 4216015140)

SOCI 2370 Selected Topics (3)
(Former course prefix/number SOC 209)
Prerequisite: Sociology 1301 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. This course may be repeated for credit when topics vary. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015742)

SOCI 2389 Applied Sociology Practicum (3)
(This is a common course number. Former course prefix/number SOC 232)
An instructional program designed to integrate on-campus study with practical field experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior, and/or social institutions, and in the practice of community service. This course may be repeated for credit when field experiences vary. (1 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4501015142)

SOCW 2361 Introduction To Social Work (3)
(This is a common course number. Former course prefix/number SOC 206)
The development of the field of social work is studied. Topics include the techniques of social work and the requirements for training in social work. (3 Lec.)
(Coordinating Board Academic Approval Number 4407015142)

SPANISH

SPAN 1100 Spanish Conversation (1)
(Former course prefix/number SPA 107)
Prerequisite: Spanish 1411 or Spanish 1412. The course is a further exploration of the Spanish language. This course consists of creative problem-solving utilizing the basic elements of the Spanish language. This course may be repeated for credit. Laboratory fee. (2 Lab.)
(Coordinating Board Academic Approval Number 1609055431)

SPAN 1311 Beginning Spanish (3)
(This is a common course number.)
This course is an introduction to Spanish speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Spanish for more than one semester enroll in Spanish 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Spanish 1311 and wish to continue their studies of Spanish may register for Spanish 1412. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1609055131)

SPAN 1411 Beginning Spanish (4)
(This is a common course number. Former course prefix/number SPA 101)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055131)

SPAN 1412 Beginning Spanish (4)
(This is a common course number. Former course prefix/number SPA 102)
Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055131)

SPAN 2306 Spanish Conversation (3)
(This is a common course number. Former course prefix/number SPA 207; SPA 208/SPAN 2370)
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. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055431)

SPAN 2311 Intermediate Spanish (3)
(This is a common course number. Former course prefix/number SPA 201)
Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055231)

SPAN 2312 Intermediate Spanish (3)
(This is a common course number. Former course prefix/number SPA 202)
Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055231)

SPAN 2321 Introduction To Spanish Literature (3)
(This is a common course number. Former course prefix/number SPA 203)
Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055331)

SPAN 2322 Introduction To Spanish Literature (3)
(This is a common course number. Former course prefix/number SPA 204)
Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2321. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055331)

SPAN 2371 Spanish for Business I (3)
(Former course prefix/number SPA 211)
Prerequisite: Spanish 2311 or the equivalent. This course exposes students to the Spanish language used in business including the terminology and idioms of Spanish business language in special oral and written communication. Emphasis is placed on the structure and content of Spanish business correspondence. Authentic materials are used to give students a contemporary view of business as it is conducted in Hispanic society. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)
(Coordinating Board Academic Approval Number 1609059413. This is a unique need course.)

SPAN 2372 Spanish for Business II (3)
(Former course prefix/number SPA 212)
Prerequisite: Spanish 2371 or the equivalent. This course is devoted to the continued development of business language skills with a focus on the accurate use of business vocabulary and business style. Emphasis is on preparing students to function in Spanish in a business setting via practice of receptive and productive linguistic skills. The course also provides training in cross-cultural communication skills and is designed to help students achieve levels of proficiency to meet foreign language needs for business and international trade. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)
(Coordinating Board Academic Approval Number 1609059413. This is a unique need course.)

SPEECH COMMUNICATION

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 2310016035)

SPCH 1145 Speech Communication Workshop (1)
(This is a common course number. Former course prefix/number SC 110)
This laboratory course offers students a wide variety of applied speech communication experiences. This course may be repeated four times for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 2310016035)

SPCH 1311 Introduction To Speech Communication (3)
(This is a common course number. Former course prefix/number SC 101)
Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches. This course requires college-level reading and writing skills. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015135)

SPCH 1315 Fundamentals Of Public Speaking (3)
(This is a common course number. Former course prefix/number SC 105)
Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015335)

SPCH 1318 Interpersonal Communication (3)
(This is a common course number. Former course prefix/number SC 203)
This course presents theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. (3 Lec.)
(Coordinating Board Approval Number 2310015435)

SPCH 1321 Business And Professional Communication (3)
(This is a common course number. Former course prefix/number SC 209)
Theories and skills of speech communication as applied to business and professional situations will be studied. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015235)

SPCH 1342 Voice And Articulation (3)
(This is a common course number. Former course prefix/number SC 109)
Students may register for either Speech Communication 1342 or Drama 2336 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015835)

SPCH 2144 Forensic Workshop (1)
(This is a common course number. Former course prefix/number SC 201)
This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 2310016035)

SPCH 2335 Discussion And Debate (3)
(This is a common course number. Former course prefix/number SC 205)
Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015935)

SPCH 2341 Performance of Literature (3)
(This is a common course number. Former course prefix/number SC 206)
Various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015735)

SPCH 2389 Academic Cooperative in Communication (3)
(This is a common course number. Former course prefix/number SC 211)
This instructional program is designed to integrate on-campus study with practical hands-on work experience in Communication. In conjunction with class seminars, the student will set specific goals and objectives in the study of Communication. This course may be repeated for credit. (1 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2401035230)

THEATRE

(See Drama and Dance)

VIDEO TECHNOLOGY

FLMC 1331 Computers in Video Production I (3)
(This is a WECM course number. Former course prefix/number RFTV 2374.)
Introduction to the applications of computers to video production. Topics include the design of PC computer graphic workstations and development of a rationale for selecting software, hardware, and peripherals. Laboratory fee. (2 Lec., 4 Lab.)

IMED 1301 Introduction to Multimedia (3)
(This is a WECM course number. Former course prefix/number RFTV 1373.)
A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Emphasis on conceptualizing and producing effective multimedia presentations. Laboratory fee. (2 Lec., 3 Lab.)

IMED 1305 Multimedia Authoring I (3)
(This is a WECM course number. Former course prefix/number RFTV 2377.)
Instruction in multimedia development with an icon based development tool. Topics include interactivity, branching, navigation, and interface/information design using industry standard authoring software. Laboratory fee. (2 Lec., 3 Lab.)

IMED 1451 Digital Video (4)
(This is a WECM course number. Former course prefix/number RFTV 1472.)
Skill development in producing and editing video and sound for multimedia productions. Emphasis on the capture, editing, and outputting of video using a desktop digital video workstation. Laboratory fee. (3 Lec., 3 Lab.)

IMED 2311 Portfolio Development (3)
(This is a WECM course number. Former course prefix/number RFTV 2378.)
Emphasis on preparation and enhancement of portfolio to meet professional standards, professional organizations, presentation skills, and job-seeking techniques. Laboratory fee. (2 Lec., 4 Lab.)

PHTC 1349 Photo Digital Imaging I (3)
(This is a WECM course number. Former course prefix/number RFTV 2378.)
Continued skill development in the use of the computer for retouching, copying, photographic restoration, color correction, data importation, composite imaging, and background dropout and replacement. Laboratory fee. (2 Lec., 4 Lab.)

RTVB 1191 Special Topics in Radio and Television Broadcasting (1)
(This is a WECM course number. Former course prefix/number RFTV 2379)
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.)

RTVB 1305 Introduction to Television Technology (3)
(This is a WECM course number. Former course prefix/number RFTV 1370.)
Instruction in the selection and application of production supplies and equipment in shooting situations. Introduction to digital and analog signal concepts and their use in production and the theory, application, and internal operation of television production equipment. Laboratory fee. (2 Lec., 2 Lab.)

RTVB 1317 Survey of Electronic Media (3)
(This is a WECM course number. Former course prefix/number RFTV 2376.)
A survey of the broadcast and cable industry. Topics include the history of the broadcast and cable industries, operation of radio and TV stations, cable facilities, programming practices of radio, and Federal Communication Commission (FCC) organization and regulatory activity. Also includes career opportunities in broadcasting and cable and the impact of the new media. (3 Lec.)

RTVB 1321 TV Field Production (3)
(This is a WECM course number. Former course prefix/number RFTV 1471.)
A study of the pre-production, production, and post-production process involved in field television production. Topics include field camera setup and operation, field audio, television directing, and in-camera or basic continuity editing with an emphasis on underlying principles of video technology. Laboratory fee. (2 Lec., 4 Lab.)

RTVB 1325 TV Studio Production (3)
(This is a WECM course number. Former course prefix/number RTVB 2335 and RFTV 1470.)
A study of basic television production as it applies to live and taped studio programming. Topics include studio camera operation, television audio, and television directing with an emphasis on underlying principles of video technology. (2 Lec. 4 Lab)

RTVB 1329 Writing for Electronic Media (3)
(This is a WECM course number. Former course prefix/number RFTV 2373.)
An introduction to the writing of commercials, public service announcements, promos, news documentaries, and other broadcast and film materials. Emphasis on the format and style of each type of writing and development of a professional writing style. (3 Lec.)

RTVB 1345 Broadcast Engineering (3)
(This is a WECM course number. Former course prefix/number RFTV 2370.)
Instruction in the basics of engineering video productions including the basic alignment/adjustment of cameras, test equipment, storage devices, and other studio equipment. Also includes basic system design and construction and digital standards for broadcast, cable, satellite, and network distribution. Laboratory fee. (2 Lec., 3 Lab.)

RTVB 1371 Television Lighting (3)
(This is a local need course number. Former course prefix/number RFTV 1371.)
This course introduces students to the theory and application of lighting for television production. Topics include basic lighting equipment for studio and location productions and the application of lighting to a variety of production environments. Choices of color, angle, intensity, distribution, and the proper use of lighting control scrim, screens, and gels are emphasized.
Laboratory fee. (2 Lec., 3 Lab.)

RTVB 1391 Special Topics in Radio and Television Broadcasting Technology/Technician (3)
(This is a WECM course number. Former course prefix/number RFTV 2379.)
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. Laboratory fee. (2 Lec., 3 Lab.)

RTVB 1409 Audio/Radio Production I (4)
(This is a WECM course number. Former course prefix/number RFTV 1372.)
An introduction the concepts and techniques of sound production including basic recording, mixing, and editing techniques. Laboratory fee. (2 Lec., 3 Lab.)

RTVB 2335 TV Production (3)
(This is a WECM course number. Former course prefix/number RFTV 1470.)
A study of the pre-production, production, and post-production process involved in single and multiple-camera studio or field television production. Advanced instruction in camera operation, lighting, audio, television directing, and single and multiple-source editing with emphasis on underlying principles of video technology. Laboratory fee. (2 Lec., 4 Lab.)

RTVB 2345 Advanced Broadcast Engineering (3)
(This is a WECM course number. Former course prefix/number RFTV 2372.)
Continuation of Broadcast Engineering with emphasis on detailed application of problem solving, troubleshooting, and adjustments associated with video system components. Also includes analysis of specific broadcast, cable, satellite, and network issues. Laboratory fee. (2 Lec., 4 Lab.)

RTVB 2347 Management and Operation of Electronic Media (3)
(This is a WECM course number. Former course prefix/number RFTV 2371.)
Examination of the operation of production companies, broadcast stations, and cable companies from the management and business perspectives. Topics include departments in the organizations as they relate to work tasks and contributions made to the economic success of the business operation, programming and promotion strategies which enhance audience response, budgets, and marketing. (3 Lec.)

RTVB 2382 Cooperative Education - Radio and Television Broadcasting Technology/Technician (3)
(This is a WECM course number. Former course prefix/number RFTV 7371.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. Laboratory fee. (1 Lec., 15 Ext.)

RTVB 2383 Cooperative Education - Radio and Television Broadcasting Technology/Technician (3)
(This is a WECM course number. Former course prefix/number RFTV 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. Laboratory fee. (1 Lec., 20 Ext.)

RTVB 2437 TV Production Workshop I (4)
(This is a WECM course number. Former course prefix/number RFTV 2470.)
Study of advance application and design of video productions in location or studio shoots with real deadlines and quality control restrictions. Laboratory fee. (2 Lec., 6 Lab.)

RTVB 2455 TV Production Workshop II (4)
(This is a WECM course number. Former course prefix/number RFTV 2471.)
Production of a variety of final projects demonstrating mastery of field and/or studio competence. Development of a video portfolio to present in job interviews, perfection of production techniques, and development of an individual production style. Laboratory fee. (2 Lec., 6 Lab.)

STUDENT CODE OF CONDUCT

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

PURPOSE

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

POLICIES, RULES, AND REGULATIONS

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

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

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

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

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

DEFINITIONS

Definitions to be used in this policy are as follows:

1. "Designated administrator" shall mean an administrator or the officer or officers directy responsible for student affairs in the District.
2. A "student" shall mean one who is currently enrolled in the District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.
3. "College-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.
4. A "college" or "institution" means the colleges of the Dallas County Community College District, including the Bill J. Priest Institute of Economic Development.
5. "College premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.
6. "Published college regulation or policy" means standards of conduct or requirements located in the:
   a. College catalog.
   b. Board of Trustees policies and administrative procedures manual.
   c. Student handbook.
   d. Any other official publication.

BILL J. PRIEST INSTITUTE FOR ECONOMIC DEVELOPMENT

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

RESPONSIBILITY

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

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

1. Intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.
2. Unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.
4. Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.
5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with District policies, regulations, and procedures.
6. Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.
7. Intentionally or maliciously furnishing false information to the college.
8. Sexual harassment.
9. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
10. Unauthorized use of computer hardware or software.
11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

    "Cheating on a test" shall include:

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

h. Bribing another person to obtain an unadministrered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

12. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
13. Theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.
14. Intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
15. Failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
16. Violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstra-tions, misuse of identification cards, and smoking.
17. Use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
18. Unauthorized presence on or use of college premises.
19. Nonpayment or failure to pay any debt owed to the college with intent to defraud.

    (Appropriate personnel at a college may be designated by college or District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily Ablock@ 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. " Aviolation" means an act or omission which is contrary to a published college regulation or policy.

Sanctions for violations of prohibited conduct for (1) through (6) may result in expulsion; for (7) through (20) may result in sanctions other than expulsion or suspension.

Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

"Aggravated violation" means a violation which resulted or foreseeable could have resulted in sugnificant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

DISCIPLINARY PROCEEDINGS

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

1. Dismiss the allegation as unfounded, either before or after conferring with the student; or
2. Proceed administratively and impose disciplinary action; or
3. Prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

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

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

1. The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance of normal college functions.

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

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

SUMMONS

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

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

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

DISPOSITION

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

1. If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5:00 p.m. of the day following administrative disposition.
2. If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The VPSD shall note the date of refusal in writing and the student shall acknowledge in writing such date.
3. Administrative disposition means:
    a. The voluntary acceptance of the penalty or penalties provided in this code.
    b. Other appropriate penalties administered by the VPSD.
    c. Without recourse by the student to hearing procedures provided herein.

The VPSD shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Campus Security, to the complainant, and to other appropriate officials.

HEARING COMMITTEE

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

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

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

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

NOTICE

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

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

CONTENT OF NOTICE

The notice shall advise the student of the following rights:

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

FAILURE TO COMPLY WITH NOTICE

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

ROLE OF LEGAL COUNSEL

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

PRELIMINARY MATTERS

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

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

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

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

HEARING PROCEDURE

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

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

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

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

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

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

c. College President

Other persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities;

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

EVIDENCE

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

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

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

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

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

RECORD

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

PETITION FOR ADMINISTRATIVE REVIEW

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

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

A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's action. A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

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

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

1. In violation of federal or state law or published college regulation or policy;
2. Clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
3. Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

AUTHORIZED DISCIPLINARY PENALTIES

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

1. An "admonition" means a written reprimand from the VPSD to the student on whom it is imposed.
2. "Warning probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on college premises, and gambling.
4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.
5. "Bar against readmission" may be imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.
6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
7. "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restructions to fit the particular case.
8. "Suspension of eligibility for official athletic and nonathletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities as illustrated by, but not limited, to the following: having intoxicating beverages in any college facility, with the exception of specific beverage-related courses

within the El Centro food service program; destroying property or student's personal property; giving false information in response to requests from the college; instigating a disturbance or riot; stealing, possession, use, sale, or purchase of illegal drugs on or off campus; any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.

9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.
10. "Suspension from the college" prohibits, during the period of suspen-sion, 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:

a. engages in hazing;

b. solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;

c. intentionally, knowingly, or recklessly permits hazing to occur; or

d. 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:

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

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

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

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

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

STUDENT GRIEVANCE PROCEDURE

DEFINITION

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

SCOPE

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

SEXUAL HARASSMENT

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

INFORMAL PROCEDURES

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

OTHER PROCEDURAL MATTERS

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

FORMAL PROCEDURES

Procedures for appeals are as follows:

1. A student who wishes a grievance to be heard by an appeal committee must submit a request in writing to the vice-president of student development (VPSD) or employee who is responsible for student development.
2. The VPSD or responsible employee will convene and chair the appeal committee.
3. The appeal must be heard by the committee within ten class days of the request unless extended with the agreement of both the student and the VPSD or responsible employee.
4. The committee will be ad hoc and will consist of two students, two faculty members, and one staff member who is either an

administrator or a noncontractual employee. It is the responsibility of the College President or designee to appoint all committee members and the appointor shall examine each member to ensure their impartiality.

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

BOARD ACTION

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

APPEAL COMMITTEE PROCEDURES

1. If a student requests a hearing by an appeal committee, a grievance must be in writing and contain:
   a. the student's name and address;
   b. the nature of the grievance, including the date it occurred;
   c. the corrective action sought;
   d. any other relevant information.
2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event or occurrence. The entire formal procedure should take no longer than 30 days.
3. In conducting the appeal committee hearing, the VPSD or responsible employee is authorized to:
   a. require any student or employee to provide a written statement along with any documents concerning the events and circumstances that may have given rise to the grievance;
   b. require any student or employee to appear and testify;
   c. question each individual who testifies; and
   d. copy all documents.

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

4. Failure to comply with a summons or order from the VPSD or responsible person may result in disciplinary action.
5. The appeal committee shall base its decisions during a hearing and make a recommendation upon the common sense and good judgement of a reasonable person.
6. The VPSD or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.
7. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witness (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.

COORDINATORS

Coordinator(s) for the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (Title II) and Education Amendments of 1972 (Title IX)

Cedar Valley College
Claire Gauntlett - Dean of Institution Effectiveness & Research
Section 504, Title II, and Title IX Coordinator

Brookhaven College
Maxine Rogers - 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 - Dean of Student Support Services
Section 504, Title II Coordinator, and Title IX Coordinator

North Lake College
Carole Gray, Coordinator, Disability and Supplemental Services
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 District is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, the District encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The District also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, the District encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the District's policies concerning computing use.

The Chancellor is authorized to promulgate policies and procedures to implement this policy. Refer to the Business Procedures Manual for additional information.

Use of District Resources

Use of District computing resources and facilities requires that individual users act in compliance with District policies and procedures, and failure to comply may result in restriction or revocation of access to District resources. Computing "resources and facilities" include, but are not limited to District and college-owned host computer systems, networks, peripheral equipment (such as modems, terminals and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks and the like), and all computer communications controlled, administered, or accessed directly or indirectly by the District or by any user. The District provides users with an account that permits use of the computing resources and facilities within policies and procedures established by the District. Any person who uses District computing resources and facilities through District-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by the District. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal and international), District policies and procedures, and contractual agreements. The District reserves the right to limit, restrict or deny computing resources and facilities for those who violate District policies, procedures, or local, state or federal laws.

Freedom of Expression

Censorship is not compatible with the goals of the District. The District shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality. Access to information by a user may be blocked at the request of that user, or at the request of a minor user's parent.

Privacy

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as the District. Issuance of a password or other means of access is to assure appropriate confidentiality of District files and information. It is not a guarantee of privacy nor a license for abuse or improper use of the District's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated District officials, or required by law.

Intellectual Property

All members of the District community should be aware that property laws apply to the electronic environment. Users must abide by all software licenses. District copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, utilization of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law.

Criminal and Illegal Acts

Computing resources of the District, which include the hardware, software and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate District authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion or sex.

Authorized Use

Computing resources are provided by the District to accomplish tasks related to the District's mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

1. imposes no measurable cost on the District;
2. is not harmful to the District;
3. is not a hindrance to the daily operations of the District; and
4. has no adverse effect upon an individual's job or educational performance.

Unauthorized Use

Unauthorized use of the District's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other District users; or unauthorized encryption. Refer to the Business Procedures Manual for additional information.

Individual Responsibility for Use of Computing Resources and Facilities

All members of the District community will use these resources and facilities in accordance with District policies and procedures as well as all laws. Failure to fulfill these responsibilities may lead to the cancellation of computer access, other disciplinary action by the District and/or referral to legal and law enforcement agencies, in accord with existing District policies and procedures. Individuals using the District's computing resources or facilities shall:

1. Use District computing resources and facilities in accord with this policy, and respect the rights of other computer users by complying with laws, license agreements and contracts.
2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate use of computing facilities prevent others from using these resources.
3. Use of District computing accounts must be limited to authorized purposes. Use of District-owned resources and facilities shall be limited to District-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.
4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek, read, provide, remove, reconfigure or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the District without the permission of those other computer users or the District. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.
5. Report improper use of computer resources and facilities which may include:
   a. breach of computer security
   b. unauthorized access to computing resources
   c. release of password or other confidential information on computer security
   d. harmful access
   e. alteration, damage, or destruction of data
   f. injection of a destructive computer virus
   g. invasion of privacy
   h. reading files without authorization
   i. criminal and illegal acts
6. Comply with requests concerning computing from the system operator.
7. Report any incidents of harassment using District computing resources and facilities in accord with the District's policy. It may be harassment if the behavior:
   a. is unwelcome;
   b. interferes with the user=s ability, or the ability of others to work or study;
   c. creates an intimidating, hostile or offensive environment. Alternatively, users may file a grievance through appropriate channels.
8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via District computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through the District systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

Computer Software and Copyright Law

The District respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to District policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action. District regulations and procedures will establish guidelines for the use of computer resources and local area networks.

Computer Software Policy

It is the policy of the DCCCD to respect the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication or copying of computer software or documentation is contrary to DCCCD policy and is a violation of the law. Violators are subject to both civil and criminal penalties and/or disciplinary action. Students may use individually owned software on DCCCD computers only if the user can provide proof of a license from the copyright owner or will sign a statement to that effect. Additionally, installation of any individually software may need to first be approved by the appropriate college official. Students may have access to computer networks only to further the institutional goals of the DCCCD.

COMMUNICABLE DISEASE POLICY

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

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

Nondiscrimination

Students: No student will be required to cease attending a college or participating in college functions solely on the basis of diagnosis of a communicable disease.

Employees: An employee who has a communicable disease will be treated in the same manner as other employees who have other illnesses or injuries.

Confidentiality

The District shall comply with applicable statutes and regulations which protect the privacy of persons who have a communicable disease.

Education

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

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

Counseling

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

FIREARMS POLICY

Firearms are strictly forbidden upon any campus (including all buildings and grounds) and all other locations owned, operated or leased by the Dallas County Community College District. This prohibition applies to any person including a person who processes a license to carry a handgun under the Concealed Handgun Law.

STUDENT RIGHT TO KNOW ACT

Under the terms of the Student Right to Know Act, the Dallas County Community College District 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 does (booster) 6-12 months then a booster every 10 years.	All Adults		Consider Human Tetanus Immune Globulin (TIG) for dirty wounds in patients with incomplete immunizations.
Measles Mumps Rubella (MMR) Vaccine	1 dose (SC); boosters for measles are necessary for certain adults.	Measles/Mumps for adults born after 1/1/57 who lack a vaccine history for measles and mumps since their 1st birthday OR serological proof of immunity OR a physician validated statement of Measles/ Mumps illness. 2 doses of measles vaccine are recommended for persons at high risk of exposure (e.g. medical personnel). Rubella for any adult who lacks documentation of rubella vaccine since the 1st birthday OR serological proof of immunity.	Pregnancy; immuno-compromised hypersensitivity to neomycin and/or eggs	Persons vaccinated with killed measles vaccine (1963-1967) should be revaccinated with live measles vaccine; MMR is the vaccine of choice if the person is likely to be susceptible to more than 1 agent
Hepatitis B Vaccine	2 doses (IM) 4 weeks apart; 3rd dose 5 months after 2nd.	Adults at increased risk of occupational, environmental, social, or family exposure		
Influenza Vaccine (Split or Whole Vaccine)	1 dose annually (IM)	Adults with high-risk conditions; adults > or = 65 years old; health care workers	Hypersensitivity to eggs; may be given during pregnancy to high-risk patients.	
Pneumo-Coccal Poly-saccharide Vaccine (23 Valent)	1 dose (IM or SC); boosters after 6 years indicated for certain	Underlying health conditions; adults 65 years old and older; adults with anatomic or functional asplemia	Pregnancy	Immune response is better if vaccinated prior to splenectomy

ALERT!!

MEASLES (aka. rubella, Red Measles, Hard Measles, 10-day Measles)

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

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

TETANUS (aka. Lockjaw)

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

POLIOMYELITIS

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

SECTION 2.09 AND 2.09A TEX. EDU. CODE

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

DCCCD Administration

Board of Trustees

Kitty Boyle
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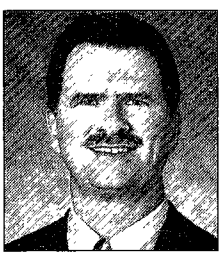
Vice Chair

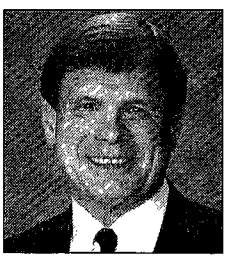
Charletta Compton

Diana Flores



Randy Leake

Pattie T. Powell



Jerry Prater

J. William Wenrich
Chancellor

Dallas County Community College District Administration

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Vice Chancellor of Business Affairs ..... Bob Brown
Vice Chancellor of Educational Affairs ..... Robert Aguero
Vice Chancellor of Planning and Development Affairs ..... Bill Tucker
Executive Assistant to the Chancellor ..... Barbara Corvey
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Director of Facilities Management and Planning ..... Clyde Porter
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Director of Internal Audit ..... Rafael Godinez
Director of Organizational Development and Business Support Services ..... Jan Brobst
Director of Public Information ..... Claudia Robinson
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Director of Resource Development ..... Lyndon McClure
Director of Technical Services ..... Paul Dumont

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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

ETHNICITY (How do you identify yourself?) *

☐ African American/Black (2) ☐ Asian or Pacific Islander (4) ☐ International/Non-Immigrant (6)
☐ American Indian or Alaskan Native (5) ☐ Hispanic/Latino (3) ☐ 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: _____

FOR OFFICE USE

Date Received:
Residency Code:
County Code:
How Admitted:
Term:
Citizen:
TASP Status:
Cond. Agreement:
Staff:

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)	Dates Attended To (Mo/Yr)	Hours/ Credits	Degree, Cert. Received (if any)	Currently on Suspension Y	Currently on Suspension N
1.						
2.						
3.						
4.						

* Your responses to these questions are voluntary.

Continued on reverse side

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 ☐ Legal Guardian | HOW LONG HAS THIS PERSON LIVED IN TEXAS?

Last _____ First _____ Middle _____ Year(s) _____ Month(s) _____

PREVIOUS STATE OR COUNTRY OF RESIDENCE _____ IS THIS PERSON A U.S. CITIZEN? ☐ Yes ☐ No

IF THIS PERSON CAME HERE WITHIN THE PAST 5 YEARS, WHY DID THIS PERSON MOVE TO TEXAS?

☐ Education ☐ Employment ☐ Other (Please Specify) _____

HAS PARENT OR LEGAL GUARDIAN CLAIMED YOU AS A DEPENDENT FOR U.S. FEDERAL INCOME TAX PURPOSES FOR THE TAX YEAR PRECEDING YOUR REGISTRATION?

☐ Yes. If "Yes," provide copies of income tax return. ☐ No

WILL THIS PERSON CLAIM YOU AS A DEPENDENT FOR THE CURRENT TAX YEAR? ☐ Yes ☐ No

OATH OF RESIDENCY

I understand that information submitted herein will be relied upon by college/university officials to determine my status for admission and residency eligibility. I authorize the college/university to verify the information I have provided and obtain my TASP test scores as necessary. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

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.

Distance Learning

Since 1972, the DCCCD has 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 DCCCD each year.

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

Your best source of information about all aspects of distance learning courses can be found on the web at http:// telecollege.dcccd.edu

Distance learning is a collaborative effort of all seven 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 teaching distance learning courses also teach campus-based courses at one of the seven colleges. Faculty ensure the continued success of distance learning courses by facilitating vigorous student interaction via multiple technologies.

Many aspects of the district-wide distance learning administration, technology infrastructure and instructional support service functions are housed at the R. Jan LeCroy Center for Educational Telecommunications, located adjacent to the Richland College campus in North Dallas. In addition to DALLAS TeleCollege, the LeCroy Center operates:

DALLAS TeleLearning, one of the nation's premier producers of educational telecommunications and distance learning products;

DALLAS Teleconferences, awarding-winning producer of international teleconferences on topics supporting education and training for educational institutions, businesses and government agencies; and

STARLINK, a Texas-statewide videoconference network that produces and distributes staff development programming primarily for 90-two year colleges, technical institutes, state agencies and other public entities.

Distance Learning Formats

DCCCD distance learning courses are offered in four formats. Each format requires a unique set of technologies essential to successful course completion.

Telecourse

The telecourse allows you 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. You are required to have access to local cable, KDTN public television, or a VHS format videocassette player.

Online Courses

Online courses are 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 courses may include campus-based requirements including orientations, testing and review sessions.

Telecourse Plus Courses

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 campus-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 campus-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 of Dallas, call toll free 1 (888) 468-4268.

Campus-Based Distance Learning

DCCCD colleges offer a growing number of distance learning courses and programs each year. As DCCCD colleges identify student demand for distance learning instruction in specific programs and courses, the College, through its appropriate instructional division, begins the process of adding the distance delivery option for a specific program or course.

A campus-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.

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

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.dcccd.edu/nlc