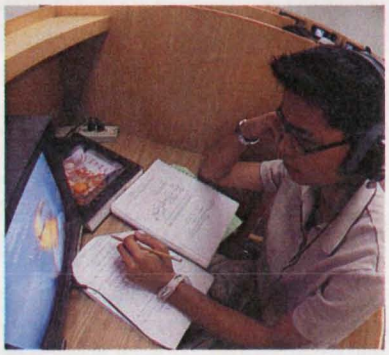
RICHLAND COLLEGE

2000/2001 CATALOG



LIVE & LEARN

The Dallas County Community College District

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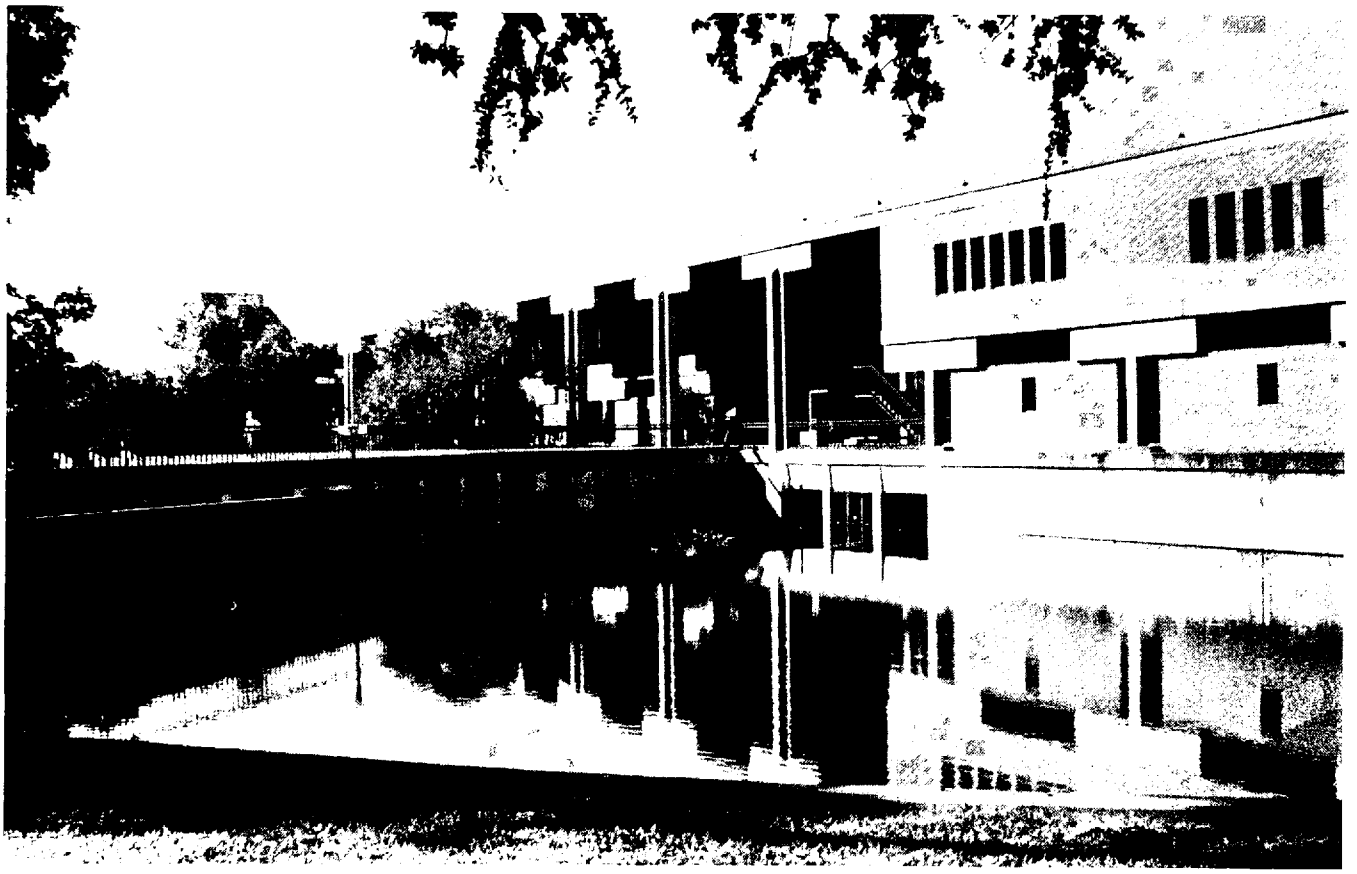
2000-2001
Richland College Catalog



Richland College
12800 Abrams Road
Dallas, Texas 75243

Call for information: Admissions, 972-238-6100
Counseling, 972-238-6106

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

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

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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TEXAS ACADEMIC SKILLS PROGRAM AND THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

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

1. **What is TASP and who must take it?** TASP is both a test and a program to ensure Texas college students have the academic skills to be successful in college. All students, unless otherwise exempt or waived, must participate in the TASP program.
2. **Who is exempt or waived from TASP requirements?** There are a number of exemptions and waivers. For a complete list, see the section entitled "TASP" within this catalog.
3. **How can the TASP requirements be met?** Students may meet the TASP requirements in several ways: (1) Pass all sections of TASP or QuickTASP; (2) Pass all sections of the state approved DCCCD Alternate Assessment on the initial attempt; (3) In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of C or better, retake and fail the same section of TASP or QuickTASP, and then take and make a B or better in an approved, related college-level course; or (4) In the exact following order, take and fail a section of the DCCCD Alternate Assessment, complete all required developmental coursework with a grade of C or better, retest with TASP or QuickTASP and fail the same subject area that was 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.
4. **What happens if a student fails a section of TASP, QuickTASP or Alternate Assessment?** Students who fail either a section of the TASP, QuickTASP, or the DCCCD Alternate Assessment test must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. (Concurrently enrolled high school students who take and fail a section of TASP, QuickTASP or DCCCD Alternate Assessment will not be required to take developmental courses as long as they are in high school.) Students must continue to participate in mandated developmental coursework until (1) they pass the failed section of TASP or QuickTASP (please note that the DCCCD Alternate Assessment tests cannot be used for retesting purposes), or (2) they have completed the required developmental coursework at which time the college may release the student from further developmental courses.
5. **How are the tests administered?** The DCCCD Alternate Assessment and QuickTASP are offered at each DCCCD Assessment/Testing Center throughout the year during various dates and times. Please contact your DCCCD campus Assessment/Testing Center for specific information regarding DCCCD Alternate Assessment and QuickTASP test administration procedures. The TASP test is administered statewide at least six times a year. Students MUST register on forms available in the college Assessment/Testing Center in order to take the TASP test. The on-time registration fee for TASP and QuickTASP is $29. A TASP study guide is available for purchase.
6. **When must all TASP requirements be met?** Students must meet all TASP requirements prior to receiving a certificate (if TASP is required) or degree OR before taking junior/senior courses at a Texas public university.
7. **Will other institutions have my DCCCD Alternate Assessment scores?** TASP, QuickTASP, and Alternate Assessment scores will be printed on an official Texas public college or university transcript. DCCCD students who take the DCCCD Alternate Assessment and later transfer to another Texas public college or university will have their scores honored by the receiving institution. Transfer students from another Texas public college or university to the DCCCD will have their state-approved alternate assessment scores honored by the DCCCD.

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

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

It is the student's responsibility to be aware of ALL TASP requirements and to meet them.
****TASP rules are always subject to change.***

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

Academic Calendar for 2000-2001

Fall Semester, 2000

Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Fall registration begins June 13, 2000.

August 21 (M)	Faculty Reports
August 28 (M)	Classes Begin
September 4 (M)	Labor Day Holiday
September 11 (M)	12th Class Day
September 16 (S)	TASP Test Administered
November 11 (S)	TASP Test Administered
November 16 (R)	Last Day to Withdraw with a Grade of "W"
November 23 (R)	Thanksgiving Holidays Begin
November 27 (M)	Classes Resume
December 11-14 (M-R)	Final Exams
December 14 (R)	Semester Closes
December 18 (M)	Grades due in Registrar's office by 10am
December 22 (F)	College Buildings and Offices Close for the Holidays at end of workday

Winter Term, 2000/2001

Contact Colleges for availability and schedules.

Spring Semester, 2001

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

January 2 (T)	College Buildings and Offices Open
January 8 (M)	Faculty Reports
January 15 (M)	Martin Luther King, Jr. Day Holiday
January 16 (T)	Classes Begin
January 29 (M)	12th Class Day
March 1 (R)	Dist. Conference Day, Faculty & Admin.
March 2 (F)	Faculty Professional Devel. (TCCTA)
March 3 (S)	TASP Test Administered
March 12 (M)	Spring Break Begins
March 15 (R)	District Conference Day, Prof. Sup. Staff
March 16 (F)	Spring Holiday for All Employees

Spring Semester, 2001 (cont'd)

March 19 (M)	Classes Resume
April 12 (R)	Last Day to Withdraw with a Grade of "W"
April 13 (F)	Holidays Begin
April 16 (M)	Classes Resume
April 28 (S)	TASP Test Administered
May 7-10 (M-R)	Final Exams
May 10 (R)	Semester Closes
May 10 (R)	Graduation
May 14 (M)	Grades due in Registrar's office by 10 am

May Term, 2001

Contact Colleges for availability and schedules.

Summer Sessions, 2001

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

First Summer Session:
(Based on 4 day class week plus 1st and 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 a Grade of "W"
July 3 (T)	Final Exams
July 3 (T)	Semester Closes
July 4 (W)	Fourth of July Holiday
July 6 (F)	Grades due in Registrar's Office by 10am

Second Summer Session:
(Based on 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 a Grade of "W"
August 14 (T)	Final Exams
August 14 (T)	Semester Closes
August 16 (R)	Grades due in Registrar's office by 10 am

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

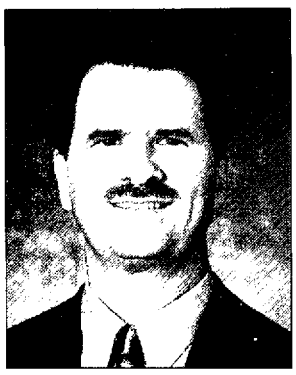
Dallas County Community College District
Board of Trustees

Kitty Boyle
Chair

Carla McGee
Vice Chair

Charletta Compton

Diana Flores



Randy Leake

Pattie T. Powell

Jerry Prater

J. William Wenrich
Chancellor

Dallas County Community College District Administrators

Chancellor	J. William Wenrich
Vice Chancellor of Business Affairs	Bob Brown
Vice Chancellor of Educational Affairs	Robert Aguero
Vice Chancellor of Planning and Development Affairs	Bill Tucker
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Assistant Chancellor, Educational Telecommunications	Pamela K. Quinn
Associate Vice Chancellor of Business Affairs	Brian Gutierrez
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Executive Director, Educational Partnerships	Corina Gardea
Executive Director, Academic and Student Programs	Richard McCrary
Director of Computer Services	Joe Ward
Director of Facilities Management and Planning	Clyde Porter
Director of Human Resources	Susan Hall
Director of Internal Audit	Rafael Godinez
Director of Planning and Organizational Development	Vacant
Director of Process Support Services	Kathryn Tucker
Director of Public Information	Claudia Robinson
Director of Purchasing	Phillip Todd
Director of Resource Development	Lyndon McClure
Director of Technical Services	Paul Dumont

RICHLAND COLLEGE

A challenging educational experience awaits students at Richland College, where a dedicated faculty, innovative programs, functional campus design and the beauty of nature combine to create an exciting learning environment.

Richland was the fourth of seven colleges in the Dallas County Community College District enrolling its first students in 1972. It has subsequently become the largest DCCCD college, enrolling more than 12,000 college credit students and 8,000 non-credit continuing education students each semester.

A comprehensive curriculum with a variety of flexible formats is offered at Richland including academic transfer programs, career programs and non-credit continuing education courses. In addition, the college offers:

- Fast-track degree program
- Honors courses and an Honors Scholar program
- Global Studies and Global Scholar program
- World Language Division
- Multicultural Center
- Adult Resource Center
- Career Information & Placement Services
- Center for Independent Study
- Disability Services
- American English & Culture Institute

The Campus

Richland is located on 243 acres at 12800 Abrams Road just north of LBJ Freeway. The campus plan enhances the natural beauty of the site. Campus facilities are linked by pedestrian bridges which extend along both sides of a spring-fed creek and two picturesque lakes. Richland has a performance hall, a greenhouse with a demonstration garden, and a planetarium. The campus athletic complex includes an outdoor swimming pool and a fitness center.

Richland College Statement of Purpose

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

Accreditation

Richland College, of the Dallas County Community College District, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate of Arts and Sciences degree and the Associate of Applied Science degree.

STUDENT SERVICES

Enrollment Planning	972-238-6106
Advising Center	972-238-3767
Student Records Office	972-238-6111
Accounting Services	972-238-6277
Adult Resource Center	972-238-6331
Career Information & Placement Center	972-238-6921
Cashier Services	972-238-6206
College Police	972-238-6911
Center for Independent Study	972-238-6226
Crisis Counseling	(pager) 214-332-0794
Disability Services (Voice/TTY)	972-238-6180
Emeritus Program	972-238-6393
English as a Second Language Lab	972-238-6901
American English & Culture Institute	214-915-4800
Financial Aid	972-238-6188
Global Studies	972-238-6110
Health Center	972-238-6135
High School & Community Relations	972-238-6161
Honors Program	972-238-6322
International Programs/Studies Abroad	972-238-6301
Library (LRC)	972-238-6081
Multicultural Center	972-238-6900
Student Programs (SPAR)	972-238-6130
Testing/TASP Information	972-238-6160
TRIO Grant	972-238-6159

INSTRUCTIONAL DIVISIONS

Business and Professions	Mike Ross	972-238-6210
Human and Academic Development	Mary Darin	972-238-6230
Humanities	George Massingale	972-238-6250
Math/Science/Behavioral Sciences	Ray Canham	972-238-6248
Physical Education	Mike Miles	972-238-6260
World Languages, Cultures, Communications	Jean Conway	972-238-6900
Adjunct Faculty Office	Tom McLaughlin	972-238-6140
Continuing Education/Workforce Development	Kay Eggleston	972-238-6361
Skills Training Center/Corporate Services	Mehrdad Haroutunian	972-669-0901

RICHLAND COLLEGE ADMINISTRATION

President	Stephen K. Mittelstet	972-238-6364
Vice President for Student Learning	Herlinda Coronado	972-238-6193
Vice President for Student Development	Tony E. Summers	972-238-6202
Vice President for Institutional Advancement	David Canine	972-238-6919
Vice President for Economic Development	Kay Eggleston	972-238-6195
Dean of Educational and Administrative Technology	John Miller	972-238-6381
Dean of Financial Services	Ron Clark	972-238-6036
Dean of Student Support Services	Tom McLaughlin	972-238-6140
Dean of Technical Education	Brent Kesterson	972-238-6190
Dean of Resource Development/Corporate Services	Mehrdad Haroutunian	972-669-0901
Executive Director, Information Services & College Relations	Valenda Archer	972-238-6194

RICHLAND COLLEGE FACULTY AND ADMINISTRATORS

Acrea, Patricia ..... Office Technology
Texas Christian University, B S C., University of North Texas, M B E.

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Suffolk Community College, A.A S.; University of Connecticut, B S , Columbia University, M P.H., M.B A , University of New Orleans, M.S , CPA, Texas

Archer, Valenda K. ..... Executive Director, Information Services
Richland College, A.A.; University of Texas, Arlington, B.A

Barber, Luke E. ..... Philosophy
Southern Methodist Univ , B.A , M.L.A.; Union Graduate School, Ph.D.

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Brigham Young University, B.A., M.A

Bell, Michael ..... Biology
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Canine, David B. ..... Vice President, Institutional Advancement
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Chumbley, Richard L. ..... Real Estate
Howard Payne University, B S , Texas A&M-Commerce, M Ed , Texas A&M University, S O A R S , Texas Broker

Clark, Ron ..... Dean, Financial Services
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Clements, Cynthia L. ..... Collection Development Librarian
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Dawson, Phyllis ..... English
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Dean, Charley ..... Engineering Tech.
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East Texas State University, M.S.

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Harwood, John ..... Counselor
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University of North Texas, M.B.E., Ed.D.

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University of North Texas, Ed.D.

Jackman, Sally ..... Developmental Math
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McLaughlin, Thomas A. ..... Dean of Student Support Services
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East Texas State Univ., M.S., Ed.D.

Miles, John Mike ..... Physical Education
Southern Illinois University, B.S., New Mexico State University, M.A.

Miller, John ..... Dean, Educational & Admin. Technology
Abilene Christian University, B.S.

Miller, Susan J. ..... Mathematics
Austin College, B.A., Southern Methodist University, M.S.

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Commerce, M.S., Ed.D.

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Mosley, Joe ..... Developmental Writing
Texas Tech University, B.A.; University of Arkansas, M.A.

Motley, Tom D. ..... Art
University of Texas, Arlington, B.F.A.; University of Dallas, M.A., M.F.A.

Murchison, Royce K. ..... English
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University of Texas at Arlington, Ph.D.

Muyskens-Parrott, Lois Anne ..... Humanities/Art
Dakota Wesleyan University, B.A.; University of North Texas, M.Ed.;
East Texas State University, Ph.D.

Neal, William B. ..... Physical Education
Hiram College, B.A., Southern Methodist University, M.S.

Newbury, Fred ..... Economics
Howard Payne University, B.A.; University of North Texas, M.Ed., Ed.D.

Northcut, Mary N. ..... English
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Texas Christian University, Ph.D.

Nunley, John Parker ..... Anthropology
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O'Connor, Linda ..... Biology
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Ohlhausen, Orlan D. ..... Mathematics
Abilene Christian University, B.A., M.A.

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Univ. of Nebraska, Kearney, B.A.; University of North Texas, M.S., Ph.D.

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West University College of Graduate Studies, M.A.,
University of North Texas, Ph.D.

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Penner, Gary ..... Mathematics
Nebraska State Teacher's College, B.S., University of Illinois, M.A.

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Bethel College, B.A., University of Arkansas, M.A., Ph.D.

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Yates, Kathryn ..... Government/Studies Abroad
Midwestern State University, B.A., M.A.

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University of Nebraska, B.F.A.; Tulane University, M.F.A.

Zimmermann, Patricia ..... Computer Science
University of Texas, Austin, B.A., M.A

I. GENERAL INFORMATION

History of the Dallas County Community College District

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

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

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

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

Mission of the Dallas County Community College District

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

District Philosophy and Goals

Since 1972, the District has been known as the Dallas County Community College District. The name shows that the District has outgrown the term "junior college." The name also reflects the District's philosophy. The colleges truly are community institutions, meeting the varied 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 Dallas County Community Colleges and the Bill J. Priest Institute for Economic Development are teaching, learning, community-building institutions. To fulfill the public trust the DCCCD:

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

In its organizational culture, the DCCCD:

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

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

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

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

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

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

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

District Responsibilities

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

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

League for Innovation

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

Equal Educational And Employment Opportunity Policy

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

Family Educational Rights and Privacy Act Of 1974

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

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

Student Consumer Information Services

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

Standard Of Conduct

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

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

Accreditation

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

II. IMPORTANT TERMS AND ABBREVIATIONS

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

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

Admission: A person wishing to enroll must complete an application, be accepted and receive acknowledgement of acceptance from the Admissions Office before registering.

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

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

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

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

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 in which 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 3-credit hour class (English, history, etc.) meets 3 hours per week during the fall/spring semester; a 4-credit-hour class (science, languages, etc.) meets 6 hours per week. Check the catalog or the current class schedule for the value of any course you wish to take.

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

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

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

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

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

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

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

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

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

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 6 credit hours during

a summer session. The student may be enrolled in one or more DCCCD colleges as long as the total number of hours meets the full-time requirement.

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

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

Grades: See catalog section entitled "Scholastic Standards."

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

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

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

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

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

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

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

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

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

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

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

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

Technical/occupational courses: Courses which lead to a certificate or Associate 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 utilized in the job market. Consult an advisor regarding transferability if you plan to attend a four-year institution.

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

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

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

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

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

III. ADMISSIONS AND REGISTRATION

General Admissions Policy

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

Admission Requirements

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

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

Beginning Freshmen

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

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

Students Concurrently Enrolled in High School and the DCCCD

Students still enrolled in high school may be admitted under the following conditions:

A. Students who have completed their junior year in an accredited high school may be admitted upon the written recommendation of the high school principal and must present scores on TASP or the college assessment program with results indicating the ability to complete college-level work. Such students may take no more than two courses each semester.
B. Students who have not completed their junior year at an accredited high school may be admitted upon meeting all the following conditions:
   (1) The written recommendation of the high school principal;
   (2) Presentation of scores on the TASP or college assessment program which indicate the student has the ability to complete college-level work;
   (3) Approval of the Vice President of Instruction or designate. Such students may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
C. Students who are enrolled in non-accredited high schools or schooled in a non-traditional setting (i.e., home-schooled) and who have completed the equivalent of the junior year (16 units) in high school may be admitted by meeting all the following conditions.
   (1) Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
   (2) Presentation of scores on TASP or college assessment program with results indicating the ability to do college-level work;
   (3) Agree to limitations on conditions of admission. Students may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
   (4) Approval of the Vice President of Instruction or designate.
D. Students who are enrolled in non-accredited high schools or schooled in a non-traditional setting (i.e., home-schooled) and have not completed the equivalent of the junior year (16 units) in high school may be admitted by meeting all the following conditions:
   (1) Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
   (2) Presentation of scores on the TASP or college assessment program with results indicating the ability to do college-level work;
   (3) Agree to limitations on conditions of admission. Students may take no more than two courses each semester; and
   (4) Approval of the Vice President of Instruction or designate.

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

High School Students Enrolled in Dual Credit Programs

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

Student eligibility requirements:

(1) To enroll in courses of an associate degree or level two certificate (TASP eligible) program, the high school student must present a passing score on TASP or the approved alternate assessment in at least one area (reading, writing, or math) as deemed applicable by the college for the intended course in which the student wishes to enroll. Students who are exempt from TASP are also exempt from local assessment for purposes of dual course credit.

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

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

(4) High school students are generally limited to enrollment in two dual credit courses per semester. Such students may be permitted to enroll in more than two courses if recommended to do so by the high school principal AND under one of the following conditions:
(a) Achieve a minimum GPA of 3.00 on at least two college courses taken in previous semesters; or
(b) Proof of having passed all sections of TASP or alternate assessment; or
(c) Proof of eligibility to be TASP exempt based upon TAAS, ACT, or SAT as approved by the Texas Higher Education Coordinating Board. (Note: these scores often are altered by the THECB and the currently approved scores must be utilized.)

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

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

Transfer Students

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

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

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

C. After being admitted, meet all TASP requirements as shown below.
(1) Transfers from other Texas public college/universities and who are not TASP exempt must present TASP scores or scores for the alternate assessment program if they wish to enroll in any college-level coursework; and
(2) Transfers from private and/or out-of-state colleges/universities who are not TASP exempt, must present TASP scores or alternate assessment scores.

Former Students

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

Academic Forgiveness Policy

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

International Students

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

1. Contact the institution to request international student admission information;
2. Provide official TOEFL (Test of English as a Foreign Language) score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version to meet the English proficiency requirement and be considered for academic credit. Students who meet one of the following criteria will be excused from the TOEFL requirement:
   A. A graduate of accredited U.S. college or university;
   B. A native speaker of English from a country in which English is the primary language of the majority as documented by the Cambridge Encyclopedia of Languages. (See international admissions advisor for list of approved countries.)
   C. An institutional TOEFL score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version from the University of North Texas or the University of Texas at Arlington may be substituted for the TOEFL;
   D. Prospective students who document completion of the final level of an Intensive English Language Program which is 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.
3. Show documented evidence of sufficient financial support for the academic year;
4. Enroll in the DCCCD F-1 International Student Medical Benefits Plan or provide documentation of adequate health insurance coverage approved by the international admissions advisor. Insurance benefits must cover the duration of study at the institution. International students who do not maintain required insurance will be withdrawn from college.
5. Provide written proof of negative tuberculin skin test or chest X-ray, diphtheria/tetanus immunizations taken within the last ten years, measles and rubella vaccines taken since January 1, 1968, and polio immunization if the student is under nineteen years of age;
6. Submit official transcripts from each college or university previously attended with a minimum of "C" average;
7. Fulfill all admission requirements before the deadline designated by the College for international students and receive approval for admission from international admissions advisor.

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

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

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

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

Evaluation of Foreign Credentials

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

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

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

American English and Culture Institute

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

Application and Admissions Procedures

Applications may be submitted any time prior to registration. Early application is essential because the

student's place in registration is determined by the date of the applicant's files. Submitting admissions documents early also insures that there is adequate time for effective advisement and schedule planning. A later place in registration often means that the classes a student desires may already be filled as all District colleges conduct early registration in some form.

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

A. An official application, available from any DCCCD college Admissions Office or through the Internet address of www.dcccd.edu.
B. Test Scores: Students who have TASP test scores, TAAS test scores taken within the last three (3) years, or ACT /SAT test scores taken within the last five (5) years must submit those scores to the college.
C. Official Transcripts: (1) Students who graduated from high school (and who have no college experience) are encouraged to submit high school transcripts; these will be utilized for advisement purposes, and not admissions purposes; (2) college transfer students MUST submit official transcripts of all college work attempted before enrollment of the semester in which the student first enrolls. The College accrediting agency requires transcripts, and the College uses them in program advisement. IT IS ABSOLUTELY ESSENTIAL THAT TRANSFER STUDENTS SUBMIT OFFICIAL TRANSCRIPTS FROM ALL COLLEGES PREVIOUSLY ATTENDED. If transcripts are not submitted prior to enrollment, students can be blocked from a number of courses which require taking certain prerequisites, future enrollment of the student will be blocked and a transcript of work attempted at any DCCCD institution will not be released.
   An official transcript must bear the institution's embossed seal, and signature of the Registrar. Although transcripts sent electronically from other institutions will be considered official, a photocopy or facsimile (FAX) is not an official transcript.
D. GED: Students under the age of 18 and who have a GED must submit a copy of their GED certificate.
   Students entering with academic deficiencies or low assessment scores may be admitted on probation and will be required to enroll in developmental or other programs designated by the college.
   After being admitted but prior to registration, students must either present TASP scores or take the college assessment program.

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

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

Reciprocal Tuition Agreement

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

PROGRAM	*CAMPUS*
Apparel Design	ECC
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
Local Area Network Administrator	EFC, NLC, RLC
Lan Server Operator	EFC, NLC, RLC
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	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

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

PROGRAM	*CAMPUS*
Air Conditioning and Refrigeration Residential	CVC, EFC, NLC
Air Conditioning and Refrigeration Technology	EFC
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
Interior Design	ECC
International Business and Trade	RLC
Invasive Cardiovascular Technology	ECC
Medical Staff Services	ECC
Medical Transcription	ECC
Mortgage Banking	NLC
Pattern Design	ECC
Radiologic Sciences	ECC
Social Work Associate Generalist	EFC
Substance Abuse Counseling	EFC
Travel and Tourism Management	RLC
Veterinary Technology	CVC
Video Film Technology	NLC
Welding Technology	MVC

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

Tuition

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

Tuition Installment Pay Plan (TIPP)

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

HOPE and Lifetime Learning Tax Credits

The HOPE tax credit, based upon federal law, is available for eligible taxpayers enrolling in the first two years of postsecondary education. Students must be enrolled at least halftime 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, students may contact the local Internal Revenue Service, their tax preparer, or the following website: http://www.dcccd.edu/misc/tra/tra.htm. Students will receive a 1098-T by February 1, 2000 for qualified tuition and fees paid during the 1999 tax year and by February 1, 2001 for qualified tuition and fees paid during the 2000 tax year.

Additional Fees

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

Special Fees and Charges

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

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

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

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

Bowling Class Fee: Student pays cost of lane rental.

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

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

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

Refund Policy

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

(1) Official withdrawal:

Students who officially withdraw from all or a portion of their class load shall have their tuition and mandatory fees refunded according to the following schedule:

Fall and Spring Semesters (based in a 16-week semester)
Prior to the first class day of the semester....100%*
During the first fifteen class days of the semester....70%*
During the sixteenth through twentieth class days of the semester....25%*
After the twentieth class day of the semester...NONE

Summer Semesters (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

*Registration fees are non-refundable even if one is due a refund.

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

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

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

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

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

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

Separate refund schedules may be established for 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.

(2) A student may appeal a refund decision to the refund petitions committee at the campus.
   (a) Refund petitions, accompanied by an explanation of any extenuating circumstances, shall be submitted to the Refund Petitions Committee on the campus.
   (b) If the petition is approved by the committee, the student shall be notified and shall receive a refund of tuition and fees according to the appropriate schedules in this policy.

(3) Requests for refunds will not be accepted after the end of the semester or summer session for which the refund is sought. Cash refunds are not issued. Refund checks are mailed to the student at the address on file in the Admissions/Registrar's Office, or if payment was originally made by credit card, the refund will be applied back to the same credit card.
(4) Refunds for withdrawal from flexible entry courses will be prorated based on the number of weeks the course spans.
(5) REFUND CHECKS NORMALLY REQUIRE A MINIMUM OF ONE MONTH FROM DATE OF APPROVAL FOR PROCESSING.
(6) The college academic calendar and the class schedule shall specify the last day for withdrawal with refund for regular semester-length courses.

Returned Checks

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

Assessment and Advisement Procedures

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

The assessment program includes the completion of a questionnaire which documents information on career and work plans, previous academic achievement and other

Continues following tuition & fees schedule

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

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.

relevant information. Assessment also includes an examination of individual skill levels in reading, writing, and mathematics. Information on skills may come from ACT, SAT, previous college-level work or from scores on the standardized tests administered by the College. Students who have taken TASP also need their TASP scores.

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

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

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

Students who did not have at least 3 college-level credit hours prior to the 1989 Fall Semester must take the TASP (Texas Academic Skills Program) test or an approved TASP alternate test prior to enrollment in any college-level course work. Should students fail either the reading, writing, or mathematics section of TASP or a TASP alternate test, they will be required, as mandated by Texas State Law, to enroll and participate in a developmental program continuously until all appropriate developmental courses are successfully completed or until each failed section is passed. See the TASP section in this catalog for more information on TASP requirements.

Change of Schedule

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

Non-Credit Student (Audit)

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

Acceptance of Credit in Transfer

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

- Middle States Association of Colleges and Schools/ Commission on Higher Education
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Association of Colleges and Schools/ Commission on Colleges
- Southern Association of Colleges and Schools/ Commission on Colleges
- Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges
- Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges

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

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

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

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

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

Address Changes and Social Security Number

Each student has the responsibility to inform the Registrar's Office of changes in name or address. Each applicant for admission is asked to furnish a Social Security number. This number doubles as a student

identification number and insures accuracy of student records. If a student does not have a Social Security Number, or does not choose to use the Social Security Number, the College will assign a student identification number.

TASP (Texas Academic Skills Program)

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

All entering students must have DCCCD Alternate Assessment (an approved TASP alternate test), TASP or QuickTASP tests scores on file prior to enrolling for college-level courses. Students meeting the following conditions are exempt or waived from the TASP requirements:

Have at least 3 hours of college credit prior to Fall, 1989;

- Are blind/deaf and have at least 3 hours of college credit prior to Fall, 1995

Enroll in certain certificate programs;

Have a baccalaureate or higher degree;

Have ACT/SAT or TAAS scores which meet state standards for an exemption;

Enroll as a transient student from an out-of-state or private institution;

- Are not seeking a degree AND are at least 55 years of age;

Are not seeking a degree AND are international students;

Have been certified by the Texas Higher Education Coordinating Board as being dyslexic or having a related disorder OR as having a math disorder. Students seeking this exemption must check with the college TASP Coordinator to ascertain what documentation must be submitted to The Texas Higher Education Coordinating Board as only that agency may grant such an exemption;

- Be an out-of-state student enrolled in official distance education courses.
- Transfer into the DCCCD from a private or out of state college/university with a transcript showing a grade of "A" or "B" in a course which the DCCCD believes is equivalent to a course on the "B or Better" list (which can be found later in this catalog).

Be a self-declared casual, enrichment, or non-degree seeking student. Such students must be tested on TASP, QuickTASP, or the DCCCD Alternate Assessment but they do not have to participate in remediation. These students must sign a form, available in admissions, registrar or advisement offices, each semester they are enrolled. Such students will be restricted from enrolling in certain courses until TASP requirements for such courses have been met, and they will not be awarded a certificate or degree.

All other students are subject to TASP requirements.

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

Students may meet the TASP requirements in several ways: (1) Pass all sections of TASP or QuickTASP; (2) Pass all sections of the DCCCD Alternate Assessment on the initial attempt; (3) In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of C or better, retake and fail the same section of TASP or QuickTASP, and then take and make a B or better in an approved, related college-level course; or (4) In the exact following order, take and fail a section of the DCCCD Alternate Assessment, complete all required developmental coursework with a grade of C or better, retest with TASP or QuickTASP and fail the same subject area originally failed on the DCCCD Alternate Assessment, and then take and make a grade of B or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods MUST check with the college TASP Coordinator to learn of all required steps to be met. (5) The "B or Better" courses which 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.

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

DCCCD students who take the DCCCD Alternate Assessment and later transfer to another Texas public college or university will have their scores honored by the

receiving institution. Transfer students from another Texas public college or university to the DCCCD will have their state-approved alternate assessment scores honored by the DCCCD.

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

TASP rules are always subject to change.

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

IV. ACADEMIC INFORMATION

Scholastic Standards: Grades and Grade Point Average

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

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

*Used only with developmental studies courses.

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

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

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

The student's transcript and grade reports will indicate two different GPA's. GPA(1) is based upon all DCCCD courses in which the student received a performance grade of A-F. GPA(1) is utilized to determine Suspension/ Probation status, athletic participation eligibility. GPA(2) is based upon grade points earned in all DCCCD courses in which a student received a performance grade of A-F. Courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM 1170 are not used in the calculation of GPA(2). GPA(2) is utilized to determine eligibility for graduation, honor rolls, and eligibility in Who's Who in American Junior Colleges. It is also the GPA which may be considered by four-year institutions when a student transfers. Federal finanicial aid eligibility is based upon all course work which 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 District. When a student withdraws from a course being repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course.

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

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

An Incomplete Contract is used to convert an incomplete grade to a performance grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, the student and the division dean and

submitted with the final grade report. When an Incomplete Contract must be submitted without the student's signature, the instructor must include a statement indicating that the student is aware of and in agreement with the contract.

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

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

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

Acceptable Scholastic Performance

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

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

Recommended Academic Load

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

Classification of Students

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

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

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

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

Class Attendance

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

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

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

Dropping A Course Or Withdrawing From College

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

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

Academic Recognition

Full-time students who complete at least 12 hours of college-level credit and earn a grade point average of 3.5-3.79 are listed on the Vice President's Honor Roll. Full-time students who complete at least 12 hours of college-level

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

Scholastic Probation, Scholastic Suspension, and Academic Dismissal

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

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

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

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

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

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

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

Grade Reports/Notification of Grades

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

DCCCD Transcript of Credit

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

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

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

Degree Requirements

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

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

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

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

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 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 (1) 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, (2) have a grade of "C" or better in each of the three Core courses (English 1301, Speech Communications 1311, and selected math course listed below, (3) have a grade point average of at least "C" (2.00), based on GPA 2 and (4) 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 the Associate in Arts or the Associate in Sciences. These 61 hours may be completed at any DCCCD college and must include courses from the following areas:

COMMUNICATIONS - 9 credit hours (A GRADE OF "C" OR BETTER MUST BE EARNED IN ENGLISH 1301 AND SPEECH COMMUNICATIONS 1311)
Student must successfully complete all courses listed.
English 1301 AND 1302
Speech Communications 1311

MATHEMATICS - 3 credit hours
Students must EARN A GRADE OF "C" OR BETTER in one of the courses listed.
Math 1314, 1324, 1332, 1333, 1342, 1348, 1414, 2412, or higher level

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

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

HUMANITIES/VISUAL AND PERFORMING ARTS - 9 credit hours
Students must successfully complete one of the courses listed in each category.

Category I
Arts 1301, 1303, 1304
Dance 2303
Drama 1310, 2366
Humanities 1301
Music 1306, 1308, 1309

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

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

OTHER - 4 credit hours
Students must successfully complete Physical Education 1164 AND one of the courses listed:
Computer Science 1300 or higher level COSC course.

ELECTIVES - 13 credit hours

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

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

Associate 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 and must include courses from the following areas:

COMMUNICATIONS - 9 credit hours (A GRADE OF "C" OR BETTER MUST BE EARNED IN ENGLISH 1301 AND SPEECH COMMUNICATIONS 1311).
Students must successfully complete all courses listed:
English 1301 AND English 1302
Speech Communications 1311

MATHEMATICS - 3 credit hours
STUDENTS MUST EARN A GRADE OF "C" OR BETTER IN Math 1324

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

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

HUMANITIES/VISUAL AND PERFORMING ARTS - 9 credit hours
Students must successfully complete one of the courses listed in each category

Category I
Arts 1301, 1303, 1304
Dance 2303
Drama 1310, 2366
Humanities 1301
Music 1306, 1308, 1309

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

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

OTHER -4 credit hours
Student must successfully complete both courses listed
Physical Education 1164
Computer Science 1300 or higher level COSC course

REQUIRED BUSINESS COURSES- 12 credit hours
Students must successfully complete all courses listed
Accounting 2301 or 2401 AND 2302 or 2402
Economics 2302
Math 1325

ELECTIVES - 1 credit hour

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

Associate of College/University Transfer Degree

A student may earn an Associate of 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 district 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 the Associate in Sciences degree will be granted that degree rather than the Associate of College/University Transfer degree. Students who qualify for the Associate in Arts or the Associate in Sciences degree are not eligible for the Associate of College/University Transfer degree.

This degree may be attractive to students who wish to transfer to a private or out-of-state college or university. Students who wish to transfer to another Texas public college or university should follow the Associate 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 elsewhere in this catalog. Students seeking such a degree should become familiar with the specific required courses in the appropriate curriculum pattern.

Students must have a minimum of 60 credit hours, a grade of "C" or better in each of the three Core courses (English 1301 OR English 2311 [whichever is required], Speech Communication 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 2311 (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]
- A math course as required in the specific degree plan (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
  If a math course is not specified in a degree plan, other math courses may be chosen, with the exception of Math 1371, 1372, 1373, 1374, 1375 and math courses numbered below 1000.

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.

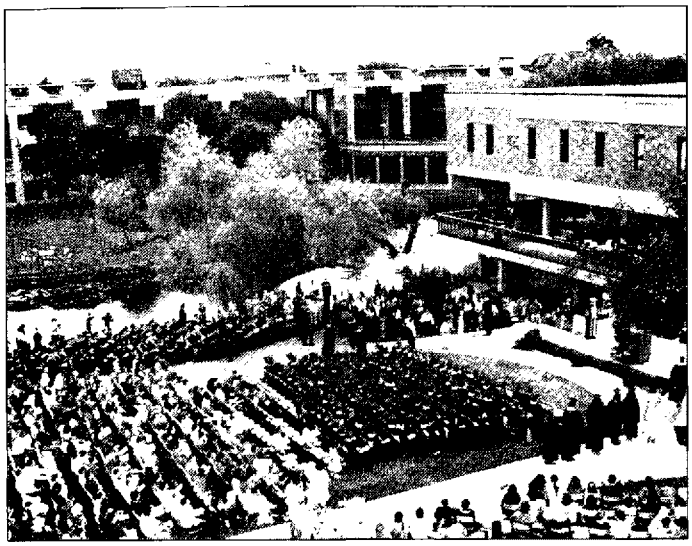
- Three credit hours from a Humanities/Fine Arts course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Arts, Cultural Studies 2370, Dance, Drama, Eastfield Interpreter Training Program, English 2321, 2322, 2323, 2326, 2327, 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.
- Three credit hours of an elective course chosen from a discipline outside the student's area of specialization.

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

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Workforce/Technical Programs section of the catalog for a more detailed explanation. A maximum of four physical education activity hours may be counted as credit toward graduation. The GPA for an Associate 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.

Guarantee for Job Competency

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



Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the Associate 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 District and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
12. The program can be initiated through written contact with the office of the college president.

Certificate Programs

The requirements for certificates are detailed under specific programs in the Workforce/Technical section of this catalog. A "C" (2.00) grade point average, based on GPA (2) is required. The GPA for a certificate is based only on the hours used to meet certificate requirements. The following courses will not be counted toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 9176, and Drama 1170. Some certificate programs do not require students meet TASP requirements in those programs which do require TASP, students in such programs may enroll only in courses leading toward the certificate in order to maintain their TASP-waived status.

Transcript Evaluations

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

Procedure For Filing Degree And Certificate Plans And For Graduation

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

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

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

fulfill residence requirement and must complete all required courses in the plan for the second degree or certificate.

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

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

Tuition Rebate Program

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

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

Waiving Of Scholastic Deficiency for Graduation Purposes

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

V. EDUCATIONAL AND SPECIAL OPPORTUNITIES FOR STUDENTS WISHING TO TRANSFER

Core Curriculum

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

Students who take some of the DCCCD core but do not complete it are assured that core courses will transfer and apply to the receiving institution's core if that institution also requires the same course(s) within its own core requirements. Students should work closely with a DCCCD advisor to ensure they are completing the courses needed for the core requirements. Students 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. Students wishing to transfer are encouraged to make a grade of no less than C in any core course. In addition, care should be taken in the selection of math and science courses as some universities have specific math and/or science courses which will apply to the choice of major fields of study.

There are a number of ways students may demonstrate they 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 (see 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; (STUDENTS MUST ALSO EARN A GRADE OF "C" OR BETTER IF THEY 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 Dallas County Community College District offers a broad range of educational opportunities for the student whose goal is to transfer to a four-year institution. In addition to offering a strong, creative foundation for the freshman and sophomore years, the academic transfer curriculum is coordinated with a number of Texas four-year institutions to insure the transfer of credits. Although each four-year school is different, students may guarantee transferability of their courses by being active and responsible in the advisement process. By consulting the four-year institution regularly and taking advantage of the resources available at each of the DCCCD colleges, students may insure that the transfer process is a positive experience.

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

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

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

Earning an Associate Degree Prior To Transferring

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

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

Guarantee For Transfer Credit

The DCCCD guarantees to its Associate 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—which includes the institution to which the student will transfer, as well as the baccalaureate major and degree sought. Transfer guides dated 1995-1996 or before can be guaranteed by filing a Transfer Guarantee form with a DCCCD Guarantee Advisor.

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

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

Transfer Dispute Resolution

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

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

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

Choosing A Major And Developing An Educational Plan

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

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

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

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

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

College Resources For Transfer Students

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

World Wide Web Home Page

Many resources are available electronically on the Internet for future transfer students. The DCCCD Transfer Information and Services home page address is http://www.dcccd.edu/trans/transfer.htm. On the home page, students will find information in the following:

1. Tips on how to transfer successfully.
2. Answers to "most commonly asked" transfer questions.
3. Transfer guides for specific majors at approximately 25 Texas universities.
4. Course-by-course equivalencies for DCCCD courses at Texas universities.
5. Details on the DCCCD Transfer Guarantee Program and the Associate of College University Transfer Degree.
6. Educational Resources for Students and Counselors/Advisors.

The Counseling/Advisement Center

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

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

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

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

Transfer Guides

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

Accounting
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
Motel & 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
Sociology
Speech
Speech Pathology/ Audiology
Teacher Preparation
Theatre
Undecided

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

Course-by-Course Equivalency Guides

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

Common Course Numbering System

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

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

Choosing A Catalog Year

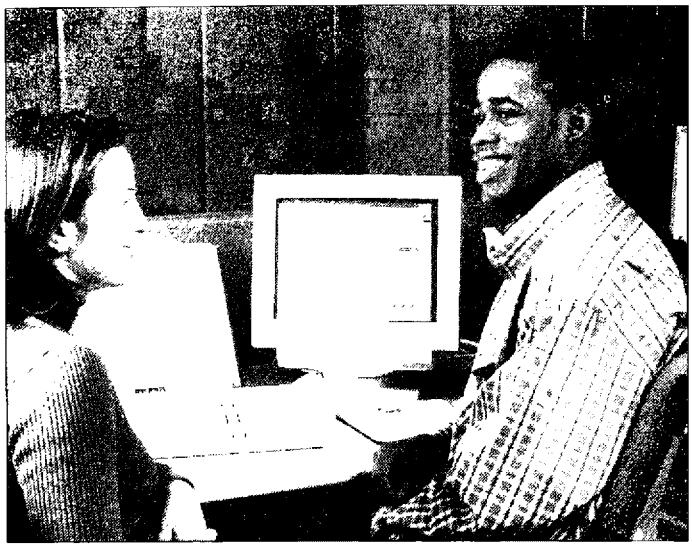
Students who plan to transfer to a four-year school have a choice to make regarding their requirements for graduation. They may choose the catalog year under which they wish to graduate. This choice is subject to restrictions that are outlined in the four-year school's catalog. Students should consult their advisor or the catalog of their choice to learn about any such limitations. Transferring students should keep a copy of the DCCCD catalog, the four-year institution's catalog, and the Transfer Guide valid at the time of initial enrollment in the DCCCD and at the time when a major was selected. DCCCD course syllabi should also be kept.

Other Things To Consider

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

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

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. Transfer students are urged to contact the universities in which they plan to transfer to and obtain more information concerning tuition fees.

VI. DISTANCE LEARNING PROGRAMS

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

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

What Is Distance Learning?

Distance Learning is a means of delivering education to students who are not physically present in the same location as the instructor. Classes are delivered to students through television, the Internet, or other types of technology.

How Do Distance Learning Courses Compare to Courses on Campus?

Each course is the equivalent of the on-campus section of the same course in terms of objectives, content, rigor, and transferability. Students must meet stated prerequisites or assessment scores where applicable.

Tuition is the same for distance learning courses as for courses on campus. Students who apply and register through the distance learning website will pay an additional distance learning fee. For information about tuition assistance, contact the Financial Aid Office.

What Kinds of Distance Learning Courses Are Available?

The DCCCD delivers distance learning through Telecourses, Online courses, Telecourse Plus (courses include video and an online component), and Live TV courses.

*A **TELECOURSE** is delivered within the Dallas metroplex and includes:*

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

*An **ONLINE COURSE** is available worldwide and includes:*

- Lectures, notes, and assignments available to students through their office or home computers.
- Interaction with the instructor and other students provided through the use of live teleconferencing, discussion forums, and electronic mail.
- Textbook, study guides, software, and supplemental reading is required in some courses.
- NOTE: Students taking these courses must have a computer, an Internet connection, an e-mail account and Netscape Navigator 4.x or Internet Explorer 4.x or higher. Some courses also require other specific software packages.

*A **TELECOURSE PLUS ONLINE COURSE** includes:*

- Elements of both Telecourses and Online Courses.

The courses can be taken without visiting a campus.

*A **LIVE TV COURSE** includes:*

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

How Do I Register?

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

elsewhere in this catalog. Or, if you live outside the Dallas Metroplex register through the Dallas Telecollege at http://telecollege.dcccd.edu

Will Distance Learning Courses Transfer to Other Institutions?

A distance learning course will transfer in situations where the on-campus section of the same course will transfer; however, students who plan to transfer to a four-year institution must consult the catalog of that institution and work with an advisor in planning their academic program. Material about transfer information is available in the Counseling Center. For the distant student, a list of colleges with whom Dallas has transfer agreements is listed at the Dallas Telecollege website: http://telecollege.dcccd.edu

How Can I Get More Information?

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

Visit our home page at http://dallas.dcccd.edu.

For recorded voice mail information, please call 972-669-6410 (touch-tone telephone only!) and follow the directions to access the information you need.

VII. OTHER EDUCATIONAL PROGRAMS

Workforce/Technical Programs

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

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

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

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

Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a statewide inventory of workforce education courses offered for Semester Credit Hours and Continuing Education Units that community colleges can use to respond rapidly to the needs of business and industry. Instead of each institution creating courses and programs "from scratch", the WECM offers a means for the continual design and updating of high quality workforce courses through collaboration with business/industry and the combined expertise of community college faculty from across Texas.

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

Tech-Prep

Students can earn college credit while in high school through Tech Prep. Each DCCCD Tech Prep program is a planned sequence of course work developed cooperatively between the public 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 with the degree plans/curriculum patterns section.

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

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

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

1. **P**ick a Tech Prep career program offered at your high school.
2. **R**egister to take the high school Tech Prep course work.

After high school graduation

3. **E**nroll 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.
4. **P**etition 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 DCCCD District Tech Prep office at (214)-860-2324.

Credit-By-Examination

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

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

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

Credit by examination may be attempted only one time in any given course, and a minimum score must be earned in order for credit to be recorded. Those who successfully complete an approved national exam are granted "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	BGMT 1370
Principles of Management	BGMT 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 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 and 2311, 2312
College Level Spanish Language	SPAN 1411, 1412, and 2311, 2312

DANTES (Additional DANTES tests may be approved)

TEST	DCCCD Courses
Principles of Financial Accounting	ACCT 2301
Introduction to Business	BUSI 1301
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

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

Credit for Experiential Learning

Because individuals learn in a variety of ways and through a multitude of experiences, the college has established a means by which students may earn credit for college-equivalent education acquired through earlier schooling, work, or other life experiences. Such credit is only applicable to an Associate in Applied Sciences Degree or Certificate. Portfolio assessment is the method by which the prior learning must be documented. Currently enrolled students may petition for credit by developing a portfolio that describes and documents pertinent learning comparable to that available in a specified college course. A faculty member in the appropriate program area evaluates the portfolio and determines commensurate credit. In order to petition for experiential learning the student must:

1. Be currently enrolled in the college assessing the learning experiences;
2. Completed at least 12 semester hours of course work within the DCCCD, six of which must be in the student's major technical or workforce development area before credit is awarded; and
3. 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 the specific degree or certificate. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree or certificate objectives. No graduation, residency, degree or certificate program requirements will be waived as a result of credits earned through this process.

Flexible Entry Courses

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

External Learning Experiences for Workforce/Technical Programs

An external learning experience for workforce/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. The external learning experience allows the student to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. There are four types of external learning experiences: co-ops, practica, internships and clinicals. Clinical experiences must take place in a health care setting and students 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 a student in seeking approvable employment, if needed. Workforce/Technical programs which include external learning experiences are indicated in this catalog. Prior to enrollment in one of these courses, students must consult with the Program External Learning Experience Coordinator.

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/study abroad programs. These programs are available in a variety of countries during both the regular semesters and in the summer. Semester-length programs are currently available in England, France, Mexico, Spain, Italy and Ireland. In most programs, no prior knowledge of a foreign language is required. Many of the campuses also offer study-abroad opportunities during the summer sessions. Such courses are taught by DCCCD faculty and normally last two to four weeks. In previous years, these courses have been offered in Austria, Australia, China, Dominican Republic, France, Great Britain, Russia, Mexico, Jamaica, Spain, and Italy. For information about any of the semester-length or summer programs, contact the District Office of Student and Academic Programs or contact the Study Abroad Advisor at the college. 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.

Texas residents who are students from institutions belonging to the North Texas Community College

Consortium may enroll in DCCCD international courses by paying "in-District" tuition charges plus related fees.

Human Development Courses

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

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

Developmental Education

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

Evening and Weekend College

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

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

Library and Student Obligations

The DCCCD Libraries have as a primary mission orienting all students to the information environment and introducing each user to the tools needed to navigate an increasingly complex world of information resources. Each library provides orientation classes to teach access procedures to students so that they may find resources to augment their classroom experience.

There is an information center on each campus where students will receive assistance in locating print, non-print materials, electronic full-text resources, the Internet and database services to supplement classroom learning. Each library has a growing collection of books and journals on a wide 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, there are special collections of career materials, pamphlets, popular and technical periodicals and newspapers.

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

Reserve Officers Training Corps

The DCCCD offers a program in ROTC in cooperation with the University of Texas at Arlington. The ROTC program provides a unique opportunity for students to assess and develop their leadership skills. A wide variety of settings are provided to expose students to the styles, techniques, and tools of leadership. It also develops college-educated officers for the active Army and the reserve components. This affords the student the opportunity to pursue either a civilian or military career after completing college.

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

college education. Every scholarship provides for payment of all expenses incurred for fees and tuition, an allowance for books and supplies, and $150 a month for up to 10 months per year.

Servicemen's Opportunity College

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

Continuing Education Programs

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

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

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

Continuing Education Units

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

The Bill J. Priest Institute for Economic Development

Focusing on our customers' needs, we assist individuals and organizations in improving business performance through assessment, training, counseling and job placement.

Assessment

Our staff assists you in assessing your needs so we can determine which of our services can help you accomplish your goals. These services are customized for each customer and could include assessing an individual's literacy and workplace skills, profiling the skills needed for a specific job or assessing job candidates to determine if they meet the qualifications of our employer customers.

Other testing services include GED exams, correspondence testing, credit by exam, ESL assessment and various national certifications, licensing and board exams for professional groups.

Training

We offer short-term intensive vocational training to individuals. In six months or less, our students have the skills employers need because we work with business leaders to develop training that prepares them to do the jobs in demand throughout the Metroplex.

Companies come to us for training, too. Whether a company needs to train its managers to make meetings more effective or give line workers the technical skills they need to reduce cycle time and waste, the Bill Priest Institute offers organizational assessments and training solutions that improve business performance. We deliver our training at the company's site any time before work, after work, during lunch, in the evening or on weekends.

In addition to customized training, we offer a variety of seminars and public workshops throughout the year on a variety of topics from leadership to computer software applications. These courses require a day or less away from the office.

In addition to training, we offer young, service-oriented companies the facilities they need to thrive during their first four year of business, including affordable office space and related services.

Counseling

Our counselors are committed to guiding each customer toward achieving his or her goals. For some customers we offer counseling to ensure they successfully complete a job training program and begin a new career. Other customers who wish to start a business or seek advice on managing an existing small business come to us for free, one-on-one counseling on a variety of topics. Training topics include marketing, accessing capital, business expansion, buying or selling a business, business start-up, international trade, government contracting, patents, copyrights, trademarks, environmental regulation compliance and manufacturing.

Job Placement

We help our graduates develop resumes and conduct self-directed job searches using the Dallas County

Community College District Resume Referral and Job Listing Service, a partnership with Career Connections.

VIII. STUDENT DEVELOPMENT

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

Student Programs and Resources

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

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

- determining improvements for an aspect of the college (facilities, services provided, instruction, etc.);
- programming speakers and special events offered to the student body;
- participating in student disciplinary hearings;
- conducting (or completing) surveys and questionnaires designed to gather information about your college experiences; and
- assisting in the selection process of new college administration.

Counseling/Advisement Services

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

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

Tutoring Services

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

Assessment/Testing Center

The Assessment/Testing Center offers a variety of testing services which meet the expressed needs of students, staff and community. Some of the services provided include:

1. Academic Testing - supports instructional programs by providing: instructor's tests, make-up exams, self-paced exams and distance education testing.
2. Assessment Testing -provides approved alternate TASP testing which meets both TASP and placement requirements.
3. Standardized Exams includes national and state exam programs such as: TASP, ACT, SAT, CLEP, GED, etc.
4. Psychometric Testing* involves assessment of: personality, Vocational Interests, Aptitude, and many others.

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

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

The Student Code of Conduct provisions regarding disruptive behavior and/or academic dishonesty apply

equally to Assessment/Testing Centers and classrooms. Irregularities will be referred to the proper authorities for disciplinary action.

Health Services

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

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

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

Student Health Insurance

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

Career Planning and Job Placement Services

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

In addition, some Career Planning and Job Placement centers offer services such as career testing, and computerized career guidance programs are provided to assist with the career decision making process.

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

Disability Services/Special Services Offices

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

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

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

Student Organizations

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

Phi Theta Kappa

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

Who's Who Among Students in American Community Colleges

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

Intercollegiate Athletics

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

Intramural Sports

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

Housing

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

College Police Departments

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

All colleges of the DCCCD comply with the provisions of the 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.

Drug-Free Schools and Communities Act

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

IX. FINANCIAL AID

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

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

How to Apply

Apply for admission to the Dallas County Community College. The Free Application for Federal Student Assistance (FAFSA) must be completed using data from the Federal Income Tax Return. This form is used to provide an analysis of the financial need. It may be obtained from a high school counselor or from any DCCCD Financial Aid Office. In addition, you are strongly encouraged to apply electronically through the Internet at http://www.fafsa.ed.gov. If you decide to file a paper application then the FAFSA is to be mailed directly to the address indicated on the application. Six weeks should be allowed for processing. The student should mail the FAFSA at least TWO MONTHS before the priority deadline for the semesters for which the student is applying.

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

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

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

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

Priority Processing Dates

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

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

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

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

Registration Deadlines in order for financial aid to pay.

Fall 2000 - Register by September 2, 2000
Spring 2001 - Register by January 20, 2001

Grants

Federal Pell Grants

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

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

Federal Supplemental Educational Opportunity Grant (SEOG)

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

Texas Public Educational Grant (TPEG)

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

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

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

Scholarships

DCCCD Foundation Scholarships

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

Miscellaneous Scholarships

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

Loans

Federal Stafford Loans

The Department of Education provides loans from private commercial lending agencies such as banks, savings and loan associations, credit unions, and insurance companies. To be eligible, students must demonstrate financial need, make satisfactory academic progress toward their educational goal, be enrolled for at least six (6) credit hours and attend a loan entrance counseling session.

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

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

Federal Unsubsidized Stafford Loans

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

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Hinson-Hazlewood College Student Loan Program (HHCSLP)

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

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

this depending on the cost of attendance, other financial aid, and the family's financial condition.

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

Emergency Short-Term Loans

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

Employment

Federal Work-Study Program (FWSP)

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

Student Assistants Employment Program (Non-Work Study)

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

Off-Campus Employment

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

Tuition Exemption Programs

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

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

Vocational Rehabilitation

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

Bureau of Indian Affairs

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

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

Veteran's Benefits Programs

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

Standards of Progress For Veterans

Acceptable scholastic performance is the maintenance of a grade point average, based on GPA (1), of 2.0 or better. Students who earn a cumulative grade point average of less than 2.0 will be placed on probation.

Once on probation, failure to obtain a 2.0 grade point average will result in suspension of benefits. Once suspended, the veteran must obtain a 2.0 cumulative grade point average to re-establish eligibility. The student must receive academic advisement concerning his/her suspension and receive permission to enroll for classes from a suspension academic advisor. An explanation of how grades are interpreted, how grade points are determined, and how a grade point average is calculated can be found in this catalog.

Guidelines For Veterans

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

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

Hazlewood Act

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

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

Academic Progress Requirements

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

STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

I. Purpose and Scope

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

II. Grade Point Average (GPA) Requirement

A. Continuing students applying for financial assistance must have a 2.0 cumulative GPA on all credit hours earned from District colleges prior to the semester for which aid is requested.

B. Each fall and spring semester students must complete the minimum numbers of hours from those attempted with a 2.0 Cumulative GPA. The following chart states the minimums that all Financial Aid Students must meet:

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

III. Failure to Meet the Standards of Academic Progress

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

A. Following the first semester in which the above standards of academic progress are not met, the student will be placed on probation for the next semester of funding.
B. The student may be allowed to receive financial aid funds while on probation, but must complete the subsequent term by meeting all of the minimum requirements at the close of that term.
C. The student who fails to meet the Standards of Academic Progress during the semester of attendance while on probation will be placed on suspension and denied further funding for one semester. The student will be responsible for paying for tuition, and any related institutional charges already applied to the student's account, including, but not limited to, any financial aid checks already released to the student.
D. During the suspension period, the student 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.
E. Students who have been reinstated from any suspension status may continue only on a probationary status for at least one term, regardless of their CGPA at the time of reinstatement.
F. Students placed on probation or suspension will be notified in writing of their status at the end of the semester.
G. If failure to meet Satisfactory Progress results in a third suspension from Financial Aid, no additional aid will be awarded.

IV. Appeal Process

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

V. Maximum Time Allowed for Completion of Educational Objectives

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

VI. Additional Information

A. Financial Aid will not be provided for:
   - courses taken by audit;
   - credit hours earned by placement tests;
   - non-credit coursework;
   - any course registered for the Fall 2000 term after September 1, 2000 and any course registered for the Spring 2001 term after January 19, 2001 (i.e., flex entry, fast track, mini term courses);
   - transfer students attending for summer only.

B. Grades of "W", "WX", "E" or "I" will be counted towards hours attempted but will not be treated as completed coursework.
C. For the purpose of financial aid eligibility only, a course resulting in a grade of "F" will be counted towards 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.
D. Developmental remedial coursework may receive funding up to a maximum of "27 credit hours" according to Federal Regulations.
E. Many support services are available at each District college to help students 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 or at each college.
F. If you withdraw from ALL of your fall classes before October 30, 2000 or spring classes before March 31, 2001, you will be required to repay a portion of your federal grants.

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 unacknowl-edged submission or incorporation of it in one's own written work.

    "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

1. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.

2. 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.

3. Intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
4. Failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
5. Violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.
6. Use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
7. Unauthorized presence on or use of college premises.
8. Nonpayment or failure to pay any debt owed to the college with intent to defraud.

   (Appropriate personnel at a college may be designated by college or District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily "block" admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the VPSD for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by college personnel.)
9. Use or possession of an alcoholic beverage on college premises with the exception of:
   a. specific beverage-related courses with the El Centro food service program, or
   b. a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

DISCIPLINE

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with The Student Code of Conduct. A "violation" means an act or omission which is contrary to a published college regulation or policy.

Sanctions for violations of prohibited conduct for (1) through (6) may result in expulsion; for (7) through (20) may result in sanctions other than expulsion or suspension.

Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

"Aggravated violation" means a violation which resulted or foreseeable could have resulted in sugnificant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

DISCIPLINARY PROCEEDINGS

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

1. Dismiss the allegation as unfounded, either before or after conferring with the student; or
2. Proceed administratively and impose disciplinary action; or
3. Prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

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

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

1. The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance of normal college functions.

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

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

SUMMONS

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

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

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

DISPOSITION

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

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

2. If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The VPSD shall note the date of refusal in writing and the student shall acknowledge in writing such date.
3. Administrative disposition means:
   a. The voluntary acceptance of the penalty or penalties provided in this code.
   b. Other appropriate penalties administered by the VPSD.
   c. Without recourse by the student to hearing procedures provided herein.

The VPSD shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Campus Security, to the complainant, and to other appropriate officials.

HEARING COMMITTEE

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

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

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

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

NOTICE

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

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

CONTENT OF NOTICE

The notice shall advise the student of the following rights:

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

FAILURE TO COMPLY WITH NOTICE

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

ROLE OF LEGAL COUNSEL

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

PRELIMINARY MATTERS

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

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

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

1 The name of each witness he or she wants summoned and a description of all documentary and other evidence possessed by the college which he or she wants produced.

2. An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing.
3. The name of the legal counsel, if any, who will appear with the student.
4. A request for a separate hearing, if any, and the grounds for such a request.

HEARING PROCEDURE

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

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

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

1 Persons present shall be the complainant, the VPSD, and the student with a parent or guardian if desired.

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

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

1. Persons present: the complainant, the VPSD and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:

a. Faculty Association
   b. College Newspaper
   c. College President

Other persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities;

1. Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
2. The VPSD shall read the complaint.
3. The VPSD shall inform the student of his or her rights, as stated in the notice of hearing.
4. The VPSD shall present the college's case.
5. The student may present his or her defense.
6. The VPSD and the student may present rebuttal evidence and argument.
7. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
8. 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.
9. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

EVIDENCE

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

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center,

Counseling or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

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

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

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

RECORD

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

PETITION FOR ADMINISTRATIVE REVIEW

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

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

A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's action. A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

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

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

1. In violation of federal or state law or published college regulation or policy;
2. Clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
3. Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

AUTHORIZED DISCIPLINARY PENALTIES

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

1. An "admonition" means a written reprimand from the VPSD to the student on whom it is imposed.
2. "Warning probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on college premises, and gambling.
4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.
5. "Bar against readmission" may be imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.
6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
7. "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restructions to fit the particular case.
8. "Suspension of eligibility for official athletic and nonathletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities as illustrated by, but not limited, to the following: having intoxicating beverages in any college facility, with the exception of specific beverage-related courses within the El Centro food service program; destroying property or student's personal property; giving false information in response to requests from the college; instigating a disturbance or riot; stealing, possession, use, sale, or purchase of illegal drugs on or off campus; any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.
9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.
10. "Suspension from the college" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.
11. "Expulsion" is permanent severance from the college.

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

HAZING

1. **Personal Hazing Offense**

   A 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:

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.

1. The VPSD or responsible employee will convene and chair the appeal committee.
2. 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.
3. 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.
4. The appeal committee will make findings and send its decision to the College President. A grievant may seek review of an adverse decision through the President. The decision of the President shall be final.

BOARD ACTION

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

APPEAL COMMITTEE PROCEDURES

1. If a student requests a hearing by an appeal committee, a grievance must be in writing and contain:
   a. the student's name and address;
   b. the nature of the grievance, including the date it occurred;
   c. the corrective action sought;
   d. any other relevant information.
2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event or occurrence. The entire formal procedure should take no longer than 30 days.
3. In conducting the appeal committee hearing, the VPSD or responsible employee is authorized to:
   a. require any student or employee to provide a written statement along with any documents concerning the events and circumstances that may have given rise to the grievance;
   b. require any student or employee to appear and testify;
   c. question each individual who testifies; and
   d. copy all documents.

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

4. Failure to comply with a summons or order from the VPSD or responsible person may result in disciplinary action.
5. The appeal committee shall base its decisions during a hearing and make a recommendation upon the common sense and good judgement of a reasonable person.
6. The VPSD or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.
7. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witness (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.

COORDINATORS

Coordinator(s) for the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (Title II) and Education Amendments of 1972 (Title IX)

Cedar Valley College
Claire Gauntlett - Dean of Institution Effectiveness & Research
Section 504, Title II, and Title IX Coordinator

Brookhaven College
Maxine Rodgers - Vice President of Business Services
Section 504 and Title II Coordinator

Lynn Levesque - Athletic Director
Title IX Coordinator

Eastfield College
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. Margot Hirsch - Executive Dean of Learning Support Services
Section 504, Title II Coordinator, and Title IX Coordinator

North Lake College
Mary Ciminelli - Interim Dean of Student, Enrollment, Development & Student Retention
Section 504, Title II, and Title IX Coordinator

Richland College
Oscar Lopez Director of Disability Services
Wes Hayes - Director of Facilities
Section 504 and Title II Coordinators

Tom McLaughlin - Dean of Students
Title IX Coordinator

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 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.

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 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.	

	CREDIT HOURS TO BE COMPLETED
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 *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)	9
MATHEMATICS Math 1324 (A grade of "C" or better must be earned)	3
LAB SCIENCES *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.	8
SOCIAL/BEHAVIORAL SCIENCES *Take **all** courses below:* History 1301, 1302 Government 2301, 2302 Economics 2301	15

	CREDIT HOURS TO BE COMPLETED
HUMANITIES/VISUAL AND PERFORMING ARTS *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	9
INSTITUTIONAL OPTIONS *Take both courses below:* Physical Education 1164 Computer Science 1300 or higher level COSC course	4
REQUIRED BUSINESS COURSES *Must take **all** courses below:* Accounting 2301 AND 2302 Economics 2302 Math 1325	12
ELECTIVE CREDIT	1
TOTAL CREDIT HOURS	61

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

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

In order to be eligible to receive an Associate in Arts or Associate in Arts 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 1314;
(3) Receive a GPA (2) of at least 2.00 ("C"); and
(4) Meet all TASP requirements.

- 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 entire 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

ASSOCIATE IN ARTS DEGREE IN PHOTOGRAPHIC/IMAGING
Available at Richland College

This degree plan is designed to meet the needs of students who plan to major in Photographic/Imaging 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 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 (A grade of "C" or better must be earned)	3
*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	
PHOTOGRAPHIC/IMAGING	13
*Select among the following: degree is awarded at 61 hours although students are encouraged to take **ALL** courses below:*	
Introduction to Photography (PHOT 1316 or ARTS 2356)	
Advanced Photography (PHOT 1317 or ARTS 2357)	
Introduction to Digital Imaging (PHOT 2325)	
Advanced Digital Imaging (PHOT 2326)	
Commercial Photography (PHOT 2356)	
Special Photographic Topics and Problems (PHOT 2375)	

TOTAL CREDIT HOURS	61

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

ASSOCIATE IN ARTS DEGREE IN URBAN EDUCATION

Available at El Centro and Richland Colleges

This degree plan is designed to meet the needs of students who plan to major in Urban Education and pursue a teaching career. This plan will transfer directly into the Early childhood/Elementary Certification (PreK-6) and the Bilingual Education programs at UT-Arlington. Students should work closely with an advisor if they plan to transfer into teacher certification programs at other universities.

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

(1) Complete a minimum of 61 credit hours including all the required courses in the core and the courses listed under "Required Other Courses";
(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 or 1414	
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.	
SOCIAL/BEHAVIORAL SCIENCES	15
History 1301, 1302	
Government 2301, 2302	
Psychology 2301	

	CREDIT HOURS TO BE COMPLETED
HUMANITIES/VISUAL AND PERFORMING ARTS	9
*Select **one** course from each of the three groupings:*	
I. Arts 1301 or Music 1306	
II. English 2326, 2327, 2328, 2331, 2332, or 2333	
III. EDTC 1325 (which will be substituted for CUST 2370	
INSTITUTIONAL OPTIONS	4
Physical Education 1164 ***and***	
Computer Science 1300 or higher level COSC course	
OTHER REQUIRED COURSES	13
*Students should take **all** the following:*	
EDTC 1301	
CDEC 1359	
EDTC 1307 or 1321	
Spanish 1411	
While the degree will be awarded upon the completion of 61 hours, students are strongly encouraged to complete Spanish 1412 also.	

TOTAL CREDIT HOURS	61

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

ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCES OR ASSOCIATE IN BUSINESS FAST TRACK DEGREE OPTION

(Available only at Richland College)

This degree plan is designed to meet the needs of students who want to complete the Associate Degree in twelve months. Core courses and electives for the Fast Track Associate Degree may be taken in a variety of formats including regular-length semester classes, telecourses, May term classes, winter term classes, summer term classes or other flexible schedule options. Courses and electives designed specifically for the Fast Track Associate Degree begin every four, six or eight weeks to allow students maximum flexibility in their schedules. The Fast Track Associate Degree may be completed using a day, evening, or combined schedule of classes.

In order to receive an Associate Degree, a student must:

(1) Complete a minimum of 6 credit hours (see curriculum pattern for required courses);
(2) Receive a grade of "C" or better in core courses;
(3) Have a passing score on all sections of TASP (for students entering DCCCD Fall, 1989, or thereafter).

Students planning to transfer to a four year institution must consult the catalog of that institution to ensure selected courses will both transfer and apply toward the intended major. Material about transfer information is available in the Advising Center.

DAYTIME SCHEDULE

FALL 1		
8:30-11:30	HIST 1301*	3
12:30-3:30	HDEV 1372** or ECON 2301***	3
		6
FALL 2		
8:30-11:30	ENGL 1301*	3
12:30-3:30	SPCH 1311*	3
		6
FALL 3		
8:30-11:30	HIST 1302*	3
12:30-3:30	PSYC 2306** or ECON 2302***	3
		6
FALL 4		
8:30-11:30	ENGL 1302*	3
12:30-3:30	MATH 1314* or MATH 1324***	3
		6
WINTERTERM		
9:00-2:30	HUMA 1301*	3
SPRING 1		
8:30-11:30	PSYC 2301*	3
12:30-3:30	PHYS 1415*	4
		7
SPRING 2		
8:30-11:30	GOVT 2301*	3
12:30-3:30	PHYS 1415* (continued from Spring 1)	
		3
SPRING 3		
8:30-11:30	ENGL 2332*	3
12:30-3:30	PHYS 1417*	4
		7
SPRING 4		
8:30-11:30	GOVT 2302*	3
12:30-3:30	PHYS 1417* (continued from Spring 3)	
		3

(Continued on next page)

EVENING SCHEDULE

FALL 1		
5:20-6:40 p.m.	DMAT (if needed) or ECON 2301*** (regular semester length courses)	3
6:45-9:45 p.m.	HDEV 1372**	3
		3-6
FALL 2		
5:20-6:40	DMAT or ECON (continued)	
6:45-9:45	ENGL 1301*	3
FALL 3		
5:20-6:40	DMAT or ECON (continued)	
6:45-9:45	ENGL 1302*	3
FALL 4		
5:20-6:40	DMAT or ECON (continued)	
6:45-9:45	SPCH 1311*	3
SPRING 1		
5:20-6:40	DMAT (if needed) or ECON 2302*** (regular semester length courses)	3
6:45-9:45	HIST 1301*	3
		3-6
SPRING 2		
5:20-6:40	DMAT or ECON (continued)	
6:45-9:45	HIST 1302*	3
SPRING 3		
5:20-6:40	DMAT or ECON (continued)	
6:45-9:45	HUMA 1301*	3
SPRING 4		
5:20-6:40	DMAT or ECON (continued)	
6:45-9:45	MATH 1314*	3
MAYTERM		
6:45-9:45	PSYC 2301*	3

(Continued on next page)

KEY:

* = required for the AAS Degree via Fast Track. Other course options outside the Fast Track format exist
** = elective course (may be replaced by other course options)
*** = students desiring to complete the AAS Business Degree program should enroll in these options

ASSOCIATE IN ARTS, ASSOCIATE IN SCIENCES OR ASSOCIATE IN BUSINESS FAST TRACK DEGREE OPTION

(Available only at Richland College)

DAYTIME SCHEDULE (continued)

MAYTERM		
8:30-12:00	PHIL 2306* or MATH1325***	3
SUMMER 1		
Morning	BUSI 1307*	3
Afternoon	ENGL 2311** or ACCT 2301***	3
		3-6
SUMMER 2		
Morning	PHED 1164 or ACCT 2302****	3
Afternoon	COSC 1401**	4
		7
	TOTAL MINIMUM CREDITS =	**61**

EVENING SCHEDULE (continued)

SUMMER 1		
5:30-9:40	PHYS 1415*	4
SUMMER 2		
5:30-9:40	PHYS 1417*	4
FALL 1		
5:20-6:40	DMAT (if needed) or MATH 1324*** (regular semester length courses)	3
6:45-9:45	GOVT 2301*	3
		3-6
FALL 2		
5:20-6:40	DMAT or MATH (continued)	
6:45-9:45	GOVT 2302*	3
FALL 3		
5:20-6:40	DMAT or MATH (continued)	
6:45-9:45	ENGL 2328*	3
FALL 4		
5:20-6:40	DMAT or MATH (continued)	
6:45-9:45	PHIL 2306*	3
SPRING 1		
5:20-6:40	DMAT (if needed) or MATH 1325*** (regular semester length courses)	3
6:45-9:45	BUSI 1307*	3
		3-6
SPRING 2		
5:20-6:40	DMAT or MATH (continued)	
6:45-9:45	ENGL 2311*	3
SPRING 3		
5:20-6:40	DMAT or MATH (continued)	
6:45-9:45	COSC 1401**	3
SPRING 4		
5:20-6:40	DMAT or MATH (continued)	
6:45-9:45	PSYC 2306**	3
MAYTERM		
6:45-9:45	PHED 1164*	1
SUMMER 1		
5:30-9:40	ACCT 2301***	3
SUMMER 2		
5:30-9:40	ACCT 2302***	3
	TOTAL MINIMUM CREDITS =	**61**

KEY:

* = required for the AAS Degree via Fast Track. Other course options outside the Fast Track format exist

** = elective course (may be replaced by other course options)

*** = students desiring to complete the AAS Business Degree program should enroll in these options

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2000-2001 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			●				
Maintenance Technician Certificate			●				
Aviation Technology					●		
Aircraft Dispatcher AAS					●		
Aircraft Dispatcher Certificate					●		
Airport Management AAS					●		
Professional Pilot Option AAS					●		
Bakery/Pastry AAS				●			
Bakery/Pastry Certificate				●			
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	●		●				
Special Child 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							●
C Programming Skills Achievement Award	●						
Cobol Programming Skills Achievement Award	●						
Local Area Network Administrator AAS	●		●			●	●
Computer Networking AAS	●	●			●	●	
Midrange Specialist AAS				●			
Midrange Assistant Certificate				●			
Midrange Tech Support Certificate				●			
Network Administrator and Support AAS			●				●
Networking Associate 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	●						

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DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2000-2001 Technical/Occupational Programs Offered On Our Campuses

BH - Brookhaven College CV - Cedar Valley College EF - Eastfield College EC - El Centro College
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Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
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 Cert.	•						
Visual Merchandising Assistant Certificate	•						
Medical Assisting Certificate				•	•		
Medical Laboratory Technology AAS				•			
Medical Staff Services AAS				•			
Medical Transcription Certificate				•			
Mortgage Banking AAS						•	
Designate Certificate						•	
Internship Skills Achievement Award						•	
Multimedia Technology							•
Multimedia Web Design AAS							•
Internet Communications Level I Certificate							•
Internet Communications Level II Certificate							•
Multimedia Authoring Level I Certificate							•
Multimedia Authoring Level II Certificate							•
Visual Design Level I Certificate							•
Visual Design Level II Certificate							•
Office Technology	•	•	•	•	•	•	•
Administrative Support Certificate	•	•	•	•	•	•	•
Executive Assistant AAS	•	•	•	•	•	•	•
Executive Assistant-Tech Prep Navy Yeoman AAS	•	•	•	•	•	•	•
Office Assistant Certificate	•	•	•	•	•	•	•
Software Application Specialist Certificate	•	•	•	•	•	•	•
Ornamental Horticulture							•
Greenhouse Florist AAS							•
Interiorscape AAS							•
Interiorscape Certificate							•
Landscape Management AAS							•
Landscape Nursery AAS							•
Florist Certificate							•
Landscape Gardener Certificate							•

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Paralegal AAS				•			
Paramedic Certificate				•			
Patient Care Technician Certificate		•					
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						•	
Building Property Management Certificate						•	
Real Estate 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 Technology Certificate				•			
Travel, Exposition and Meeting Management AAS							•
Exposition/Trade Show Mgmnt. Enh. Skills Cert.							•
Meeting and Convention Mgmnt. Enh. Skills Cert.							•
Travel Management Enhanced Skills Certificate							•
Travel, Exposition and Meeting Management Cert.							•
Veterinary Technology AAS		•					
Veterinary Assisting Certificate		•					
Video Technology AAS						•	
Video Technology Enhanced Skills Certificate						•	
Multimedia Specialist Certificate						•	
Visual Communications AAS	•						
Visual Communications Enhanced Skills Cert.	•						
Visual Communications Certificate	•						
Vocational Nursing Certificate				•			
Welding Technology AAS					•		

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
2000-2001 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	•						
Win2000 Networking Specialist Enh. Skills Cert.							•
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)		•	•	•	•		
Culinary Arts AAS				•			
Basic Culinary Skills Certificate				•			
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 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							•
Fashion Design				•			
Apparel Design AAS				•			
Pattern Design AAS				•			
Food And Hospitality Service AAS				•			
Certified Food and Hospitality Manager Certificate				•			
Food and Hospitality 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			•				
Invasive Cardiovascular Technology AAS				•			
Management AAS	•	•	•	•	•	•	•
Management Certificate	•	•	•	•	•	•	•
continued on next page							

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
++OFCT 1372	Office Calculating Machines	3
++OFCT 1379	Word Processing I	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
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		60-65

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 except students cannot take MATH 1371, MATH 1372, MATH 1373, MATH 1374, or MATH 1375 **[These courses have been or will be revised effective, Fall 2000].**

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, 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
++OFCT 1372	Office Calculating Machines	3
++OFCT 1379	Word Processing I	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
++OFCT 1372	Office Calculating Machines	3
++OFCT 1379	Word Processing I	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.

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
CISC 1470	Introduction to Computer Concepts and Applications	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
OFCT 2370	Business Communications	3
++Elective	Humanities/Fine Arts	3
Elective	Any non-MGMT Course	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	1381	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	2382	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
OFCT	1372	Office Calculating Machines	3
OFCT	1375	Beginning Keyboarding	3

++Elective-must 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	1342	Introductory Statistics	3
MATH	1371♦	Business Mathematics	3
		MATH 1371 MUST BE ACCOMPANIED BY A COURSE IN NATURAL SCIENCE.	

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

♦ This course has been or will be revised effective, Fall 2000.

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	Introduction to Networking	3
ITSC 1425	Personal Computer Hardware	4
ITSW 1410	Presentation Media Software **OR**	4
ITSC 1413	Internet/Web Page Development	(4)
ITSC 1405	Introduction to PC Operating Systems	4
		15

Minimum Hours Required 15

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SPECIALIST

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C2.CIT.PC.SPEC

This certificate option is designed to provide in-depth training in suite package software, operating systems, hardware, networking, and internet/web page development. The graduate will be qualified for a variety of entry-level positions in a pc-oriented environment.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers	4
ITNW 1321	Introduction to Networking	3
ITSC 1405	Introduction to PC Operating Systems	4
SPCH 1311	Introduction to Speech Communication	3
		14
SEMESTER II		
ITSC 2435	Application Problem Solving	4
ITSW 1401	Introduction to Word Processing **OR**	4
ITSW 2431	Advanced Word Processing	(4)
ITSW 1404	Introduction to Spreadsheets **OR**	4
ITSW 2434	Advanced Spreadsheets	(4)
ENGL 1301	Composition I	3
		15
SEMESTER III		
ITSW 1407	Introduction to Database **OR**	4
ITSW 2437	Advanced Database	(4)
ITSC 1425	Personal Computer Hardware	4
ITSW 1410	Presentation Media Software **OR**	4
ITSC 1413	Internet/Web Page Development	(4)
Elective	Any ITXX Course	3-4
		15-16
Minimum Hours Required		44-45

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SUPPORT

Offered at all seven campuses

(Associate in Applied Sciences Degree)

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 1342	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/ITSW	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	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
ITSW	1406	UNIX Operating System I	4
ITSW	1411	AS/400 Operating System I	4

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

*First in a two-course programming language series

List A - Introductory Programming Courses

ITSE	1402	Introduction to Computer Programming 4
ITSE	1407	Introduction to C++ Programming 4
ITSE	1414	Introduction to RPG Programming 4
ITSE	1418	Introduction to COBOL Programming 4
ITSE	1422	Introduction to C Programming 4
ITSE	1431	Introduction to Visual BASIC Programming 4
ITSE	1445	Introduction to Oracle SQL and PL/SQL 4
ITSE	1491	Special Topics in Computer Programming 4
ITSE	2401	Introduction to Windows Programming Using C++ 4
ITSE	2405	Introduction to Windows Programming 4
ITSE	2409	Introduction to Database Programming 4
ITSE	2417	JAVA Programming 4
ITSE	2421	Introduction to Object-Oriented Programming 4
ITSE	2456	Oracle Database Administration I 4

**Second in a two-course programming language series

List B - Advanced Programming Language Courses

ITSE	1491	Special Topics in Computer Programming 4
ITSE	2431	Advanced C++ Programming 4
ITSE	2435	Advanced RPG Programming 4
ITSE	2437	Assembly Language Programming 4
ITSE	2439	Advanced Windows Programming Using C++ 4
ITSE	2443	Advanced Windows Programming 4
ITSE	2447	Advanced Database Programming 4
ITSE	2449	Advanced Visual BASIC Programming 4
ITSE	2451	Advanced COBOL Programming 4
ITSE	2454	Advanced Oracle SQL and PL/SQL 4
ITSE	2455	Advanced C Programming 4
ITSE	2457	Advanced Object-Oriented Programming 4
ITSE	2458	Oracle Database Administration II 4
ITSE	2459	Advanced Computer Programming 4

List C - Operating System Courses

ITSC	1405	Introduction to PC Operating Systems 4
ITSC	1417	PC Operating Systems - DOS 4
ITSC	1421	PC Operating Systems - Windows 4
ITSW	1406	UNIX Operating System I 4
ITSW	1411	AS/400 Operating System I 4

List D - Application Development Courses

ITSW	1404	Introduction to Spreadsheets 4
ITSW	1406	UNIX Operating System I 4
ITSC	1413	Internet/Web Page Development 4
ITNW	1437	Introduction to the Internet 4
ITSE	2413	Web Authoring 4
ITSW	2437	Advanced Database 4
ITSE	2445	Data Structures 4

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

COMPUTER INFORMATION TECHNOLOGY -- 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		
ITSW 1406	UNIX Operating System I	4
		4
SEMESTER II		
ITSW 2436	UNIX Operating System II	4
		4
SEMESTER III		
ITNW 2435	Network Troubleshooting and Support	4
ITSW 1402	Computer Control Language	4
		8
Minimum Hours Required		27

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		
ITSW 1406	UNIX Operating System I	4
ITSC 1425	Personal Computer Hardware	4
Elective	Any ITXX course	3-4
MATH 1414	College Algebra OR	4
MATH 1342	Introductory Statistics	(3)
SPCH 1311	Introduction to Speech Communication	3
		17-19
SEMESTER III		
ITSW 2436	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
ITSW 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.

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

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		
ITNW 1321	Introduction to Networking **OR**	3
Elective[1]	Any ITXX Course **OR**	(3)
	Any ITXX Course	(4)
ITNW 1313	Local Area Networks Design and Protocols: Cisco 1	3
ITNW 1317	Basic Router Configuration: Cisco 2	3
		9-10
SEMESTER II		
ITNW 1340	Local Area Network Management (LAN): Cisco 3	3
ITNW 1344	Wide Area Management (WAN): Cisco 4	3
		6

Minimum Hours Required 15-16

[1]Select any ITXX course, not included in this curriculum pattern.

Upon completion of ITNW 1344 Wide Area Management (WAN): Cisco 4, the student is eligible to take the CCNA (Cisco Certified Networking Associate) credentialing exam.

COMPUTER INFORMATION TECHNOLOGY -- CNE 5

Richland only

(Certificate)

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

Degree Plan Code: C1.CIT.CNE5

This certificate 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 CNE 5 certification examinations.

		CREDIT HOURS
SEMESTER I		
ITNW 1420	NetWare 5 Administration	4
ITNW 1343	Network Technologies (Novell 565)	3
ITNW 2438	NetWare 5 Advanced Administration	4
		11
SEMESTER II		
ITNW 2342	Novell Directory Services (NDS) Design and Implementation for NetWare 5	3
ITNW 2431	Novell Service and Support	4
Elective[1]	Any Novell networking course	4
		11
Minimum Hours Required		22

Elective[1] Any Novell networking course not part of this curriculum including ITNW 1492 Special Topics in Business Systems Networking and Telecommunications.

After completing courses in this certificate, students are eligible to take the CNE 5 (Certified Novell Engineer - NetWare 5) certification exams.

COMPUTER INFORMATION TECHNOLOGY -- NT/WIN2000 NETWORKING

Eastfield and Richland only

(Certificate)

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

Degree Plan Code: C2.CIT.NT/WIN.NWK

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 MCSE certification examinations.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers	4
ITSC 2435	Application Problem Solving	4
ITSC 1405	Introduction to PC Operating Systems	4
ITNW 1321	Introduction to Networking	3
MATH 1324	Mathematics for Business and Economics I **OR**	3
MATH 1342	Introductory Statistics **OR**	(3)
MATH 1314	College Algebra **OR**	(3)
MATH 1414	College Algebra	(4)
		18-19
SEMESTER II		
ITNW 2401	Administering Microsoft Windows NT 4.0 **OR**	4
ITNW 1419	Installing and Administering Windows 2000	(4)
ITNW 2451	Microsoft Windows NT Core Technologies **OR**	4
ITNW 1458	Supporting Microsoft Windows 2000	(4)
ITNW 1452	Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0	4
ENGL1301	Composition I	3
SPCH1311	Introduction to Speech Communication	3
		18
SEMESTER III		
ITNW 2456	Supporting Microsoft NT Server 4.0-Enterprise Technologies **OR**	4
ITNW 2457	Windows 2000 Active Directory	(4)
ITNW 2458	Microsoft Exchange Server 5.5 Series-Design and Implementation	4
Elective [1]	Any Microsoft networking course	4
		12
Minimum Hours Required		48-49

Elective [1] Any ITNW Microsoft networking course not part of the curriculum pattern, including ITNW 1492 Special Topics in Business Systems Networking and Telecommunications

After completing courses in this certificate, students are eligible to take the Microsoft Certified Product Specialist (MCP) and Microsoft Certified Systems Engineer (MCSE) credentialing exams.

COMPUTER INFORMATION TECHNOLOGY - NETWORK ADMINISTRATOR AND SUPPORT

Eastfield and Richland only

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

Degree Plan Code: AAS.CIT.NWK.ADMIN

This associate degree program will provide education and training for individuals interested in developing their knowledge and skills as networking professionals. The program also provides preparatory training for those wishing to take the MCSE, CNE-5, and CCNA certification examinations.

		CREDIT HOURS
SEMESTER I		
ITSC 1401	Introduction to Computers	4
ITSC 2435	Application Problem Solving	4
ITSC 1405	Introduction to PC Operating Systems	4
ITNW1321	Introduction to Networking	3
MATH 1324	Mathematics for Business and Economics I **OR**	3
MATH 1342	Introductory Statistics **OR**	(3)
MATH 1314	College Algebra **OR**	(3)
MATH 1414	College Algebra	(4)
		18-19
SEMESTER II		
ITSC 1425	Personal Computer Hardware	4
ITNW 2401	Administering Microsoft Windows NT **OR**	4
ITNW 1419	Installing and Administering Windows 2000	(4)
ITNW 2451	Microsoft Windows NT Core Technologies **OR**	4
ITNW 1458	Supporting Microsoft Windows 2000	(4)
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		18
SEMESTER III		
ITNW 1452	Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0	4
Elective [1]	Any Microsoft networking course	4
ITNW 1313	Local Area Networks Design and Protocols: Cisco 1 **OR**	3
ITNW 1420	NetWare 5 Administration	(4)
ITNW 1317	Basic Router Configuration: Cisco 2 **OR**	3
ITNW 2438	NetWare 5 Advanced Administration	(4)
Elective [2]	Social/Behavioral Science	3
		17-19
SEMESTER IV		
ITNW 1340	Local Area Management (LAN): Cisco 3 **OR**	3
ITNW 2342	Novell Directory Services (NDS) Design and Implementation for NetWare 5	(3)
ITNW 1344	Wide Area Management (WAN): Cisco 4 **OR**	3
ITNW 2431	Novell Service and Support	(4)
ITNW 1280	Cooperative Education -Business Systems Networking and Telecommunications **OR**	2
ITNW 1292	Special Topics in Business Systems Networking and Telecommunications	(2)
Elective [3]	Management	3
Elective [4]	Humanities/Fine Arts	3
		14-15
Minimum Hours Required		67-71

Elective[1] Any Microsoft courses not part of the curriculum pattern including ITNW 1492 Special Topics in Business Systems Networking and Telecommunications

Elective [2] The Social/Behavioral Science elective must be selected from the DCCCD approved course list.

Elective [3] - Select the Management elective from the following list: BMGT 1303 Principles of Management, BMGT 2331 Total Quality Management, or HRPO 2301 Human Resources Management.

Elective [4] The 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.

TECH PREP ENHANCED SKILLS CERTIFICATE

This certificate option is attached to the Associate in Applied Sciences Degree in Network Administration and Support and provides the student with advanced skills required by the industry to specialize in Windows 2000 network design.

WIN2000 NETWORKING SPECIALIST

Richland only

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

Degree Plan Code: ES.WIN.NWK.SPECIAL

		CREDIT HOURS
SEMESTER I		
ITNW 1492	Special Topics in Business Systems Networking and Telecommunications	4
ITNW 2457	Microsoft Windows 2000 Active Directory	4
		8

Minimum Hours Required 8

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

EDUCATIONAL PERSONNEL

Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.ED.PERSONNEL

This program is designed to prepare educational personnel in a wide range of competencies needed for effective roles in public and nonpublic schools. A student can take courses required for the one year Educational Assistant Certificate and continue in the program to receive the two-year Associate in Applied Sciences Degree.

Educational personnel are employed under job titles such as teacher aide, assistant teacher, library assistant, P.E. aide, study hall teacher, tutor, tutoring coordinator, youth worker, special education aides, etc. Individuals working with handicapped children have found this program to be especially beneficial.

The program offered at El Centro College is under the administration of Richland College. Students apply for admission and attend classes at El Centro but receive their degrees from Richland.

Ask about special articulation agreements that utilize this program as the first two years of area University Teacher Education Programs.

		CREDIT HOURS
SEMESTER I		
EDTC 1307	Teaching Reading in the Elementary School	3
EDTC 1301	Instructional Practices: Educational Processes	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
HIST 1301	History of the United States	3
		15
SEMESTER II		
EDTC 1325	Principles and Practices of Multicultural Education	3
EDTC 1341	Computer Instruction for Educators **OR**	3
ITSC 1401	Introduction to Computers	(4)
ENGL 1302	Composition II	3
HIST 1302	History of the United States	3
+Elective	Social Science	3
		15-16
SEMESTER III		
CDEC 1359	Children with Special Needs	3
EDTC 1364	Practicum (or field Experience) - Teacher Assistant/Aide **OR**	3
EDTC 1164	Practicum (or field Experience) – Teacher Assistant/Aide	(1)
GOVT 2301	American Government	3
++Elective	Humanities/Fine Arts	3
+++Elective	Lab Science	4
		14-16
SEMESTER IV		
GOVT 2302	American Government	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
ENGL	Any 2000 level English Literature	3
+++Elective	Lab Science	4
Elective	Any Non-EDTC Course	3
		16-17

Minimum Hours Required 60-64

+Elective - - must be selected from the following:

PSYC	2301	Introduction to Psychology	3
PSYC	2314	Developmental Psychology	3
SOCI	1306	Social Problems	3
SOCI	2319	Race, Ethnicity and Community	3

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

ARTS	1301	Art Appreciation	3
MUSI	1306	Music Appreciation	3

+++ Elective must be selected from the following:

BIOL	1408	Biological Science	4
BIOL	1409	Biological Science	4
PHYS	1415	Physical Science	4
PHYS	1417	Physical Science	4
GEOL	1403	Physical Geology	4
GEOL	1404	Historical Geology	4

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

EDUCATIONAL PERSONNEL-- BILINGUAL/ESL OPTION

Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.ED.PERSONNEL.BIL

The Bilingual/ESL Option in the Educational Personnel Program is designed to prepare the student to assist in the instructional development of children who have a limited English proficiency.

The Associate in Applied Sciences Degree is awarded for successful completion of at least 64 credit hours as outlined.

Ask about special articulation agreements that utilize this program as the first two years of area University Teacher Education Programs.

		CREDIT HOURS
SEMESTER I		
EDTC 1301	Instructional Practices: Educational Processes	3
EDTC 1325	Principles and Practices Multicultural Education	3
ENGL 1301	Composition I	3
HIST 1301	History of the United States	3
SPAN 1411	Beginning Spanish	4
		16
SEMESTER II		
EDTC 1307	Teaching Reading in the Elementary School	3
ENGL 1302	Composition II	3
HIST 1302	History of the United States	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
SPAN 1412	Beginning Spanish	4
		16-17
SEMESTER III		
EDTC 1321	Bilingual Education	3
EDTC 1341	Computer Instruction for Educators **OR**	3
ITSC 1401	Introduction to Computers	(4)
PSYC 2301	Introduction to Psychology	3
SPCH 1311	Introduction to Speech Communication	3
+Elective	Humanities/Fine Arts	3
GOVT 2301	American Government	3
		18-19
SEMESTER IV		
EDTC 1391	Special Topics in English Teacher Education	3
CDEC 1359	Children with Special Needs	3
EDTC 1364	Practicum (or Field Experience) – Teacher Assistant/Aide **OR**	3
EDTC 1164	Practicum (or Field Experience) - Teacher Assistant/Aide	(1)
GOVT 2302	American Government	3
++Elective	Lab Science	4
		14-16

Minimum Hours Required **64-68**

+Elective - must be selected from the following:

ARTS	1301	Art Appreciation	3
MUSI	1306	Music Appreciation	3

++Elective – must be selected from the following:

BIOL	1408	Biological Science	4
BIOL	1409	Biological Science	4
PHYS	1415	Physical Science	4
PHYS	1417	Physical Science	4
GEOL	1403	Physical Geology	4
GEOL	1404	Historical Geology	4

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

EDUCATIONAL PERSONNEL -- EDUCATIONAL ASSISTANT

Richland only

(Certificate)

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

Degree Plan Code: CERT.EDUC.ASSISTANT

This Educational Assistant certificate program provides the student with the basic knowledge and skills to work effectively in public schools as an educational aide or teacher assistant. All courses taken in this certificate program will apply to the Associate in Applied Sciences Degree program in Educational Personnel as well as to the Bilingual/ESL Option.

		CREDIT HOURS
SEMESTER I		
EDTC 1307	Teaching Reading in the Elementary School	3
EDTC 1325	Principles and Practices of Multicultural Education	3
SPCH 1311	Introduction to Speech Communication	3
+Elective		3
+Elective		3
		15
SEMESTER II		
EDTC 1301	Instructional Practices: Educational Processes	3
EDTC 1359	Children with Special Needs	3
ENGL 1301	Composition I	3
+Elective		3
		12
Minimum Hours Required		27

+Elective - must be selected from the following:

ARTS	1301	Art Appreciation	3
EDTC	1341	Computer Instruction for Educators	3
EDTC	1194	Special Topics in Teacher Assistant/Aide	1
EDTC	1294	Special Topics in Teacher Assistant/Aide	2
EDTC	1394	Special Topics in Teacher Assistant/Aide	3
EDTC	1164	Practicum (or Field Experience) - Teacher Assistant/Aide	1
EDTC	1165	Practicum (or Field Experience) - Teacher Assistant/Aide	1
EDTC	1321	Bilingual Education	3
EDTC	1364	Practicum (or Field Experience) - Teacher Assistant/Aide	3
EDTC	1365	Practicum (or Field Experience) - Teacher Assistant/Aide	3
EDTC	1391	Special Topics in English Teacher Education	3
ENGL	1302	Composition II	3
ENGL		(2000 Level Literature Course)	3
IMED	1301	Introduction to Multimedia	3
HDEV	1370	Educational and Career Planning	3
MATH	1335	Fundamental Concept of Mathematics for Elementary Teachers OR College Mathematics Elective	3-4
MUSI	1306	Music Appreciation	3
PHED	1306	Advanced First Aide and Emergency Care	3
POFI	1345	Integrated Software Applications II	3
PSYC	2301	Introduction to Psychology	3
PSYC	2314	Developmental Psychology	3
SOCI	1301	Introduction to Sociology	3
SOCI	1306	Social Problems	3
SOCI	2319	Race, Ethnicity and Community	3

Students may ONLY take one (1) Special Topics course for this certificate.

ENGINEERING TECHNOLOGY – ELECTRONICS TECHNOLOGY

Richland only

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

Degree Plan Code: AAS.ENGINEER.ELECTRO

To meet the needs of the rapidly changing and expanding field of industrial electronics, this program stresses electronic principles and hands-on experience that can be applied to many aspects of advanced electronics. The Electronics core is complemented by Engineering Technology instruction in areas such as CAD, Fluid Power, Mechanics and Manufacturing. This program prepares individuals for technician level employment in electronics and related industries.

		CREDIT HOURS
SEMESTER I		
DFTG 1309	Basic Computer-Aided Drafting	3
QCTC 1343	Quality Assurance	3
MCHN 1352	Intermediate Machine Shop I	3
CETT 1403	DC Circuits	4
TECM 1341	Technical Algebra **OR**	3
MATH 1414	College Algebra	(4)
		16-17
SEMESTER II		
ENGL 1301	Composition I	3
INTC 1307	Electronic Test Equipment	3
CETT 1405	AC Circuits	4
CETT 1429	Solid State Devices	4
TECM 1317	Technical Trigonometry **OR**	3
MATH 1316	Plane Trigonometry	(3)
		17
SEMESTER III		
CETT 1331	Technical Programming **OR**	3
INMT 1447	Industrial Automation	(4)
CETT 1425	Digital Fundamentals	4
ENTC 1445	Fluid Power	4
PHYS 1401	Introductory General Physics	4
SPCH 1311	Introduction to Speech Communication	3
		18-19
SEMESTER IV		
CETT 1457	Linear Integrated Circuits **OR**	4
CETT 2337	Microcomputer Control **OR**	(3)
ENTC 2380	Cooperative Education – Engineering Technology/ Technician, General	(3)
+Elective	Social/Behavioral Science	3
++Elective	Humanities/Fine Arts	3
PHYS 1402	Introductory General Physics	4
TECM 1349	Technical Math Applications **OR**	3
MATH 2513	Calculus I	(5)
		16-19

Minimum Hours Required 67-72

+Select Social/Behavioral Science elective from the DCCCD approved courses.

++ Select Humanities/Fine Arts elective from the DCCCD approved courses.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these course to the four-year institution.

ENGINEERING TECHNOLOGY – ELECTRONICS TECHNOLOGY

Richland only

(Certificate)

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

Degree Plan Code: CERT.ENGR.ELECTRONICS

This one-year program develops the basic skills necessary for entry-level positions in electronics and related industries. Computer-aided instruction and analysis studies include electronic devices and their application in analog and digital circuits. All courses required for the certificate are applicable to the Associate in Applied Sciences Degree in Electronic Technology.

		CREDIT HOURS
SEMESTER I		
CETT 1403	DC Circuits	4
TECM 1341	Technical Algebra **OR**	3
MATH 1414	College Algebra	(4)
CETT 1331	Technical Programming	3
DFTG 1309	Basic Computer-Aided Drafting	3
MCHN 1352	Intermediate Machine Shop I	3
		16-17
SEMESTER II		
CETT 1405	AC Circuits	4
CETT 1429	Solid State Devices	4
CETT 1425	Digital Fundamentals	4
TECM 1317	Technical Trigonometry **OR**	3
MATH 1316	Plane Trigonometry	(3)
		15
SEMESTER III		
SPCH 1311	Introduction to Speech Communication	3
INTC 1307	Electronic Test Equipment	3
		6
Minimum Hours Required		37-38

ENGINEERING TECHNOLOGY-- CAD/CAM

Richland only

(Certificate)

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

Degree Plan Code: CERT.ENGR.CAD/CAM

This certificate has been developed to provide skills for entry level CAD positions as well as the manufacturing specialists who requires training necessary for the integration of CAD and the CNC machines.

		CREDIT HOURS
SEMESTER I		
QCTC 1343	Quality Assurance	3
MCHN 1352	Intermediate Machine Shop	3
DFTG 1309	Basic Computer-Aided Drafting	3
TECM 1341	Technical Algebra **OR**	3
MATH 1414	College Algebra	(4)
SPCH 1311	Introduction to Speech Communication	3
		15-16
SEMESTER II		
DFTG 2350	Geometric Dimensioning and Tolerancing	3
INMT 1343	CAD-CAM **OR**	3
ENTC 1380	Cooperative Education – Engineering Technology/ Technician, General	(3)
DFTG 1405	Technical Drafting	4
TECM 1317	Technical Trigonometry **OR**	3
MATH 1316	Plane Trigonometry	(3)
		13
Minimum Hours Required		28-29

ENGINEERING TECHNOLOGY – COMPUTER-AIDED DESIGN

Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.ENGINEER.CAD

Design skills are required of today's CAD professionals. Knowledge of FEA, material analysis, applied mechanics, design for manufacture and CAD/CAM provides a strong base of information needed in design development.

This program stresses the entire product development process, using the parametric approach and integrating the computer as a true instrument of design - not a drafting tool.

		CREDIT HOURS
SEMESTER I		
ENTC 1445	Fluid Power	4
MCHN 1352	Intermediate Machine Shop I	3
CETT 1403	DC Circuits	4
TECM 1341	Technical Algebra **OR**	3
MATH 1414	College Algebra	(4)
DFTG 1309	Basic Computer-Aided Drafting	3
		17-18
SEMESTER II		
DFTG 1405	Technical Drafting **OR**	4
ENGR 1304	Engineering Design Graphics	(3)
INMT 1343	CAD-CAM	3
ENGL 1301	Composition I	3
CETT 1405	AC Circuits	4
TECM 1317	Technical Trigonometry **OR**	3
MATH 1316	Plane Trigonometry	(3)
		16-17
SEMESTER III		
DFTG 2312	Technical Illustration	3
QCTC 1343	Quality Assurance	3
PHYS 1401	Introductory General Physics	4
TECM 1349	Technical Math Applications **OR**	3
MATH 2513	Calculus I	(5)
+Elective	Humanities/Fine Arts	3
		16-18
SEMESTER IV		
++Elective	Technical Elective **OR**	3
ENTC 2380	Cooperative Education – Engineering Technology/ Technician, General	(3)
DFTG 2340	Solid Modeling/Design	3
PHYS 1402	Introductory General Physics	4
SPCH 1311	Introduction to Speech Communication	3
+++Elective	Social/Behavioral Science	3
		16
Minimum Hours Required		65-69

+Select Humanities/Fine Arts course from DCCCD approved courses.

++Choose one of the following technical electives:

DFTG	2344	Strength of Materials 3
DFTG	2350	Geometric Dimensioning and Tolerancing 3

+++Select Social/Behavioral Science course elective from DCCCD approved courses.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these courses to the four-year institution.

ENGINEERING TECHNOLOGY - - COMPUTER AIDED DESIGN

Richland only

(Skills Achievement Award)

Degree Plan Code: SA.ENGR.CAD

		CREDIT HOURS
SEMESTER I		
DFTG 1309	Basic Computer - Aided Drafting	3
		3
SEMESTER II		
DFTG 1405	Technical Drafting	4
DFTG 2312	Technical Illustration	3
		7
Minimum Hours Required		10

ENGINEERING TECHNOLOGY - - PARAMETRIC AUTOMATED DESIGN

Richland only

(Skills Achievement Award)

Degree Plan Code: SA.ENGR.PARA.DESIGN

		CREDIT HOURS
SEMESTER I		
DFTG 2340	Solid Modeling/Design	3
DFTG 2350	Geometric Dimensioning and Tolerancing	3
		6
SEMESTER II		
ENTC 1391	Special Topics Engineering Technology/Technician,General	3
		3
Minimum Hours Required		9

INTERNATIONAL BUSINESS AND TRADE

Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.INTERNATIONAL.B

The International Business and Trade Program prepares students for entry-level employment in such positions as specialists in exporting and importing for the growing international trade community. Skills developed for the export and import of goods and services are presented in the context of the global economy and cross-cultural awareness. Emphasis is placed on the contribution of exports to the local, state, and national economies. Entrepreneurs, managers of firms with export potential, aspiring international agents, traders, brokers, customer sales and service representatives, transportation managers, product managers as well as documentation clerks, letters of credit specialists, export and/or import managers, and those engaged in global e-commerce may all benefit from Richland's international business and trade studies. A 24 credit Import-Export Certificate will expedite your entrance to the international arena.

		CREDIT HOURS
SEMESTER I		
IBUS 1305	Introduction To International Business and Trade	3
COSC 1401	Microcomputer Concepts and Applications **OR**	4
ITSC 1401	Introduction to Computers **OR**	(4)
POFI 1345	Integrated Software Applications II	(3)
BMGT 1303	Principles of Management	3
MRKG 1311	Principles of Marketing	3
ECON 2301	Principles of Economics I	3
ENGL 1301	Composition I	3
		18-19
SEMESTER II		
IBUS 1301	Principles of Imports-Exports I	3
IBUS 1354	International Marketing Management	3
IBUS 1349	International Information Systems	3
ECON 2302	Principles of Economics II	3
MATH 1324	Mathematics for Business and Economics I **OR**	3
MATH 1342	Introductory Statistics	3
		15

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

SEMESTER III		
BUSI 2301	Business Law	3
SPCH 1311	Introduction to Speech Communication	3
		6
SEMESTER IV		
IBUS 1302	Principles of Imports-Exports II	3
IBUS 2339	International Banking and Finance	3
ACCT 2301	Principles of Accounting I **OR**	3
ACCT 2401	Principles of Accounting I	(4)
HRPO 2307	Organizational Behavior	3
+Elective		3
		15-16
SEMESTER V		
IBUS 2335	International Business Law	3
IBUS 2341	International Comparative Management	3
ACCT 2302	Principles of Accounting II **OR**	3
ACCT 2402	Principles of Accounting II	(4)
++Elective	**OR**	3
IBUS 2366	Practicum-International Business	(3)
+++Elective	Humanities/Fine Arts	3
		15-16

Minimum Hours Required 69-72

+Elective—must be selected from the following:

ANTH	2351	Cultural Anthropology	3
GOVT	2371	Introduction to Comparative Politics	3
GEOG	2312	Economic Geography	3
GEOG	1302	Cultural Geography	3
HIST	2321	World Civilizations	3
HIST	2322	World Civilizations	3
PSYC	2301	Introduction to Psychology	3
SOCI	1301	Introduction to Sociology	3
RELI	1304	Major World Religions	3

++Recommended Electives

IBUS	1341	International Purchasing	3
IBUS	2345	Import Customs Regulations	3
IBUS	2331	International Human Resource Management	3
IBUS	1351	Coordination in Multinational Industries	3
IBUS	1191	Special Topics in International Business **AND**	1
IBUS	1291	Special Topics in International Business	2
IBUS	1391	Special Topics in International Business	3
BUSI	1307	Personal Finance	3
ECON	2311	Economics of Global Issues	3
BUSG	2309	Small Business Management	3
BMGT	1301	Supervision	3
BMGT	2303	Problem solving and Decision-Making	3
HRPO	2301	Human Resources Management	3
BMGT	1302	Principles of Retailing	3
BMGT	1333	Principles of Selling	3
BMGT	1349	Advertising and Sales Promotion	3

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

A student cannot take more than (3) Special Topics course/s toward the degree.

INTERNATIONAL BUSINESS AND TRADE

Richland only

(Skills Achievement Award)

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

Degree Plan Code: SA.IBTR.BUS/TRADE

The following Skill Achievement Award for the Associate in Applied Sciences Degree in International Business and provide specific skills in language training recommended by business and industry. Certificates in Chinese, French, German, Italian, Japanese, Portuguese, and Spanish are available.

	CREDIT HOURS
SEMESTER I	
Beginning language course I	4
Beginning language course II	4
Intermediate language I	3
Intermediate language II	3
	14

Minimum Hours Required 14

NOTE: SPAN 2371, Spanish for Business I (3), or SPAN 2372, Spanish for Business II (3), may be substituted for SPAN 2312 in the Skills Achievement Award for Spanish.

INTERNATIONAL BUSINESS AND TRADE

Richland only

(Certificate)

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

Degree Plan Code: CERT.IBTR.BUS/TRADE

		CREDIT HOURS
SEMESTER I		
IBUS 1301	Principles of Imports-Exports I	3
IBUS 1305	Introduction to International Business and Trade	3
IBUS 1349	International Information Systems	3
IBUS 1354	International Marketing Management	3
POFI 1345	Integrated Software Applications I	3
		15
SEMESTER II		
IBUS 1302	Principles of Imports-Exports II	3
IBUS 2335	International Business Law	3
IBUS 2339	International Banking and Finance	3
IBUS 2341	International Comparative Management	3
+Elective	OR	3
IBUS 2366	Practicum-International Business	3
		15

Minimum Hours Required 30

+Recommended Electives:

IBUS	1341	International Purchasing	3
IBUS	1351	Coordination in Multinational Industries	3
IBUS	2331	International Human Resource Management	3
IBUS	2345	Import Customs Regulations	3
IBUS	1191	Special Topics in International Business **AND**	1
IBUS	1291	Special Topics in International Business	2
IBUS	1391	Special Topics in International Business	3
BUSI	2301	Business Law	3
ECON	2301	Principles of Economics I	3
ECON	2302	Principles of Economics II	3

A student cannot take more than a total of three (3) credit hours of Special Topics toward the Certificate.

INTERNATIONAL BUSINESS AND TRADE--IMPORT-EXPORT

Richland only

(Certificate)

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

Degree Plan Code: C1.IBTR.IMP/EXP

		CREDIT HOURS
SEMESTER I		
IBUS 1301	Principles of Imports-Exports I	3
IBUS 1349	International Information Systems	3
IBUS 1305	Introduction to International Business and Trade	3
+Elective		3
		12
SEMESTER II		
IBUS 1302	Principles of Imports-Exports II	3
IBUS 2341	International Comparative Management	3
+Elective		3
+Elective		3
		12
Minimum Hours Required		24

+Electives—must be selected from the following:

IBUS	1341	International Purchasing	3
IBUS	1351	Coordination in Multinational Industries	3
IBUS	1354	International Marketing Management	3
IBUS	2331	International Human Resource Management	3
IBUS	2335	International Business Law	3
IBUS	2339	International Banking and Finance	3
IBUS	2345	Import Customs Regulations	3
IBUS	1191	Special Topics in International Business AND	1
IBUS	1291	Special Topics in International Business	2
IBUS	1391	Special Topics in International Business	3
IBUS	2366	Practicum—International Business	3

A student cannot take more than three (3) credit hours of special topics courses.

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
CISC 1470	Introduction to Computer Concepts and Applications	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	1342	Introductory Statistics	3
MATH	1371♦	Business Mathematics	3
		MATH 1371 MUST BE ACCOMPANIED BY A COURSE IN NATURAL SCIENCE.	

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

♦ **This course has been or will be revised effective, Fall 2000.**

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

MULTIMEDIA TECHNOLOGY-- MULTIMEDIA WEB DESIGN

Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.MULT.WEB.DESIGN

The Associates in Applied Sciences in Multimedia Web Design is designed to enable students to participate as creative and resourceful members of a web development team. Upon successful completion of this program, the student will be experienced in cross-platform development and editing of graphics, audio files, and animations for use on the Internet.

		CREDIT HOURS
SEMESTER I		
IMED 1301	Introduction to Multimedia	3
IMED 1316	Web Page Design I	3
PHTC 1349	Photo Digital Imaging I	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		15
SEMESTER II		
IMED 1351	Digital Video	3
IMED 1345	Interactive Multimedia I	3
IMED 2315	Web Page Design II	3
PSYC 2301	Introduction to Psychology **OR**	3
PSYC 2302	Applied Psychology	(3)
MATH 1332	College Mathematics I	3
		15
SEMESTER III		
BUSI 1301	Introduction to Business	3
IMED 2313	Project Analysis and Design	3
+Elective	Humanities/Fine Arts	3
IMED 1341	2-D Interface Design	3
PHTC 2349	Photo Digital Imaging II	3
		15
SEMESTER IV		
IMED 2311	Portfolio Development	3
++Elective	General Elective	3-4
++Elective	General Elective	3-4
IMED 2388	Internship-Educational/Instructional Media Technology/Technician **OR**	3
IMED 1391	Special Topics in Educational/ Instructional Media Technology/ Technician	(3)
+++Elective	Specialty Elective	3
		15-17
Minimum Hours Required		60-62

+Elective - Humanities/Fine Arts elective may be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1301	Introduction to Theatre	3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3

++Elective - General electives may be selected from the following:

ENGL	2311	Technical Writing	3
BUSG	2309	Small Business Management	3
MUSI	1372	Digital Music Production	3
Any ARTS, ARTC, CISC, COSC, HUMA, JOUR, IMED, or PHTC course			3-4

+++Elective - Specialty elective may be selected from the following:

IMED	2349	Internet Communications	3
ITSE	2313	Web Authoring	3
IMED	1305	Multimedia Authoring I	3
IMED	2305	Multimedia Authoring II	3
IMED	2345	Interactive Multimedia II	3
IMED	2351	Multimedia Programming	3
ARTC	1353	Computer Illustration	3
ARTC	1345	3-D Modeling and Rendering	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.

MULTIMEDIA TECHNOLOGY - - INTERNET COMMUNICATIONS

Richland only

(Level I Certificate)

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

Degree Plan Code: CERT.MULT.INTERNET.I

The Internet Communications Certificate programs teach the design and development of web sites for corporate, commercial and educational uses. Special emphasis is placed on incorporating multimedia elements to develop dynamic web sites. In addition to learning advanced HTML and page layout techniques, students learn basic web server technology and client-side scripting. Classes also address networks, security, and legal issues as they relate to the Internet.

		CREDIT HOURS
SEMESTER I		
IMED 1301	Introduction to Multimedia	3
IMED 1316	Web Page Design I	3
PHTC 1349	Photo Digital Imaging I	3
+General Education Requirement		3
		12
SEMESTER II		
IMED 1351	Digital Video	3
IMED 1345	Interactive Multimedia I	3
IMED 2315	Web Page Design II	3
+General Education Requirement		3
		12
SEMESTER III		
BUSI 1301	Introduction to Business	3
IMED 2349	Internet Communications	3
IMED 2313	Project Analysis and Design	3
IMED 1305	Multimedia Authoring I **OR**	3
++Elective **OR**		(3)
++Elective		(3-4)
		12-13
Minimum Hours Required		36-37

+General Education Requirement - Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course can be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	1342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics **OR** higher level	3

++Elective may be selected from the DCCCD approved Humanities/Fine Arts list or DCCCD approved Social/Behavioral Science list. In addition, this elective may be a computer science course, a computer information systems course, or a multimedia course.

MULTIMEDIA TECHNOLOGY -- INTERNET COMMUNICATIONS

Richland only

(Level II Certificate)

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

Degree Plan Code: CERT.MULT.INTERNET.II

The Internet Communications Certificate programs teach the design and development of web sites for corporate, commercial and educational uses. Special emphasis is placed on incorporating multimedia elements to develop dynamic web sites. In addition to learning advanced HTML and page layout techniques, students learn basic web server technology and client-side scripting. Classes also address networks, security, and legal issues as they relate to the Internet.

		CREDIT HOURS
SEMESTER II		
IMED 1301	Introduction to Multimedia	3
IMED 1316	Web Page Design I	3
PHTC 1349	Photo Digital Imaging I	3
+General Education Requirement		3
		12
SEMESTER II		
IMED 1351	Digital Video	3
IMED 1345	Interactive Multimedia I	3
IMED 2315	Web Page Design II	3
+General Education Requirement		3
		12
SEMESTER III		
BUSI 1301	Introduction to Business	3
IMED 2349	Internet Communications	3
IMED 2313	Project Analysis and Design	3
IMED 1305	Multimedia Authoring I **OR**	3
++Elective **OR**		(3)
++Elective		(3-4)
		12-13
SEMESTER IV		
ITSE 2313	Web Authoring	3
IMED 2311	Portfolio Development	3
IMED 2388	Internship - Educational/Instructional Media Technology/Technician **OR**	3
IMED 1391	Special Topics in Educational/ Instructional Media Technology/Technician	(3)
++Elective **OR**		3
++Elective		(3-4)
		12-13
Minimum Hours Required		48-50

+General Education Requirement - Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course can be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	1342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics OR higher level	3

++Elective may be selected from the DCCCD approved Humanities/Fine Arts list or DCCCD approved Social/Behavioral Science list. In addition, this elective may be a computer science course, a computer information systems course, or a multimedia course.

MULTIMEDIA TECHNOLOGY -- MULTIMEDIA DEVELOPER

Richland only

(Level I Certificate)

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

Degree Plan Code: C1.MULT.DEVELOP.I

The Multimedia Developer Certificate programs train students in the development of interactive animation and training applications for corporations, educational institutions, government organizations and publishers. Students develop multimedia pieces for both CD-ROM and Internet/Intranet delivery using the leading tools for web-based multimedia and learning.

		CREDIT HOURS
SEMESTER I		
IMED 1301	Introduction to Multimedia	3
IMED 1305	Multimedia Authoring I	3
PHTC 1349	Photo Digital Imaging I	3
+General Education Requirement		3
		12
SEMESTER II		
IMED 1316	Web Page Design I	3
IMED 1345	Interactive Multimedia I	3
IMED 2305	Multimedia Authoring II	3
+General Education Requirement		3
		12
SEMESTER III		
BUSI 1301	Introduction to Business	3
IMED 2345	Interactive Multimedia II	3
IMED 2313	Project Analysis and Design	3
IMED 1351	Digital Video OR	3
++Elective OR		(3)
++Elective		(3-4)
		12-13
Minimum Hours Required		36-37

+General Education Requirement - Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course can be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	1342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics OR higher level	3

++Elective may be selected from the DCCCD approved Humanities/Fine Arts list or DCCCD approved Social/Behavioral Science list. In addition, this elective may be a computer science course, a computer information systems course, or a multimedia course.

MULTIMEDIA TECHNOLOGY -- MULTIMEDIA DEVELOPER

Richland only

(Level II Certificate)

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

Degree Plan Code: C1.MULT.DEVELOP.II

The Multimedia Developer Certificate programs train students in the development of interactive animation and training applications for corporations, educational institutions, government organizations and publishers. Students develop multimedia pieces for both CD-ROM and Internet/Intranet delivery using the leading tools for web-based multimedia and learning.

		CREDIT HOURS
SEMESTER I		
IMED 1301	Introduction to Multimedia	3
IMED 1305	Multimedia Authoring I	3
PHTC 1349	Photo Digital Imaging I	3
+General Education Requirement		3
		12
SEMESTER II		
IMED 1316	Web Page Design I	3
IMED 1345	Interactive Multimedia I	3
IMED 2305	Multimedia Authoring II	3
+General Education Requirement		3
		12
SEMESTER III		
BUSI 1301	Introduction to Business	3
IMED 2345	Interactive Multimedia II	3
IMED 2313	Project Analysis and Design	3
IMED 1351	Digital Video OR	3
++ Elective OR		(3)
++ Elective		(3-4)
		12-13
SEMESTER IV		
IMED 2351	Multimedia Programming	3
IMED 2311	Portfolio Development	3
IMED 2388	Internship – Educational/ Instructional Media Technology/Technician OR	3
IMED 1391	Special Topics in Educational/ Instructional Media Technology/ Technician	3
++ Elective		(3-4)
		12-13
Minimum Hours Required		48-50

+General Education Requirement - Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course can be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	1342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics OR higher level	3

++Elective may be selected from the DCCCD approved Humanities/Fine Arts list or DCCCD approved Social/Behavioral Science list. In addition, this elective may be a computer science course, a computer information systems course, or a multimedia course.

MULTIMEDIA TECHNOLOGY -- VISUAL DESIGN

Richland only

(Level I Certificate)

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

Degree Plan Code: CERT.MULT.VISUAL.I

The Visual Design Certificate programs prepare students for image creation and manipulation on the computer. Courses focus on digital imaging techniques, animation and 3D graphics manipulation. Students also learn to incorporate graphics in pages for Internet delivery as well as on CD-ROM.

		CREDIT HOURS
SEMESTER I		
IMED 1301	Introduction to Multimedia	3
IMED 1316	Web Page Design I	3
PHTC 1349	Photo Digital Imaging I	3
+General Education Requirement		3
		12
SEMESTER II		
IMED 1351	Digital Video	3
IMED 1345	Interactive Multimedia I	3
ARTC 1353	Computer Illustration	3
+General Education Requirement		3
		12
SEMESTER III		
BUSI 1301	Introduction to Business	3
ARTC 1345	3-D Modeling and Rendering	3
IMED 2313	Project Analysis and Design	3
IMED 1305	Multimedia Authoring I OR	3
++Elective OR		(3)
++Elective		(3-4)
		12-13
Minimum Hours Required		36-37

+ General Education Requirement - Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course can be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	1342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics or higher level	3

++Elective may be selected from the DCCCD approved Humanities/Fine Arts list or DCCCD approved Social/Behavioral Science list. In addition, this elective may be a computer science course, a computer information systems course, or a multimedia course.

MULTIMEDIA TECHNOLOGY -- VISUAL DESIGN

Richland only

(Level II Certificate)

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

Degree Plan Code: CERT.MULT.VISUAL.II

The Visual Design Certificate programs prepare students for image creation and manipulation on the computer. Courses focus on digital imaging techniques, animation and 3D graphics manipulation. Students also learn to incorporate graphics in pages for Internet delivery as well as on CD-ROM.

		CREDIT HOURS
SEMESTER I		
IMED 1301	Introduction to Multimedia	3
IMED 1316	Web Page Design I	3
PHTC 1349	Photo Digital Imaging I	3
+General Education Requirement		3
		12
SEMESTER II		
IMED 1351	Digital Video	3
IMED 1345	Interactive Multimedia I	3
ARTC 1353	Computer Illustration	3
+General Education Requirement		3
		12
SEMESTER III		
BUSI 1301	Introduction to Business	3
ARTC 1345	3-D Modeling and Rendering	3
IMED 2313	Project Analysis and Design	3
IMED 1305	Multimedia Authoring I **OR**	3
++Elective **OR**		(3)
++Elective		(3-4)
		12-13
SEMESTER IV		
PHTC 2349	Photo Digital Imaging II	3
IMED 2311	Portfolio Development	3
IMED 2388	Internship – Educational/Instructional Media Technology/Technician **OR**	3
IMED 1391	Special Topics in Educational/Instructional Media Technology/Technician	(3)
++Elective **OR**		3
++Elective		(3-4)
		12-13
Minimum Hours Required		48-50

+General Education Requirement Students must take two of the following courses:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
MATH	XXXX	(Math course can be chosen from the following list:)	
MATH	1314	College Algebra	3
MATH	1324	Mathematics for Business and Economics I	3
MATH	1332	College Mathematics I	3
MATH	1333	College Mathematics II	3
MATH	1342	Introductory Statistics	3
MATH	1414	College Algebra	4
MATH	2412	Precalculus Mathematics OR higher level	3

++Elective may be selected from the DCCCD approved Humanities/Fine Arts list or DCCCD approved Social/Behavioral Science list. In addition, this elective may be a computer science course, a computer information systems course, or a multimedia course.

OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT

Offered at all seven campuses

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

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.

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

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

OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT - TECH PREP NAVY YEOMAN

Offered at all seven campuses

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

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	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.

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

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

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 Application 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

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

ORNAMENTAL HORTICULTURE TECHNOLOGY--GREENHOUSE FLORIST

Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.ORNAM.GREENHOUSE

This option prepares a student to enter the florist industry. The program places emphasis on those skills required for success in wholesale greenhouse flower production, retail floral design and sales, and retail greenhouse florist production and sales. Upon graduation, a student is qualified to enter a wide number of positions in crop production, sales and distribution, floral design and flower shop management.

		CREDIT HOURS
SEMESTER I		
HALT 1401	Principles of Horticulture	4
HALT 1217	Trees	2
FMKT 1401	Floral Design	4
BIOL 1411	Introductory Botany **OR**	4
BIOL 1408	Biology Science **OR**	(4)
CHEM 1405	Introductory Chemistry I	(4)
ENGL 1301	Composition I	3
		17
SEMESTER II		
HALT 1211	Shrubs, Vines, and Groundcovers	2
HALT 1303	Herbaceous Plants	3
ITSC 1401	Introduction to Computers	4
MATH 1324	Mathematics for Business and Economics I **OR**	3
POFT 1321	Business Math **OR**	(3)
HALT 1320	Horticultural Calculations	(3)
HALT 1315	Fundamentals of Landscape Planning	3
		15
SEMESTER III		
HALT 1209	Interior Plants	2
HALT 2402	Greenhouse Crop Production	4
FMKT 2335	Flower Shop Management	3
MRKG 1311	Principles of Marketing **OR**	3
BMGT 1302	Principles of Retailing	(3)
SPCH 1311	Introduction to Speech Communication	3
ARTS 1311	Design I **OR**	3
ARTS 1316	Drawing I	(3)
		18
SEMESTER IV		
HALT 2341	Interiorscaping	3
FMKT 2331	Advanced Floral Design	3
HALT 2380	Cooperative Education – Horticulture Services Operations and Management, General **OR**	3
HALT 1391	Special Topics in Horticulture Services Operations and Management, General	(3)
ACCT 2301	Principles of Accounting I **OR**	3
ACNT 1303	Introduction to Accounting	(3)
PSYC 2301	Introduction to Psychology **OR**	3
PSYC 2302	Applied Psychology	(3)
		15

Minimum Hours Required 65

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.

ORNAMENTAL HORTICULTURE TECHNOLOGY -- INTERIORSCAPE DESIGN

Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.ORNAM.INTERIORSC

This option prepares an individual to enter the interiorscape industry which includes designing and maintaining tropical plants in commercial buildings, offices, and malls. The students will study design principles, management methods, tropical plant identification and maintenance, greenhouse production, and plant propogation techniques. Hands-on experience is emphasized in the coursework in addition to cooperative work experience.

		CREDIT HOURS
SEMESTER I		
HALT 1401	Principles of Horticulture	4
HALT 1217	Trees	2
HALT 1213	Economics Entomology	2
FMKT 1401	Floral Design	4
HALT 1315	Fundamentals of Landscape Planning	3
BIOL 1411	Introductory Botany **OR**	4
BIOL 1408	Biology Science **OR**	(4)
CHEM 1405	Introductory Chemistry I	(4)
		19
SEMESTER II		
HALT 1211	Shrubs, Vines, and Groundcovers	2
HALT 1303	Herbaceous Plants	3
HALT 2201	Arboriculture	2
ENGL 1301	Composition I	3
PSYC 2301	Introduction to Psychology **OR**	3
PSYC 2302	Applied Psychology	(3)
HALT 1253	Landscape Computer Design	2
		15
SEMESTER III		
HALT 1209	Interior Plants	2
HALT 2402	Greenhouse Crop Production	4
HALT 1422	Landscape Design	4
MATH 1324	Mathematics for Business and Economics I **OR**	3
POFT 1321	Business Math **OR**	(3)
HALT 1320	Horticultural Calculations	(3)
HALT 1319	Landscape Construction	3
ARTS 1311	Design I **OR**	3
ARTS 1316	Drawing I	(3)
		19
SEMESTER IV		
HALT 1351	Landscape Business Operations	3
HALT 2380	Cooperative Education – Horticulture Services Operations and Management, General **OR**	3
HALT 1391	Special Topics in Horticulture Services Operations and Management, General	(3)
HALT 2341	Interiorscaping	3
HALT 1205	Horticulture Soils	2
ITSC 1401	Introduction to Computers	4
SPCH 1311	Introduction to Speech Communication	3
		18

Minimum Hours Required 71

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

ORNAMENTAL HORTICULTURE TECHNOLOGY -- INTERIORSCAPE

Richland College only

(Certificate)

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

Degree Plan Code: CERT.HORT.INTERIOR

This program prepares the student to enter positions in the interiorscape industry which includes designing and maintaining tropical plants in commercial buildings.

		CREDIT HOURS
SEMESTER I		
HALT 1209	Interior Plants	2
HALT 1205	Horticulture Soils	2
HALT 1319	Landscape Construction	3
HALT 1315	Fundamentals of Landscape Planning	3
HALT 1401	Principles of Horticulture	4
FMKT 1401	Floral Design	4
		18
SEMESTER II		
HALT 1303	Herbaceous Plants	3
HALT 1213	Economic Entomology	2
HALT 2201	Arboriculture	2
HALT 2341	Interiorscaping	3
HALT 2380	Cooperative Education–Horticulture Services Operations and Management, General **OR**	3
HALT 1391	Special Topics in Horticulture Services Operations and Management, General	(3)
SPCH 1311	Introduction to Speech Communication	3
MATH 1324	Mathematics for Business and Economics I **OR**	3
POFT 1321	Business Math **OR**	(3)
HALT 1320	Horticultural Calculations	(3)
		19
Minimum Hours Required		37

ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE MANAGEMENT

Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.ORNAM.LAND.MANAG

This option prepares the student to enter the landscape contracting and the landscape installation and maintenance businesses. The student expands his preparation to meet his own specific goals through directing two semesters of cooperative work experience toward areas in which he desires greater preparation. Landscape management is the fastest growing field in ornamental horticulture and provides excellent employment opportunities. A student completing this option is also well prepared for work in city park departments and in state and federal park development.

		CREDIT HOURS
SEMESTER I		
HALT 1217	Trees	2
HALT 1213	Economic Entomology	2
HALT 1315	Fundamentals of Landscape Planning	3
HALT 1401	Principles of Horticulture	4
BIOL 1411	Introductory Botany **OR**	4
BIOL 1408	Biology Science **OR**	(4)
CHEM 1405	Introductory Chemistry I	(4)
ENGL 1301	Composition I	3
		18
SEMESTER II		
HALT 1211	Shrubs, Vines, and Groundcovers	2
HALT 1303	Herbaceous Plants	3
HALT 1205	Horticulture Soils	2
HALT 2201	Arboriculture	2
ITSC 1401	Introduction to Computers	4
MATH 1324	Mathematics for Business and Economics I **OR**	3
POFT 1321	Business Math **OR**	(3)
HALT 1320	Horticultural Calculations	(3)
HALT 1253	Landscape Computer Design	2
		18
SEMESTER III		
HALT 1224	Turfgrass Science and Management	2
HALT 1209	Interior Plants	2
HALT 2380	Cooperative Education - Horticulture Services Operations and Management, General **OR**	3
HALT 1391	Special Topics in Horticulture Services Operations and Management, General	(3)
HALT 1422	Landscape Design	4
ACCT 2301	Principles of Accounting I **OR**	3
ACNT 1303	Introduction to Accounting	(3)
PSYC 2301	Introduction to Psychology **OR**	3
PSYC 2302	Applied Psychology	(3)
SPCH 1311	Introduction to Speech Communication	3
		20
SEMESTER IV		
HALT 1351	Landscape Business Operations	3
HALT 2341	Interiorscaping	3
HALT 2331	Advanced Landscape Design	3
HALT 1319	Landscape Construction	3
ARTS 1311	Design I **OR**	3
ARTS 1316	Drawing I	(3)
		15

Minimum Hours Required 71

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

ORNAMENTAL HORTICULTURE TECHNOLOGY -- FLORIST

Richland only

(Certificate)

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

Degree Plan Code: CERT.HORT.FLORIST

This program prepares the student to enter positions in floral design, retail flower shop operations, and sales and distribution of flowers and florist supplies.

		CREDIT HOURS
SEMESTER I		
FMKT 1401	Floral Design	4
ACCT 2301	Principles of Accounting I **OR**	3
ACNT 1303	Introduction to Accounting	(3)
MATH 1324	Mathematics for Business and Economics I **OR**	3
POFT 1321	Business Math **OR**	(3)
HALT 1320	Horticultural Calculations	(3)
PSYC 2301	Introduction to Psychology **OR**	3
PSYC 2302	Applied Psychology	(3)
HALT 1401	Principles of Horticulture	4
		16-17
SEMESTER II		
HALT 1211	Shrubs, Vines, and Groundcovers	2
HALT 1209	Interior Plants	2
HALT 1303	Herbaceous Plants	3
FMKT 2331	Advanced Floral Design	3
FMKT 2335	Flower Shop Management	3
HALT 2380	Cooperative Education – Horticulture Services Operations and Management, General **OR**	3
HALT 1391	Special Topics in Horticulture Services Operations and Management, General	(3)
SPCH 1311	Introduction to Speech Communication	3
		18
Minimum Hours Required		35-36

ORNAMENTAL HORTICULTURE TECHNOLOGY --LANDSCAPE GARDENER

Richland only

(Certificate)

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

Degree Plan Code: CERT.HORT.LANDSCAPE

This program prepares the student to enter positions in landscape construction, park maintenance, home landscape and garden services, and garden center and nursery sales. Through the selection of electives and occupational experiences the student can guide his training toward specific jobs.

		CREDIT HOURS
SEMESTER I		
HALT 1217	Trees	2
HALT 1315	Fundamentals of Landscape Planning	3
HALT 1401	Principles of Horticulture	4
PSYC 2301	Introduction to Psychology **OR**	3
PSYC 2302	Applied Psychology	(3)
MATH 1324	Mathematics for Business and Economics I **OR**	3
POFT 1321	Business Math **OR**	(3)
HALT 1320	Horticultural Calculations	(3)
SPCH 1311	Introduction to Speech Communication	3
		18
SEMESTER II		
HALT 1211	Shrubs, Vines, and Groundcovers	2
HALT 1209	Interior Plants	2
HALT 1303	Herbaceous Plants	3
HALT 2380	Cooperative Education – Horticulture Services Operations and Management, General **OR**	3
HALT 1391	Special Topics in Horticulture Services Operations and Management, General	(3)
HALT 1205	Horticulture Soils	2
HALT 2201	Arboriculture	2
HALT 1224	Turfgrass Science and Management	2
		16
Minimum Hours Required		34

ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE NURSERY

Richland only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.ORNAM.LAND.NURS

This option prepares a student to enter both the landscaping industry and the nursery industry at a technician level. The program places emphasis on those skills required for success in landscape service, nursery production and landscape planning businesses. A student who completes this training is prepared for work in park and recreation departments, production nurseries, industrial parks and gardens.

		CREDIT HOURS
SEMESTER I		
HALT 1401	Principles of Horticulture	4
HALT 1217	Trees	2
HALT 1315	Fundamentals of Landscape Planning	3
HALT 1213	Economic Entomology	2
BIOL 1411	Introductory Botany **OR**	4
BIOL 1408	Biology Science **OR**	(4)
CHEM 1405	Introductory Chemistry I	(4)
ENGL 1301	Composition I	3
		18
SEMESTER II		
HALT 1211	Shrubs, Vines, and Groundcovers	2
HALT 1303	Herbaceous Plants	3
HALT 1253	Landscape Computer Design	2
HALT 1205	Horticulture Soils	2
ITSC 1401	Introduction to Computers	4
MATH 1324	Mathematics for Business and Economics I **OR**	3
POFT 1321	Business Math **OR**	(3)
HALT 1320	Horticultural Calculations	(3)
		16
SEMESTER III		
HALT 1244	Propagation of Woody Ornamentals	2
HALT 2320	Nursery Production and Management	3
HALT 2402	Greenhouse Crop Production	4
HALT 1422	Landscape Design	4
PSYC 2301	Introduction to Psychology **OR**	3
PSYC 2302	Applied Psychology	(3)
ARTS 1311	Design I **OR**	3
ARTS 1316	Drawing I	(3)
		19
SEMESTER IV		
HALT 1319	Landscape Construction	3
HALT 1351	Landscape Business Operations	3
HALT 2380	Cooperative Education – Horticulture Services Operations and Management, General **OR**	3
HALT 1391	Special Topics in Horticulture Services Operations and Management, General	(3)
HALT 2341	Interiorscaping	3
HALT 2331	Advanced Landscape Design	3
SPCH 1311	Introduction to Speech Communication	3
		18

Minimum Hours Required 71

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

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		
RELE 1309	Real Estate Law	3
RELE 2388	Internship-Real Estate **OR**	
RELE 2380	Cooperative Education-Real Estate	3
RELE 1323	Real Estate Computer Application	3
ECON 2301	Principles of Economics I **OR**	
ECON 1303	Economics of Contemporary Issues	3
+Elective		3
		15
SEMESTER IV		
RELE 1303	Real Estate Appraisal **OR**	
RELE 1327	Real Estate Commercial Appraisal	3
MATH 1324	Mathematics for Business and Economics I **OR**	
RELE 1325	Real Estate Mathematics **AND**	
ECOL 1305	People and Their Environment	3
PSYC 2302	Applied Psychology	3
+Elective		3
+Elective	Humanities/Fine Arts	3
		15-18
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

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

SEMICONDUCTOR MANUFACTURING -- EQUIPMENT TECHNICIAN

Richland only

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

Degree Plan Code: AAS.SEMICONDUC.MANUF

Richland College has partnered with Collin County Community College and industry to develop this program for students who are interested in working for companies who use the latest equipment and the latest technological developments in the field of semiconductors. The increasing demand for semiconductor products challenges the industry to find the highly skilled and knowledgeable technicians needed in semiconductor manufacturing. This program has been designed to provide the student with the skills to perform technical duties associated with the installation, repair, maintenance and calibration of equipment used for the manufacture and test of semiconductor products.

		CREDIT HOURS
SEMESTER I		
ENGL 1301	Composition I	3
MATH 1414	College Algebra **OR**	4
TECM 1341	Technical Algebra	(3)
ENTC 1445	Fluid Power	4
CETT 1403	DC Circuits	4
SMFT 1343	Semiconductor Manufacturing Technology I	3
		17-18
SEMESTER II		
PSYC 2302	Applied Psychology	3
MATH 1316	Plane Trigonometry **OR**	3
TECM 1317	Technical Trigonometry	(3)
PHYS 1407	Concepts in Physics	4
CETT 1405	AC Circuits	4
		14
SEMESTER III		
CHEM 1405	Introductory Chemistry I	4
ENTC 1380	Cooperative Education - Engineering Technology/Technician, General **OR**	3
QCTC 1343	Quality Assurance	(3)
		7
SEMESTER IV		
INTC 1307	Electronic Test Equipment	3
CETT 1429	Solid State Devices	4
CETT 1425	Digital Fundamentals	4
SPCH 1311	Introduction to Speech Communication	3
+Elective	Humanities/Fine Arts	3
		17
SEMESTER V		
CETT 2337	Microcomputer Control	3
INMT 1447	Industrial Automation	4
CETT 1457	Linear Integrated Circuits	4
SMFT 2343	Semiconductor Manufacturing Technology II **OR**	3
ENTC 2380	Cooperative Education - Engineering Technology/Technician, General	(3)
		14
Minimum Hours Required		69-70

+Select Humanities/Fine Arts elective from the DCCCD approved courses.

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.

SEMICONDUCTOR MANUFACTURING -- OPERATOR

Richland only

(Certificate)

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

Degree Plan Code: CERT.SEMICOND.MANUF

Richland College has partnered with Collin County Community College and industry to develop this certificate program for students who are interested in working for companies who use the latest equipment and the latest technological developments in the field of semiconductors. This program has been designed to provide the student with the skills to operate equipment used in the semiconductor manufacturing process.

		CREDIT HOURS
SEMESTER		
ENGL 1301	Composition I	3
MATH 1414	College Algebra **OR**	4
TECM 1341	Technical Algebra	(3)
ENTC 1445	Fluid Power	4
CETT 1403	DC Circuits	4
SMFT 1343	Semiconductor Manufacturing Technology I	3
		17-18
SEMESTER II		
PSYC 2302	Applied Psychology	3
MATH 1316	Plane Trigonometry **OR**	3
TECM 1317	Technical Trigonometry	(3)
PHYS 1407	Concepts in Physics	4
CETT 1405	AC Circuits	4
		14
SEMESTER III		
CHEM 1405	Introductory Chemistry I	4
ENTC 1380	Cooperative Education – Engineering Technology/Technician, General **OR**	3
QCTC 1343	Quality Assurance	(3)
		7
Minimum Hours Required		38-39

TRAVEL, EXPOSITION AND MEETING MANAGEMENT

Richland only

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

Degree Plan Code: AAS.TRAVEL.TOUR.MGMT

This program is designed to develop the necessary knowledge and skills so that a graduate may advance in career paths appropriate to an individual's particular interests, in the travel and tourism industry. Individual areas of specialization include: (a) convention/meeting planner, (b) exposition/trade show planner, or (c) travel agency operations. In addition to specific technical skills and knowledge related to the travel and tourism field, the graduate will have received instruction in other areas such as principles of management, applied mathematics, reading and writing skills, and verbal communication skills.

		CREDIT HOURS
SEMESTER I		
ENGL 1301	Composition I	3
TRVM 1300	Introduction to Travel and Tourism	3
TRVM 2301	Introduction to Convention/Meeting Management	3
TRVM 1308	Travel Destinations I – Western Hemisphere	3
POFT 1127	Introduction to Keyboarding	1
		13
SEMESTER II		
ENGL 1302	Composition II	3
POFT 1321	Business Math[1] AND	3
ECOL 1305	People and Their Environment [1] OR	3
MATH 1332	College Mathematics I[1]	(3)
ITSC 1401	Introduction to Computers	4
TRVM 1325	Exposition and Trade Show Management	3
TRVM XXXX	Specialization Course	3
		19
SEMESTER III		
SPCH 1311	Introduction to Speech Communication	3
TRVM 1291	Special Topics in Travel and Tourism	2
TRVM 1345	Travel and Tourism Sales and Marketing Techniques	3
TRVM 1341	Travel Destinations II – Eastern Hemisphere	3
+Elective	Humanities/Fine Arts	3-4
		14-15
SEMESTER IV		
++Elective	Management Elective	3
SOCI 1301	Introduction to Sociology **OR**	3
PSYC 2301	Introduction to Psychology **OR**	(3)
HDEV 2315	Principles and Process of Personal And Social Adjustment	(3)
TRVM 2331	Convention and Exposition Law and Ethics	3
+++TRVM XXXX	Special Topics Elective **OR**	1-4
++++TRVM XXXX	Practicum Elective	(1-2)
TRVM XXXX	Specialization Course	3
+Elective	Humanities/Fine Arts	3-4
		16-20
SEMESTER V		
TRVM 2380	Cooperative Education in Travel and Tourism	3
		3
Minimum Hours Required		65-70

+ Humanities/Fine Arts electives may be selected from the following:

ARTS	1301	Art Appreciation	3
ENGL	2332	World Literature	3
HIST	2321	World Civilizations	3
HIST	2322	World Civilizations	3
HUMA	1301	Introduction to the Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1370	Critical Thinking	3
FREN	1411	Beginning French	4
FREN	1412	Beginning French	4
GERM	1411	Beginning German	4
GERM	1412	Beginning German	4
JAPN	1411	Beginning Japanese	4
JAPN	1412	Beginning Japanese	4
PORT	1411	Beginning Portuguese	4
PORT	1412	Beginning Portuguese	4
SPAN	1411	Beginning Spanish	4
SPAN	1412	Beginning Spanish	4

++Management elective must be selected from the following:

BMGT	1303	Principles of Management	3
BUSG	2309	Small Business Management	3
HRPO	2307	Organizational Behavior	3

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

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

(continued on next page)

SPECIALIZATION COURSES:

Meeting and Convention Management

TRVM	2333	Applied Convention/Meetings Management	3
TRVM	2341	International Meeting Management	3
TRVM	1327	Hospitality and Special Events	3

Exposition/Trade Show Management

TRVM	2343	Exposition Service Contracting	3
TRVM	2355	Exposition and Trade Show Operations	3

Travel Management

TRVM	1349	Travel Operations I	3
TRVM	2437	Travel Industry Operations II	3
TRVM	1323	Group Tour Operations	3
TRVM	1331	Introduction to the Hospitality Industry	3

+++ Special Topics Elective - Students may select one course from the list below or any one of the Specialization Courses listed above.

TRVM	1191	Special Topics in Travel and Tourism	1
TRVM	1291	Special Topics in Travel and Tourism	2
TRVM	1391	Special Topics in Travel and Tourism	3
TRVM	1491	Special Topics in Travel and Tourism	4

++++Practicum Elective - Students may select one course from the list below.

TRVM	1166	Practicum- Travel and Tourism	1
TRVM	1266	Practicum- Travel and Tourism	2
TRVM	2367	Practicum- Travel and Tourism	3
TRVM	2467	Practicum- Travel and Tourism	4

[1] POFT 1321 Business Math AND ECOL 1305 People and Their Environment OR MATH 1332 College Mathematics I

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Associate in Applied Sciences Degree in Travel, Exposition and Meeting Management and provides the student advanced skills required by the industry to specialize in Meeting and Convention Management, Exposition/Trade Show Management, and Travel Management.

MEETING AND CONVENTION MANAGEMENT

Richland only

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

Degree Plan Code: ES.TRAV.CONVENTION

		CREDIT HOURS
SEMESTER I		
TRVM 2333	Applied Convention/Meetings Management	3
TRVM 2341	International Meeting Management	3
TRVM XXXX	Specialization Course	3
		9

Minimum Hours Required 9

EXPOSITION/TRADE SHOW MANAGEMENT

Richland only

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

Degree Plan Code: ES.TRAV.EXPO/TRADE

		CREDIT HOURS
SEMESTER I		
TRVM 2343	Exposition Service Contracting	3
TRVM 2355	Exposition and Trade Show Operations	3
TRVM XXXX	Specialization Elective	3
		9

Minimum Hours Required 9

TRAVEL MANAGEMENT

Richland only

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

Degree Plan Code: ES.TRAV.MANAGEMENT

		CREDIT HOURS
SEMESTER I		
TRVM 1349	Travel Operations I	3
TRVM 2437	Travel Industry Operations II	4
TRVM XXXX	Specialization Elective	3
		10

Minimum Hours Required 10

TRAVEL, EXPOSITION AND MEETING MANAGEMENT

Richland only

(Certificate)

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

Degree Plan Code: CERT.TRAV.MANAGEMENT

This is a thirty-one hour certificate that provides the student with the technical knowledge and practical skills required to work as a travel reservationist or a travel counselor. In addition to basic reservation skills, students will receive instruction in the following topics: (a) effective written/verbal communication, (b) positive work ethics and habits, and (c) basic office clerical activities.

		CREDIT HOURS
SEMESTER I		
POFT 1321	Business Math[1] AND	3
ECOL 1305	People and Their Environment[1] OR	3
MATH 1332	College Mathematics I[1]	(3)
TRVM 1300	Introduction to Travel and Tourism	3
TRVM 1308	Travel Destination I – Western Hemisphere	3
TRVM 1349	Travel Operations I	3
+TRVM XXXX	Special Topics Elective OR	1-4
++TRVM XXXX	Practicum Elective	(1-4)
		16-19
SEMESTER II		
ENGL 1301	Composition I	3
TRVM 1345	Travel and Tourism Sales and Marketing Techniques	3
TRVM 2437	Travel Industry Operations II	4
TRVM 1341	Travel Destinations II – Eastern Hemisphere	3
		13
SEMESTER III		
TRVM 2380	Cooperative Education in Travel and Tourism	3
		3
Minimum Hours Required		32-35

+Special Topics Elective - Students may select one course from the list below or students may substitute TRVM 2301 Introduction to Convention/Meeting Management or TRVM 1325 Exposition and Trade Show Management for Special Topics Elective:

TRVM	1191	Special Topics in Travel and Tourism	1
TRVM	1291	Special Topics in Travel and Tourism	2
TRVM	1391	Special Topics in Travel and Tourism	3
TRVM	1491	Special Topics in Travel and Tourism	4

++Practicum Elective - Students may select one course from the list below:

TRVM	1166	Practicum - Travel and Tourism	1
TRVM	1266	Practicum - Travel and Tourism	2
TRVM	2367	Practicum - Travel and Tourism	3
TRVM	2467	Practicum - Travel and Tourism	4

[1] POFT 1321 Business Math AND ECOL 1305 People and Their Environment or MATH 1332 College Mathematics I.

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.)

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 1371 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 Design III (3)
(This is a common course number. Former course prefix/number ART 227)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015330)

ARTS 2312 Design IV (3)
(Former course prefix/number ART 229)
Prerequisite: Arts 2311. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

ARTS 2316 Painting I (3)
(This is a common course number. Former course prefix/number ART 205)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085230)

ARTS 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: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007095130)

ARTS 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 2346 Ceramics I (3)
(This is a common course number. Former course prefix/number ART 215)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007115130)

ARTS 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: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. 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/number ART 217)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085330)

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)

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 1470 Introduction To Human Anatomy And Physiology (4)

(Former course prefix/number BIO 120)

Prerequisite: Prior enrollment in Biology 1408 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, and nervous. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 1472 Introduction To Human Anatomy And Physiology (4)

(Former course prefix/number BIO 121)

Prerequisite: Biology 1470. This course is a continuation of Biology 1470. Major topics include the following organ systems: endocrine, digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 2401 Anatomy And Physiology I (4)

(This is a common course number. Former course prefix/number BIO 221)

Prerequisite: Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 2402 Anatomy And Physiology II (4)

(This is a common course number. Former course prefix/number BIO 222)

Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 2416 Genetics (4)

(This is a common course number. Former course prefix/number BIO 226)

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 2420 General Microbiology (4)

(This is a common course number. Former course prefix/number BIO 216)

Prerequisite: Biology 1407 or Biology 1472 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2605015124)

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)

BUSINESS

BUSI 1301 Introduction To Business (3)

(This is a common course number. Former course prefix/number BUS 105)

This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)

(Coordinating Board Academic Approval Number 5201015125)

BUSI 1307 Personal Finance (3)

(This is a common course number. Former course prefix/number BUS 143)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

(Coordinating Board Academic Approval Number 1904015125)

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

CHEMISTRY

CHEM 1405 Introductory Chemistry I (4)
(Former course prefix/number CHM 115)
Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015139)

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

CHEM 1411 General Chemistry I (4)
(This is a common course number. Former course prefix/number CHM 101)
Prerequisites: Developmental Mathematics 0093 or equivalent and any one of the following: high school chemistry, Chemistry 1405, or the equivalent. This course is for science and science- related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015239)

CHEM 1412 General Chemistry II (4)
(This is a common course number. Former course prefix/number CHM 102)
Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015239)

CHEM 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 2423 Organic Chemistry I (4)
(This is a common course number. Former course prefix/number CHM 201)
Prerequisite: Chemistry 1412. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereo-chemistry, nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. Laboratory fee. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045239)

CHEM 2425 Organic Chemistry II (4)
(This is a common course number. Former course prefix/number CHM 202)
Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4005045239)

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 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 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.)

COMPUTER INFORMATION TECHNOLOGY

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 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 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 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 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 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.)
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 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 2342 Novell Directory Services (NDS) Design and Implementation for NetWare 5 (3)
(This is a WECM 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 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 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 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. 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 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 1405 Introduction to PC Operating Systems (4)
(This is a WECM course number. Former course prefix/number CISC 2478)
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 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.)
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 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 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 and file handling. 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. Topics include file access methods, data structures, modular programming, program testing, and documentation. 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 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 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.)

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 1406 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.)

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 2436 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.)

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 Computer Literacy (3)
(This is a common course number.)
This course develops the ability to use computer-based technology in communicating, solving problems, and acquiring information. An emphasis will be placed on the student's understanding of the limits, problems, and possibilities associated with the use of computer and communication technology. Students will develop the critical thinking skills necessary to evaluate and learn new technologies as they become available. COSC 1300 is intended for majors in the liberal arts and may not be applied towards a computer science major or minor. Laboratory fee. (3 Lec., 1 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)

CULTURAL STUDIES

CULT 2370 Cultural Studies (3)
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 ciritical reasoning. (3 Lec.)
(Coordinating Board Academic Approval Number 2401037235)

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 167)
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 168)
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 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 1170 Hip Hop I (1)
(This is a common course number. Former course prefix/number DAN 167)
This course explores basic hip hop techniques. Emphasis is on technique development and familiarity with contemporary meters and rhythms. Laboratory fee. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601145130

DANC 1171 Hip Hop II (1)
(This is a common course number. Former course prefix/number DAN 168)
Prerequisite: Dance 1170 or demonstrated competence approved by instructor. This course continues and further develops an exploration of Dance 1170. Laboratory fee. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601145130

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 1370 Beginning Dance Technique In Theatre (3)
(Former course prefix/number THE 112)
Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements. Body balance, manipulation of trunk and limbs, and the rhythmic flow of physical energy are developed. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1371 Intermediate Dance (3)
(Former course prefix/number THE 113)
Prerequisite: Dance 1370 or demonstrated competence approved by the instructor. Various aspects of dance are surveyed. Topics include the role of dance in total theatre, the evolution of dance styles, and the jazz style. Emphasis is on the flow of movement, body placement, dynamic intensity, level, focus, and direction. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

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, 1342 and 1414. 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 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 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 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 3201085336)

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 1170 Demonstration Lab (1)
(Former course prefix/number THE 199)
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 5005015130)

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 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 1370 Contemporary Theatre (3)
(Former course prefix/number THE 102)
This course is a study of the modern theatre. The historical background and traditions of each style are included. Emphasis is on understanding the social, culture, and aesthetic significance of each style. A number of modern plays are read and selected video tapes are viewed. (3 Lec.)
(Coordinating Board Academic Approval Number 5005055130)

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)

DRAM 2370 Television Production I (3)
(Former course prefix/number THE 201)
Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and videotape recording. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045226)

DRAM 2371 Television Production II (3)
(Former course prefix/number THE 202)
Prerequisite: Drama 2370. This course is a continuation of Drama 2370. Emphasis is on the concept and technique of production in practical situations. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045226)

DRAM 2373 Introduction To Technical Drawing (3)
(Former course prefix/number THE 208)
Basic techniques of drafting are studied. Isometrics, orthographic projections, and other standard procedures are included. The emphasis is on theatrical drafting, including ground plans, vertical sections, construction elevations, and spider perspective. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025130)

DRAM 2374 Lighting Design (3)
(Former course prefix/number THE 209)
The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025130)

DRAM 2375 Broadcasting Communications I (3)
(Former course prefix/number THE 211)
Basic techniques of television and video performance are introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 0904035226)

DRAM 2376 Broadcasting Communications II (3)
(Former course prefix/number THE 212)
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 0904035226)

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)

ECONOMICS

ECON 1303 Economics Of Contemporary Social Issues (3)
(This is a common course number. Former course prefix/number ECO 105)
This course is an application of the basic economic concepts to the study of social issues and issues of public policy. Topics such as the environment, health care, welfare reform, poverty, job security and economic growth are discussed. This course may also serve as preparation for Economics 2301 and Economics 2302, but will not replace either of these courses where they are required in a specific degree plan. (3 Lec.)
(Coordinating Board Academic Approval Number 1904025242)

ECON 2301 Principles Of Economics I (3)
(This is a common course number. Former course prefix/number ECO 201)
Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015142)

ECON 2302 Principles Of Economics II (3)
(This is a common course number. Former course prefix/number ECO 202)
Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015142)

ECON 2311 Economics of Global Issues (3)
(This is a common course number. Former course prefix/number ECO 203)
This course examines the history and theory of international trade and global economic development. Economic, social, cultural, and political issues which impact the global economy and basic human welfare are studied. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015242)

EDUCATIONAL PERSONNEL

EDTC 1164 Practicum (or Field Experience)-Teacher Assistant/Aide (1)
(This is a WECM course number. Former course prefix/number EDUC 7271/EDUC 7371/EP 703/EP 702)
Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Lab.)

EDTC 1165 Practicum (or Field Experience)-Teacher Assistant/Aide (1)
(This is a WECM course number. Former course prefix/number EDUC 7272/EDUC 7372/EP 712/EP 713)
Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Lab.)

EDTC 1194 Special Topics in Teacher Assistant/Aide (1)
(This is a WECM course number. Former course prefix/number EDUC 2170/EP 245)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

EDTC 1294 Special Topics in Teacher Assistant/Aide (2)
(This is a WECM course number. Former course prefix/number EDUC 2270/EP 246)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec.)

EDTC 1301 Instructional Practices: Educational Processes (3)
(This is a WECM course number. Former course prefix/number EDUC 1371/EP 131)
A study of the role and responsibility of the instructional teacher assistant with emphasis on development of professionalism and effective communication strategies with adults. Topics include the various code of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities, and challenges facing schools. (3 Lec.)

EDTC 1307 Teaching Reading in the Elementary School (3)
(This is a WECM course number. Former course prefix/number EDUC 1370/EP 129)
Fundamental concepts and principles of reading instruction. Topics include readiness, beginning reading instruction, how literacy emerges, classroom learning environments, word-attach skills, study skills, comprehension, other aspects of the reading program, and examination of varied materials and techniques for teaching reading.
(3 Lec.)

EDTC 1321 Bilingual Education (3)
(This is a WECM course number. Former course prefix/number EDUC 1377/EP 143)
A course in the core techniques of bilingual education. Topics include awareness of cultural diversity, teaching techniques, material development, and historical and philosophical concepts of bilingual/bicultural education.
(3 Lec.)

EDTC 1325 Principles and Practices of Multicultural Education (3)
(This is a WECM course number. Former course prefix/number EDUC 1375/EP 136)
Examination of cultural variations found in our society and reflected in our pluralistic classrooms. Topics include culturally influenced behavior, major cultures, cultural diversity, and the process of intercultural communication and teaching, including differences in lifestyles, communication styles, learning styles, and various sources of stress for diverse cultural groups.
(3 Lec.)

EDTC 1341 Computer Instruction for Educators (3)
(This is a WECM course number. Former course prefix/number EDUC 2370/EP 210)
A course in specialized computer utilization for educators. Topics include the integration of educational computer terminology, systems operations, software, and multimedia in the contemporary classroom environment. (2 Lec., 2 Lab.)

EDTC 1364 Practicum (or Field Experience)-Teacher Assistant/Aide (3)
(This is a WECM course number. Former course prefix/number EDUC 7471/EP 704)
Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Lab.)

EDTC 1365 Practicum (or Field Experience)-Teacher Assistant/Aide (3)
(This is a WECM course number. Former course prefix/number EDUC 7472/EP 714)
Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Lab.)

EDTC 1391 Special Topics in English Teacher Education (3)
(This is a WECM course number. Former course prefix/number EDUC 2371/EP 241).
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

EDTC 1394 Special Topics in Teacher Assistant/Aide (3)
(This is a WECM course number. Former course prefix/number EDUC 2372/EP 247)
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.)

ENGINEERING

ENGR 2105 Electrical Engineering Laboratory (1)
(This is a common course number. Former course prefix/number EGR 206)
Prerequisite: Credit or concurrent enrollment in Engineering 2305. Various instruments are studied and used. These include the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators, and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 4008015339)

ENGR 2301 Engineering Mechanics I (3)
(This is a common course number. Former course prefix/number EGR 107)
Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is a study of the statics of particles and rigid bodies with vector mathematics in three dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual work, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented. (3 Lec.)
(Coordinating Board Academic Approval Number 1411015229)

ENGR 2302 Engineering Mechanics II (3)
(This is a common course number. Former course prefix/number EGR 201)
Prerequisites: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered. (3 Lec.)
(Coordinating Board Academic Approval Number 1411015329)

ENGR 2305 Electrical Systems Analysis (3)
(This is a common course number. Former course prefix/number EGR 204)
Prerequisite: Credit or concurrent enrollment in Mathematics 2414. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered. (3 Lec.)
(Coordinating Board Academic Approval Number 4008015339)

ENGINEERING TECHNOLOGY

CETT 1331 Technical Programming (3)
(This is a WECM course number. Former course prefix/number ENGT 1473.)
Suggested Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. Introduction to a high level programming language such as BASIC, PASCAL, or "C". Topics include structured programming and problem solving as they apply to technical applications. Laboratory fee. (2 Lec., 4 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 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 2337 Microcomputer Control (3)
(This is a WECM course number. Former course prefix/number ENGT 2475 or SEMI 2371.)
Suggested Prerequisite: CETT 1425. A study of microprocessors and microcomputers with an emphasis on embedded controllers for industrial and commercial applications. Topics include RAM, ROM and input/output (I/O) interfacing. Introduction to programming. Laboratory fee. (2 Lec., 2 Lab.)

DFTG 1309 Basic Computer-Aided Drafting (3)
(This is a WECM course number. Former course prefix/number CADD 2380.)
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., 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., 4 Lab.)

DFTG 2312 Technical Illustration (3)
(This is a WECM course number. Former course prefix/number CADD 2372 or ENGT 1272.)
Suggested Prerequisite: DFTG 1309. Topics include pictorial drawing including isometrics, obliques, perspectives, charts and graphs; shading and transfer lettering; and use of different media. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2340 Solid Modeling/Design (3)
(This is a WECM course number. Former course prefix/number CADD 2383.)
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., 4 Lab.)

DFTG 2344 Strength of Materials (3)
(This is a WECM course number. Former course prefix/number DFT 209.)
The study of internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions, including units on stress, shear, bending moments, and simple beam design. (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.)

ENTC 1191 Special Topics In Engineering Technology/Technician, General (1)
(This is a WECM course number. Former course prefix/number ENGT 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.)

ENTC 1291 Special Topics In Engineering Technology/Technician, General (2)
(This is a WECM course number. Former course prefix/number ENGT 2273.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec.)

ENTC 1301 Robotics I (3)
(This is a WECM course number. Former course prefix/number ENGT 2370.)
Suggested Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. An introduction to Robots/Automation. Topics include history, terminology, classification of robots, basic components, control systems, AC and hydraulic servomechanisms, programming, sensors, types of drive, end-of-arm tooling, end effectors, safety and design procedures. Laboratory fee. (2 Lec., 3 Lab.)

ENTC 1380 Cooperative Education - Engineering Technology/Technician, General (3)
(This is a WECM course number. Former course prefix/number SEMI 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 Ext.)

ENTC 1391 Special Topics In Engineering Technology/Technician, General (3)
(This is a WECM course number. Former course prefix/number ENGT 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. Laboratory fee. (2 Lec., 2 Lab.)

ENTC 1445 Fluid Power (4)
(This is a WECM course number. Former course prefix/number ELET 2472 or ENGT 1471.)
Suggested Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. A study of hydraulic and pneumatic systems including a review of schematic symbols, mechanical components, and operating principles. Interpretation of fluid power schematics and performance of calculations required to select components. Laboratory fee. (3 Lec., 3 Lab.)

ENTC 1491 Special Topics In Engineering Technology/Technician, General (4)
(This is a WECM course number. Former course prefix/number ENGT 2476.)
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.)

ENTC 2301 Robotics II (3)
(This is a WECM course number. Former course prefix/number ENGT 2371.)
Suggested Prerequisite: ENTC 1301. The study of industrial robots, programming languages, and software integrated to develop work cells and complete robotic systems. Topics include automation basics, interfacing, safety, and design procedures. Laboratory fee.
(2 Lec., 3 Lab.)

ENTC 2380 Cooperative Education - Engineering Technology/Technician, General (3)
(This is a WECM course number. Former course prefix/number ENGT 7371 or ENGT 7471 or SEMI 7372.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a 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.)

ENTC 2435 Computer Integrated Manufacturing (4)
(This is a WECM course number. Former course prefix/number ENGT 2473.)
Suggested Prerequisite: ENTC 2301. Concepts of CIM are introduced. Emphasis on using computers to automate a total manufacturing system. Hands-on experiences integrating CAD/CAM, robotics, fluid power, CNC machines, vision systems, recognition equipment, PLCs and conveyor systems. Laboratory fee.
(3 Lec., 3 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.)

INMT 1447 Industrial Automation (4)
(This is a WECM course number. Former course prefix/number SEMI 1471.)
Suggested Prerequisite: CETT 1405. A study of the applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of set-up, maintenance, and testing of the automated systems. 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.)

MCHN 1352 Intermediate Machine Shop I (3)
(This is a WECM course number. Former course prefix/number ENGT 1371.)
Operation of drills, milling machines, lathes, and power saws. Introduction to precision measuring techniques. Includes operation and programming of computer numerical control (CNC) machines. Laboratory fee. (1 Lec., 6 Lab.)

QCTC 1343 Quality Assurance (3)
(This is a WECM course number. Former course prefix/number ELET 2272 or ENGT 1271.)
Suggested Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. Information on quality assurance principles and applications; designed to introduce the student to the quality assurance profession. (3 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, 2370, and 2371 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

ENGL 2321 British Literature (3)
(This is a common course number. Former course prefix/number ENG 212)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in British Literature organized by movements, schools, periods, or themes. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015135)

ENGL 2322 British Literature (3)
(This is a common course number. Former course prefix/number ENG 201)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British 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 18th 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 the 17th century 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 2370 Studies In Literature (3)
(Former course prefix/number ENG 215)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015335)

ENGL 2371 Studies In Literature (3)
(Former course prefix/number ENG 216)
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 titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015335)

ENGLISH AS A SECOND LANGUAGE

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

ESOL 0031 - ESOL 0034 (Listening-Speaking)
These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

ESOL 0041 - ESOL 0044 (Reading)
These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

ESOL 0051 - ESOL 0054 (Writing)
These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

ESOL 0061 - ESOL 0064 (Grammar)
These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

INGLES COMO SEGUNDO IDIOMA

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

ESOL 0031 - ESOL 0034 (Escuchar y Conversar)
Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

ESOL 0041 - ESOL 0044 (Lectura)
Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

ESOL 0051 - ESOL 0054 (Escritura)
Estos cursos estan diseñados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produciran escritos para diferentes audiencias y con diversos propositos.

ESOL 0061 - ESOL 0064 (Gramatica)
Estos cursos estan disenados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

ENGLISH AS A SECOND LANGUAGE

ESOL 0031 ESL Listening/Speaking (3)
(Former course prefix/number ESL 031)
This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0032 ESL Listening/Speaking (3)
(Former course prefix/number ESL 032)
This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0033 ESL Speaking (3)
(Former course prefix/number ESL 033)
This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0034 ESL Academic Speaking (3)
(Former course prefix/number ESL 034)
This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0041 ESL Reading (3)
(Former course prefix/number ESL 041)
This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0042 ESL Reading (3)
(Former course prefix/number ESL 042)
This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0043 ESL Reading (3)
(Former course prefix/number ESL 043)
This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0044 ESL Reading (3)
(Former course prefix/number ESL 044)
This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0045 Developmental Reading for Non-Native Speakers (1)
(Former course prefix/number ESL 045)
This course provides individualized instruction in order to fulfill the TASP remediation requirement for reading. The content will include a review of reading comprehension, vocabulary development and critical thinking skills. This course is only open to students whose first language is not English. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085435)

ESOL 0051 ESL Writing (3)
(Former course prefix/number ESL 051)
This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0052 ESL Writing (3)
(Former course prefix/number ESL 052)
This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0053 ESL Writing (3)
(Former course prefix/number ESL 053)
This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0054 ESL Writing (3)
(Former course prefix/number ESL 054)
This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0055 ESL Writing (1)
(Former course prefix/number ESL 055)
This course provides individualized instruction in order to fulfill the TASP remediation requirement for writing. Content will include a review of single and multi-paragraph compositions, sentence structure, and edited American usage. This course is open only to students whose first language is not English. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085435)

ESOL 0061 ESL Grammar (3)
(Former course prefix/number ESL 061)
This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0062 ESL Grammar (3)
(Former course prefix/number ESL 062)
This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0063 ESL Grammar (3)
(Former course prefix/number ESL 063)
This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0064 ESL Grammar (3)
(Former course prefix/number ESL 064)
This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

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 I (3)
(This is a common course number. Former course prefix/number FR 207)
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. The next course in this conversation sequence is French 2372. (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)

FREN 2372 French Conversation II (3)
Former course prefix/number FR 208)
Prerequisite: French 2306 or French 2311 or the equivalent. This course is designed to further strengthen and improve oral skills in the language. Oral activities will continue to 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 2312. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015431)

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 1303 World Regional Geography (3)
(This is a common course number. Common Course 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)

GEOLOGY

GEOL 1403 Physical Geology (4)
(This is a common course number. Former course prefix/number GEO 101)
This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4006015139)

GEOL 1404 Historical Geology (4)
(This is a common course number. Former course prefix/number GEO 102)
This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4006015139)

GERMAN

GERM 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.)

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)

HORTICULTURE TECHNOLOGY

FMKT 1401 Floral Design (4)
(This is a WECM course number. Former course prefix/number HORT 1471.)
Principles of floral art, flowers, and other design materials. Topics include special and unusual floral designs. Laboratory fee. (2 Lec., 6 Lab.)

FMKT 2331 Advanced Floral Design (3)
(This is a WECM course number. Former course prefix/number HORT 2373.)
A study of commercial floral design as used in the retail floral industry. Topics include advanced techniques in floral art, corsage making, wedding design, memorial decoration, religious and fraternal design, and other special occasion design. Laboratory fee. (2 Lec., 3 Lab.)

FMKT 2335 Flower Shop Management (3)
(This is a WECM course number. Former course prefix/number HORT 2376.)
A study of flower shop operations in the florist industry. Topics include the structure of the industry, shop location, organization, marketing methods, and management practices. Laboratory fee. (2 Lec., 3 Lab.)

HALT 1205 Horticulture Soils (2)
(This is a WECM course number. Former course /prefix/number none.)
A study of the physical and properties of soil including structure and texture. Topics include the origin and development of soils, the composition of a soil horizon, and the interrelationship between soil fertility and plants. Laboratory fee. (1 Lec., 3 Lab.)

HALT 1209 Interior Plants (2)
(This is a WECM course number. Former course /prefix/number HORT 1272.)
Instruction in the identification and classification of the plants used in home and commercial interior landscapes. Topics include design characteristics for interiorscapes and environmental requirements of the plants. Laboratory fee. (1 Lec., 3 Lab.)

HALT 1211 Shrubs, Vines, and Groundcovers (2)
(This is a WECM course number. Former course prefix/number HORT 1271.)
In-depth coverage of the shrubs, vines, and groundcovers used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease problems, and use in the landscape. Laboratory fee. (1 Lec., 3 Lab.)

HALT 1213 Economic Entomology (2)
(This is a WECM course number.)
An overview of insects and related organisms with an emphasis on destructive, predaceous, parasitic and beneficial species. Topics include insect taxonomy, anatomy, morphology and physiology and the application of proper biological and chemical control measures. Laboratory fee. (1 Lec., 3 Lab.)

HALT 1217 Trees (2)
(This is a WECM course number. Former course prefix/number HORT 1270.)
A study of the trees used in the horticulture industry. Topics include identification, characteristics, adaptation, cultural requirements, pest and disease problems, and trees in the landscape. Laboratory fee. (1 Lec., 3 Lab.)

HALT 1224 Turfgrass Science and Management (2)
(This is a WECM course number. Former course /prefix/number none.)
In-depth coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy and physiological responses. Laboratory fee. (1 Lec., 3 Lab.)

HALT 1227 Horticulture Equipment Management (2)
(This is a WECM course number. Former course /prefix/number none.)
Instruction in identification and application of various types of powered equipment used in the horticulture industry. Presentation of functions, operations, troubleshooting techniques and repair of equipment. Laboratory fee. (1 Lec., 3 Lab.)

HALT 1244 Propagation of Woody Ornamentals (2)
(This is a WECM course number. Former course prefix/number HORT 2270.)
Suggested prerequisite: Approval from professor.
Instruction in the principles of sexual and asexual propagation of woody ornamentals, Topics include propagation by seed, cutting, budding, layering and grafting. Topics also include management, production and scheduling. Laboratory fee. (1 Lec., 3 Lab.)

HALT 1253 Landscape Computer Design (2)
(This is a WECM course number. Former course /prefix/number HORT 1273 .)
A course in computer-aided landscape design. Emphasis on the application of design concepts and techniques using software. Laboratory fee. (1 Lec., 3 Lab.)

HALT 1303 Herbaceous Plants (3)
(This is a WECM course number. Former course prefix/number HORT 1370.)
An in-depth study of herbaceous plant material. Topics include practices and procedures used in the identification, growth, propagation, maintenance, and utilization of herbaceous plants in the horticulture industry. Laboratory fee. (2 Lec., 3 Lab.)

HALT 1315 Fundamentals of Landscape Planning (3)
(This is a WECM course number. Former course prefix/number HORT 1372.)
Exploration of the concepts and practices used in preparing landscape plans. Projects in constructing and improving landscapes through survey, perspective, contour and construction drawings. Laboratory fee. (1 Lec., 6 Lab.)

HALT 1319 Landscape Construction (3)
(This is a WECM course number.)
Exploration of landscape construction materials and the methods used for installation. Topics on soil preparation, including wood, concrete, and masonry construction; and landscape lighting, including pools, spas, and general construction details. Laboratory fee. (2 Lec., 3 Lab.)

HALT 1320 Horticulture Calculations (3)
(This is a WECM course number. Former course prefix./number none.)
Skill development in and reinforcement of the formulas and calculations commonly used in the horticulture industry. Emphasis on business calculations and problem-solving skills. Laboratory fee. (3 Lec.)

HALT 1351 Landscape Business Operations (3)
(This is a WECM course number. Former course /prefix/number HORT 2371.)
Suggested prerequisite: Approval from professor
Instruction in the structure of the landscape business including cost estimation; organization; equipment needs; interpretation of financial reports; and material, labor and equipment management. Emphasis on the types of landscape operations, marketing, legal forms, construction law and safety. Laboratory fee. (2 Lec., 3 Lab.)

HALT 1391 Special Topics in Horticulture Services Operations and Management, General (3)
(This is a WECM course number. Former course prefix/number: none.)
Suggested prerequisite: Approval from professor
Topics address recently identified current events, skills, knowledge's and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (1 Lec., 5 Lab.)

HALT 1401 Principles of Horticulture (4)
(This is a WECM course number. Former course prefix/number HORT 1470.)
An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture. Laboratory fee. (3 Lec., 3 Lab.)

HALT 1422 Landscape Design (4)
(This is a WECM course number. Former course /prefix/number HORT 2471.)
Suggested prerequisite: Approval from professor
A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills and plan preparation. Laboratory fee. (2 Lec., 6 Lab.)

HALT 1491 Special Topics in Horticulture Services Operations and Management, General (4)
(This is a WECM course number.)
Suggested prerequisite: Approval from professor
Topics address recently identified current events, skills, knowledge's and/or attitudes and behaviors pertinent to technology or occupations and relevant to the professional development of the student. Laboratory fee. (2 Lec., 5 Lab.)

HALT 2201 Arboriculture (2)
(This is a WECM course number. Former course prefix/number: none.)
Fundamentals of woody plant physiology and growth including techniques and procedures utilized in making sound tree care decisions related to growth and pest and disease control. Topics include design principles of planning and maintenance for city streets, parks and commercial and residential properties. Laboratory fee. (1 Lec., 3 Lab.)

HALT 2320 Nursery Production and Management (3)
(This is a WECM course number. Former course /prefix/number HORT 2370.)
Suggested prerequisite: Approval from professor. An overview of the procedures for establishing and operating a commercial nursery. Topics include site selection, structures, equipment, stock selection, production practices, harvesting, marketing and management practices. Laboratory fee. (2 Lec., 3 Lab.)

HALT 2331 Advanced Landscape Design (3)
(This is a WECM course number. Former course /prefix/number HORT 2376.)
Suggested prerequisite: Approval from professor
In-depth coverage of advanced practices in landscape planning for commercial and residential landscapes. Topics include advanced design analysis, architectural elements, space articulation, and land engineering concepts. Laboratory fee. (2 Lec., 3 Lab.)

HALT 2341 Interiorscaping (3)
(This is a WECM course number. Former course prefix/number HORT 2374.)
Suggested prerequisite: Approval from professor.
Instruction in the selection, propagation, culture, and marketing of foliage plants and other tropical and subtropical plants used in interiorscapes. Topics include the principles of interiorscaping and the care of plants in indoor environments. Laboratory fee. (2 Lec., 3 Lab.)

HALT 2380 Cooperative Education-Horticulture Services Operations and Management, General (3)
(This is a WECM course number. Former course prefix/number HORT 7371 and HORT 7372.)
Suggested prerequisite: Approval from professor
Career-related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

HALT 2402 Greenhouse Crop Production (4)
(This is a WECM course number. Former course prefix/number HORT 2470.)
Suggested prerequisite: Approval from professor.
In-depth coverage of the production of crops within the controlled environment of greenhouses. Topics include growing techniques, environment control, crop rotation, scheduling, preparation for sale and marketing. Laboratory fee. (2 Lec., 6 Lab.)

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 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 1191 Special Topics In International Business (1)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Business, industrial, or service requirements in the international arena will determine specific topics or skill development offered, such as, new software packages, regulation updates, or market research information. (1 Lec.)

IBUS 1291 Special Topics In International Business (2)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Business, industrial, or service requirements in the international arena will determine specific topics or skill development offered, such as, new software packages, regulation updates, or market research information. (2 Lec.)

IBUS 1301 Principles Of Imports Exports I (3)
(This is a WECM course number. Former course prefix/number IBTR 2372.)
Suggested Prerequisite: IBUS 1305. A study of export management processes and procedures. Topics include governmental controls, licensing of products, documentation, commercial invoices, and traffic procedures. Application to human and public relations, management of personnel, finance, and accounting procedures. Other topics include international carriers, logistics, insurance, payments including letters of credit, requests for quotation, and other trade terminology. This course may be repeated for credit. (3 Lec.)

IBUS 1302 Principles Of Imports Exports II (3)
(This is a WECM course number.)
Suggested Prerequisites: IBUS 1301 and IBUS 1305. The practices and processes of import management operations, including government controls. Skill development in the preparation and understanding of import documents such as customs invoices, packing lists, and commercial invoices. The student will process appropriate import documentation and utilize selected regulations of daily operations. This course may be repeated for credit. (3 Lec.)

IBUS 1305 Introduction To International Business And Trade (3)
(This is a WECM course number. Former course prefix/number IBTR 2370.)
The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. (3 Lec.)

IBUS 1341 International Purchasing (3)
(This is a WECM course number. Former course prefix/number IBTR 2374.)
Suggested Prerequisite: IBUS 1305. The skills needed by a buyer in international purchasing or sourcing. Topics include the advantages and the barriers of purchasing internationally, global sourcing, and purchasing processes, including issues of contract administration, location, and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics. This course may be repeated for credit. (3 Lec.)

IBUS 1349 International Information Systems (3)
(This is a WECM course number. Former course prefix/number IBTR 2373.)
Suggested Prerequisites: IBUS 1305, Introduction to International Business and Trade, COSC 1401, Microcomputer Concepts and Applications, or higher, ITSC 1401, Introduction to Computers, or higher, or POFI 1345, Integrated Software Applications. A course in managing information systems and technology for multinational corporations. Skill development in the use of appropriate software and the National Trade Data Bank. Topics include global strategic information systems as applied to international E-Commerce, marketing research, problem solving, and current transportation and customs software, such as the Automated Broker Interface. This course may be repeated for credit. Laboratory fee. (3 Lec.)

IBUS 1351 Coordination In Multinational Industries (3)
(This is a WECM course number.)
Suggested Prerequisites: IBUS 1305. Introduction to the essential relationship between domestic and foreign industries engaged in shared production. Topics include economic development through international co-production agreements with governments, technology transfer, labor, legal and financial management factors, and practical applications for such agreements, such as those for Mexican maquiladora operations. This course may be repeated for credit. (3 Lec.)

IBUS 1354 International Marketing Management (3)
(This is a WECM course number. Former course prefix/number IBTR 2371.)
Suggested Prerequisites: IBUS 1305 and MRKG 1311. Analysis of international marketing strategies using trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan based on the student's research of a firm's direct and indirect global environment. Opportunities for international trade are identified. This courses may be repeated for credit. (3 Lec.)

IBUS 1391 Special Topics In International Business (3)
(This is a WECM course number.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Business, industrial, or service requirements in the international arena will determine specific topics or skill development offered, such as new software packages, regulation updates, or market research information. (3 Lec.)

IBUS 2331 International Human Resource Management (3)
(This is a WECM course number. Former course prefix/number IBTR 2381.)
Suggested Prerequisites: IBUS 1305, IBUS 2341, and HRPO 2301. A study of the effects of the process of internationalization on human resource management including the requirements of local or host-country nationals, expatriates, or parent-country nations, and third-country nationals. Emphasis on Asia-Pacific, Europe, Latin America, and emerging economies. A staffing plan for an international environment including processes from recruitment to evaluation and labor regulations is prepared. This course may be repeated for credit. (3 Lec.)

IBUS 2335 International Business Law (3)
(This is a WECM course number. Former course prefix/number IBTR 2379.)
Suggested Prerequisites: IBUS 1305 and BUSI 2301. A course in law as it applies to international business transactions in the global political-legal environment. Study of interrelationships among laws of different countries and the legal effects on individuals and business organizations. Topics include agency agreements, international contracts and administration, regulation of exports and imports, technology transfers, regional transactions, intellectual property, product liability, and legal organization. This course may be repeated for credit. (3 Lec.)

IBUS 2339 International Banking And Finance (3)
(This is a WECM course number. Former course prefix/number IBTR 2378.)
Suggested Prerequisites: IBUS 1305 and ECON 2301. A course in international monetary systems, financial markets, flow of capital, foreign exchange, and financial institutions. Topics include export-import payments and financing, the preparation of letters of credit, related shipping documentation, and electronic transfers. An introduction to multinational financial decisions, such as financing foreign investment or working capital is provided. This course may be repeated for credit.
(3 Lec.)

IBUS 2341 International Comparative Management (3)
Suggested Prerequisites: IBUS 1305, Introduction to International Business and Trade, BMGT 1303, Principles of Management, or HRPO 2307, Organizational Behavior. A study of cross-cultural comparisons of management and communications processes. Emphasis on cultural and geographic distinctions and antecedents that affect individual, group, and organizational behavior. Topics include sociocultural, demographic, economic, technological, and political-legal environments of cluster countries and their relationship to organizational communication and decision making in both the international or multicultural environment. Students will develop a comprehensive IBTR Program portfolio for presentation to prospective employers. This course may be repeated for credit. (3 Lec.)

IBUS 2345 Import Customs Regulations (3)
(This is a WECM course number. Former course prefix/number IBTR 2375.)
Suggested Prerequisites: IBUS 1301, IBUS 1302, and IBUS 1305. A study of the duties and responsibilities of the licensed customs broker or customhouse broker. Topics include processes for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding penalties, quotas, immediate delivery, consumption, liquidation, computerized systems, laws, and regulations. The student will take sample examinations in preparation for the United States Customs Brokers examination and solve complex problems involving customs regulations and processes. This course may be repeated for credit. (3 Lec.)

IBUS 2366 Practicum-International Business (3)
(This is a WECM course number. Former course prefix/number IBTR 7471.)
Suggested Prerequisites: Nine credit hours in International Business and Trade. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may repeated if topics and learning outcomes vary. (20 Ext.)

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 1311 Beginning Japanese (3)
(This is a common course number.)
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 1603025131)

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.)

MARKETING CAREERS

BMGT 1349 Advertising And Sales Promotion (3)
(This is a WECM course number. Former course prefix/number MRKT 2374.)
Introduction to the advertising principles, practices, and multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints. (3 Lec.)

MRKG 1311 Principles Of Marketing (3)
(This is a WECM course number. Former course prefix/number MRKT 2370.)
Introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. (3 Lec.)

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, TECM 1349 and POFT 1321.

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 Mathematics For Business And Economics II (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 1335 Fundamental Concepts Of Mathematics For Elementary Teachers (3)
(This is a common course number. Former course prefix/number MTH 117)
Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)
(Coordinating Board Academic Approval Number 2701015137)

MATH 1342 Introductory Statistics (3)
(This is a common course number. Former course prefix/number MTH 202)
Prerequisite: Two years of high school algebra and an appropriate test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)
(Coordinating Board Academic Approval Number 2705015137)

MATH 1414 is a 4 credit hour lecture course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.

MATH 1414 College Algebra (4)
(Former course prefix/number MTH 103)
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 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 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 2701016137)

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 2703015137)

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)

POFT 1321 Business Math (3)
(This is a WECM course number. Former course prefix/number MTH 130/MATH 1371)
Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. (3 Lec.)

TECM 1303 Technical Mathematics (3)
(This is a WECM course number. Former course prefix/number MTH 136/MATH 1372/MATH 1373)
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.)

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.)

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: IMED 1301. 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 Prerequisites: 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.)
Suggested Prerequisite: IMED 2313. 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 certificate. 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. (15 Ext.)

ITSE 2313 Web Authoring (3)
(This is a WECM course number.)
Suggested prerequisite: 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 corequisite: PHTC 1349. 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

MUAP 1101-1181 Applied Music-Minor (1)
This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

MUAP 1101 Applied Music-Violin (1)
(This is a common course number. Former course prefix/number MUS 124)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1105 Applied Music-Viola (1)
(This is a common course number. Former course prefix/number MUS 125)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1109 Applied Music-Cello (1)
(This is a common course number. Former course prefix/number MUS 126)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1113 Applied Music-Double Bass (1)
(This is a common course number. Former course prefix/number MUS 127)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1115 Applied Music-Electric Bass (1)
(This is a common course number. Former course prefix/number MUS 141)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1117 Applied Music-Flute (1)
(This is a common course number. Former course prefix/number MUS 128)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1121 Applied Music-Oboe (1)
(This is a common course number. Former course prefix/number MUS 129)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1125 Applied Music-Bassoon (1)
(This is a common course number. Former course prefix/number MUS 131)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1129 Applied Music-Clarinet (1)
(This is a common course number. Former course prefix/number MUS 130)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1133 Applied Music-Saxophone (1)
(This is a common course number. Former course prefix/number MUS 132)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1137 Applied Music-Trumpet (1)
(This is a common course number. Former course prefix/number MUS 133)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1141 Applied Music-French Horn (1)
(This is a common course number. Former course prefix/number MUS 134)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1145 Applied Music-Trombone (1)
(This is a common course number. Former course prefix/number MUS 135)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1149 Applied Music-Baritone (1)
(This is a common course number. Former course prefix/number MUS 136)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1153 Applied Music-Tuba (1)
(This is a common course number. Former course prefix/number MUS 137)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1157 Applied Music-Percussion (1)
(This is a common course number. Former course prefix/number MUS 138)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1158 Applied Music-Drum Set (1)
(This is a common course number. Former course prefix/number MUS 143)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1161 Applied Music-Guitar (1)
(This is a common course number. Former course prefix/number MUS 140)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1165 Applied Music-Organ (1)
(This is a common course number. Former course prefix/number MUS 122)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1169 Applied Music-Piano (1)
(This is a common course number. Former course prefix/number MUS 121)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1177 Applied Music-Harp (1)
(This is a common course number. Former course prefix/number MUS 139)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 1181 Applied Music-Voice (1)
(This is a common course number. Former course prefix/number MUS 123)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2201-2281 Applied Music-Concentration (2)
This course is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of one hour of instruction per week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

MUAP 2201 Applied Music-Violin (2)
(This is a common course number. Former course prefix/number MUS 224)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2205 Applied Music-Viola (2)
(This is a common course number. Former course prefix/number MUS 225)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2209 Applied Music-Cello (2)
(This is a common course number. Former course prefix/number MUS 226)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2213 Applied Music-Double Bass (2)
(This is a common course number. Former course prefix/number MUS 227)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2215 Applied Music-Electric Bass (2)
(This is a common course number. Former course prefix/number MUS 241)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2217 Applied Music-Flute (2)
(This is a common course number. Former course prefix/number MUS 228)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2221 Applied Music-Oboe (2)
(This is a common course number. Former course prefix/number MUS 229)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2225 Applied Music-Bassoon (2)
(This is a common course number. Former course prefix/number MUS 231)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2229 Applied Music-Clarinet (2)
(This is a common course number. Former course prefix/number MUS 230)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2233 Applied Music-Saxophone (2)
(This is a common course number. Former course prefix/number MUS 232)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2237 Applied Music-Trumpet (2)
(This is a common course number. Former course prefix/number MUS 233)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2241 Applied Music-French Horn (2)
(This is a common course number. Former course prefix/number MUS 234)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2245 Applied Music-Trombone (2)
(This is a common course number. Former course prefix/number MUS 235)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2249 Applied Music-Baritone (2)
(This is a common course number. Former course prefix/number MUS 236)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2253 Applied Music-Tuba (2)
(This is a common course number. Former course prefix/number MUS 237)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2257 Applied Music-Percussion (2)
(This is a common course number. Former course prefix/number MUS 238)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2258 Applied Music-Drum Set (2)
(This is a common course number. Former course prefix/number MUS 243)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2261 Applied Music-Guitar (2)
(This is a common course number. Former course prefix/number MUS 240)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2265 Applied Music-Organ (2)
(This is a common course number. Former course prefix/number MUS 222)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2269 Applied Music-Piano (2)
(This is a common course number. Former course prefix/number MUS 221)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2277 Applied Music-Harp (2)
(This is a common course number. Former course prefix/number MUS 239)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2281 Applied Music-Voice (2)
(This is a common course number. Former course prefix/number MUS 223)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2301-2381 Applied Music-Major (3)
This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's major instrument and consists of one hour of instruction per week. This course may be repeated for credit. Laboratory fee. (1 Lec.)

MUAP 2301 Applied Music-Violin (3)
(This is a common course number. Former course prefix/number MUS 254)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2305 Applied Music-Viola (3)
(This is a common course number. Former course prefix/number MUS 255)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2309 Applied Music-Cello (3)
(This is a common course number. Former course prefix/number MUS 256)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2313 Applied Music-Double Bass (3)
(This is a common course number. Former course prefix/number MUS 257)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2317 Applied Music-Flute (3)
(This is a common course number. Former course prefix/number MUS 258)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2321 Applied Music-Oboe (3)
(This is a common course number. Former course prefix/number MUS 259)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2325 Applied Music-Bassoon (3)
(This is a common course number. Former course prefix/number MUS 261)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2329 Applied Music-Clarinet (3)
(This is a common course number. Former course prefix/number MUS 260)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2333 Applied Music-Saxophone (3)
(This is a common course number. Former course prefix/number MUS 262)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2337 Applied Music-Trumpet (3)
(This is a common course number. Former course prefix/number MUS 263)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2341 Applied Music-French Horn (3)
(This is a common course number. Former course prefix/number MUS 264)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2345 Applied Music-Trombone (3)
(This is a common course number. Former course prefix/number MUS 265)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2349 Applied Music-Baritone (3)
(This is a common course number. Former course prefix/number MUS 266)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2353 Applied Music-Tuba (3)
(This is a common course number. Former course prefix/number MUS 267)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2357 Applied Music-Percussion (3)
(This is a common course number. Former course prefix/number MUS 268)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2361 Applied Music-Guitar (3)
(This is a common course number. Former course prefix/number MUS 270)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2365 Applied Music-Organ (3)
(This is a common course number. Former course prefix/number MUS 252)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2369 Applied Music-Piano (3)
(This is a common course number. Former course prefix/number MUS 251)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2377 Applied Music-Harp (3)
(This is a common course number. Former course prefix/number MUS 269)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2381 Applied Music-Voice (3)
(This is a common course number. Former course prefix/number MUS 253)
(Coordinating Board Academic Approval Number 5009035430)

MUSB 1305 Survey of the Music Business (3)
(This is a WECM course number. Former course prefix/number MUSI 1377.)
An overview of the music industry including songwriting, live performances, the record industry, music merchandising, contracts and licenses, and career opportunities. (3 Lec.)

MUSB 1380 Cooperative Education – Music Business Management and Merchandising (3)
(This is a WECM course number. Former course prefix/number MUSI 7371.)
Career related activities encountered in the students' area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary.
(1 Lec., 15 Lab.)

MUSC 1303 History of Popular Music (3)
(This is a WECM course number. Former course prefix/number MUSI 1374.)
A study of commercial music industry trends and developments through historical analysis. Topics include the evolution of the music industry with emphasis on the development of popular musical styles and the impact of culture and technology on industry growth. (3 Lec.)

MUSC 1327 Audio Engineering I (3)
(This is a WECM course number. Former course prefix/number MUSI 1272.)
An overview of the modern recording studio and related personnel. Topics include basic studio electronics and acoustic principles, wave form analysis, microphone concepts and miking techniques, studio set up and signal flow, recording console theory, signal processing concepts, tape machine principles and operation, and an overview of mixing and editing. (2 Lec., 3 Lab.)

MUSC 1331 Musical Instrument Digital Interface (MIDI) I (3)
(This is a WECM course number. Former course prefix/number MUSI 1271.)
An overview of Musical Instrument Digital Interface (MIDI) systems and applications. Topics include the history and evolution of MIDI, hardware requirements, computer numbering systems, channels and modes, the MIDI language, and typical implementation of MIDI applications in the studio environment using software-based sequencing programs.
(2 Lec., 2 Lab.)

MUSC 2141 Forum/Recital (1)
(This is a WECM course number. Former course prefix/number MUSI 9175.)
Stylistic analysis of commercial music performances presented by students, faculty, and guest artists. This course may be repeated if topics and learning outcomes vary. (2 Lab.)

MUSC 2314 Improvisation Theory I (3)
(This is a WECM course number. Former course prefix/number MUSI 1375.)
A study of the chordal structures of jazz, rock, country, and fusion with emphasis on extemporaneous performance.
(3 Lec.)

MUSC 2319 Orchestration (3)
(This is a WECM course number. Former course prefix/number MUSI 2370.)
Exploration of writing for voices and instruments to include ranges, transposition, and idiosyncrasies of each instrument with emphasis on commercial music chord voicings. (3 Lec.)

MUSC 2355 Musical Instrument Digital Interface (MIDI) II (3)
(This is a WECM course number. Former course prefix/number MUSI 2270.)
Prerequisite: MUSC 1331 or demonstrated competence approved by the instructor. A continuation of MIDI I with emphasis on advanced sequencer operation, and SMPTE-based synchronization in the interaction of multiple recording and playback systems. (2 Lec., 2 Lab.)

MUSC 2427 Audio Engineering II (4)
(This is a WECM course number. Former course prefix/number MUSI 1273.)
Prerequisites: MUSC 1327. A continuation of Audio Engineering I with emphasis on implementation of the techniques and theories of the recording process. Topics include applications of microphones, the audio console, the multi-track tape recorder, and signal processing devices in recording session environments. (3 Lec., 3 Lab.)

MUSC 2447 Audio Engineering III (4)
(This is a WECM course number. Former course prefix/number MUSI 2372.)
Prerequisites: MUSC 2427. Presentation of advanced procedures and techniques utilized in recording and manipulating audio information. Topics include advanced computer-based console automation, hard disk based digital audio editing, nonlinear digital multi-track recording, and advanced engineering project completion. (3 Lec., 3 Lab.)

MUSC 2448 Audio Engineering IV (4)
(This is a WECM course number. Former course prefix/number MUSI 2373.)
Prerequisite: MUSC 2447. Examination of the role of the producer including recording, mixing, arranging, analyzing projects, session planning, communication, budgeting, business aspects, technical considerations, and music markets. (3 Lec., 3 Lab.)

MUSI 1116 Musicianship I (1)
(This is a common course number. Former course prefix/number MUS 161)
Prerequisite: Music 1300 and 1371 or demonstrated competence approved by the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045630)

MUSI 1117 Musicianship II (1)
(This is a common course number. Former course prefix/number MUS 162)
Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045630)

MUSI 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 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)

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)

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 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 1371 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045130)

MUSI 1312 Music Theory II (3)
(This is a common course number. Former course prefix/number MUS 146)
Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045130)

MUSI 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 1372 Digital Music Production (3)
(Former course prefix/number MUS 153)
Prerequisite: One semester of music theory and keyboard or demonstrated competence approved by the instructor. This course is designed to introduce major/non-major music students to the MIDI technology as an extension of the music theory/keyboard curriculum. Various MIDI devices, computer hardware, and computer software will be explored. This course may be repeated for credit. (2 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number is 5009035630.)

MUSI 1373 Digital Music Production (3)
(Former course prefix/number MUS 154)
Prerequisite: Successful completion of Music 1372 or demonstrated competence approved by the instructor. This course is a continuation of Music 1372 and will present advanced concepts in music production. This course may be repeated for credit. (2 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number is 5009045130.)

MUSI 1386 Composition (3)
(This is a common course number. Former course prefix/number MUS 203)
Prerequisites: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 5009045330)

MUSI 2116 Musicianship III (1)
(This is a common course number. Former course prefix/number MUS 271)
Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 5009045730)

MUSI 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.)

MUSP 1391 Special Topics in Music - General Performance (3)
(This is a WECM course number. Former course prefix/number MUSI 2371.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec.)

RTVB 1380 Cooperative Education - Radio and Television Broadcasting (3)
(This is a WECM course number. Former course prefix/number MUSI 7371.)
Career related activities encountered in the students area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

RTVB 1392 Special Topics in Radio and Television Broadcasting Technology/Technician (3)
(This is a WECM course number. Former course prefix/number MUSI 2371.)
Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec.)

RTVB 2343 Commercial Recording Techniques (3)
(This is a WECM course number. Former course prefix/number MUSI 1270.)
Development of advanced skills in multi-track recording production for the commercial sound recording industry. (2 Lec., 2 Lab.)

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)
The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015135)

PHIL 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 principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015235)

PHIL 2306 Ethics (3)
(This is a common course number. Former course prefix/number PHI 203)
This course surveys the history, theories and issues of moral reasoning and behavior. Practical applications will also be made. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015335)

PHIL 2307 Introduction To Social And Political Philosophy (3)
(This is a common course number. Former course prefix/number PHI 202)
The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

PHIL 2316 History Of Ancient Philosophy (3)
(This is a common course number. Former course prefix/number PHI 207)
The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

PHIL 2317 History Of Modern Philosophy (3)
(This is a common course number. Former course prefix/number PHI 208)
The history of philosophy from the Renaissance through the 19th. century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th. century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

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.

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 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 1370 Special Photographic Topics and Problems (Non-Lab Related) (3)
(Former course prefix/number PHO 115)
This course of study addresses special photographic topics or problems which do not require lab instruction or use of lab facilities. Topics may include special interest areas such as: history of photography, photographic criticism, history of film making, looking at photographic collections, and color slide photography. The course will be narrow in scope to provide for in-depth study of the particular topics and may employ field trips and visiting instructors with specialized expertise. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 5006055230)

PHOT 2324 Introduction to Multimedia (3)
(Former course prefix/number PHO 212. Common Course Number is COMM 2324)
Prerequisites: Photography 1316 or Art 1370, 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 1370 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 1370 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)

PHOT 2370 Photography For Publications (3)
(Former course prefix/number PHO 207)
Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is designed for the student who is interested in journalistic editing, publications photography, and graphic arts procedures. It encourages skills in all three areas and prepares the student for a broad job market that includes photojournalism, printing, editing, composing, and general copy preparation. Students who enroll in this course should have a background in journalism, photography, and graphic arts and be of sophomore standing. Laboratory fee. (2 Lec., 4 Lab.)

PHOT 2371 Advanced Multimedia (3)
(Former course prefix/number PHO 213)
Prerequisites: Photography 1316 or Art 1370, Photography 2325, and Photography 2324. This course offers students a continued refinement of multimedia techniques to create interactive animation presentations. Students will gain competency of powerful software applications in order to design, create, and building programming sequences. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0907015326)

PHOT 2375 Special Photographic Topics And Problems (3)
(Former course prefix/number PHO 215)
Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course of study addresses special photographic topics or problems that may result from technological advances and particular student and/or instructor interests and/or expertise. Topics may include special interest areas such as architectural, landscape, wedding, environmental portraiture and audio-visual slide-with-sound productions. The course will be narrow in scope to provide for in-depth study of the particular topic and may employ visiting instructors with specialized expertise. This course may be repeated for credit. (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 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 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 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 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 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 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 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 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 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 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 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 3601085328)

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 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)

PHED 2270 Scuba Diving (2)
(Former course prefix/number PEH 225)
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 3601085328)

PHED 2271 Advanced Open Water Scuba (2)
(Former course prefix/number PEH 228)
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 3601085328)

PHYSICAL SCIENCE

(See Physics)

PHYSICS

PHYS 1401 Introductory General Physics (4)
(This is a common course number. Former course prefix/number PHY 111)
Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015339)

PHYS 1402 Introductory General Physics (4)
(This is a common course number. Former course prefix/number PHY 112)
Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015339)

PHYS 1405 Concepts In Physics (4)
(This is a common course number. Former course prefix/number PHY 117)
This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015139)

PHYS 1407 Concepts In Physics (4)
(This is a common course number. Former course prefix/number PHY 118)
This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015139)

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)

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. This course may be repeated for credit. 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. This course may be repeated for credit. 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 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 2370 Selected Topics (3)
(Former course prefix/number PSY 211)
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 1370 College Reading And Study Skills (3)
(Former course prefix/number RD 101)
Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, note taking, underlining, concentrating, and memory. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015735)

READ 1371 Speed Reading And Learning (3)
(Former course prefix/number RD 102)
Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized. Learning and memory skills are also covered. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015735)

REAL ESTATE

RELE 1105 Uniform Standards Of Professional Appraisal (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)

SEMICONDUCTOR MANUFACTURING

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 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 2337 Microcomputer Control (3)
(This is a WECM course number. Former course prefix/number ENGT 2475 or SEMI 2371.)
Suggested Prerequisite: CETT 1425. A study of microprocessors and microcomputers with an emphasis on embedded controllers for industrial and commercial applications. Topics include RAM, ROM and input/output (I/O) interfacing. Introduction to programming. Laboratory fee. (2 Lec., 2 Lab.)

ENTC 1380 Cooperative Education - Engineering Technology/Technician, General (3)
(This is a WECM course number. Former course prefix/number SEMI 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 Ext.)

ENTC 1445 Fluid Power (4)
(This is a WECM course number. Former course prefix/number ELET 2472 or ENGT 1471.)
Suggested Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. A study of hydraulic and pneumatic systems including a review of schematic symbols, mechanical components, and operating principles. Interpretation of fluid power schematics and performance of calculations required to select components. Laboratory fee. (3 Lec., 3 Lab.)

ENTC 2380 Cooperative Education - Engineering Technology/Technician, General (3)
(This is a WECM course number. Former course prefix/number ENGT 7371 or SEMI 7372.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a 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.)

INMT 1447 Industrial Automation (4)
(This is a WECM course number. Former course prefix/number SEMI 1471.)
Suggested Prerequisite: CETT 1405. A study of the applications of industrial automation systems including identification of system requirements, equipment integration, motors, controllers, and sensors. Coverage of set-up, maintenance, and testing of the automated systems. 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.)

QCTC 1343 Quality Assurance (3)
(This is a WECM course number. Former course prefix/number ELET 2272 orENGT 1271.)
Suggested Prerequisite: Credit or concurrent enrollment in MATH 1414 or the equivalent. Information on quality assurance principles and applications; designed to introduce the student to the quality assurance profession. (3 Lec.)

SMFT 1343 Semiconductor Manufacturing Technology I (3)
(This is a WECM course number. Former course prefix/number ELET 2374 or SEMI 1370.)
A study of the processes, materials, and equipment used in the manufacturing of semiconductors, including an overview of the semiconductor industry, related terminology, and standard safety practice. Laboratory fee. (2 Lec., 2 Lab.)

SMFT 2343 Semiconductor Manufacturing II (3)
(This is a WECM course number. Former course prefix/number ELET 2375 or SEMI 2370.)
Suggested Prerequisites: SMFT 1343 and CETT 1429. The continuation of Semiconductor Manufacturing I covering the processes, materials, and equipment used in the manufacturing of semiconductors. Topics address process-yield analysis and process troubleshooting. Laboratory fee. (2 Lec., 2 Lab.)

SOCIOLOGY

SOCI 1301 Introduction To Sociology (3)
(This is a common course number. Former course prefix/number SOC 101)
This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015142)

SOCI 1306 Social Problems (3)
(This is a common course number. Former course prefix/number SOC 102)
This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015242)

SOCI 2301 Marriage, Family, and Close Relationships (3)
(This is a common course number. Former course prefix/number SOC 203)
Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015442)

SOCI 2306 Human Sexuality (3)
(This is a common course number. Former course prefix/number SOC 103)
Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015342)

SOCI 2319 Race, Ethnicity and Community (3)
(This is a common course number. Former course prefix/number SOC 204)
This course focuses on cultural, social, and institutional factors affecting relationships within and among ethnic, cultural, and racial groups. Emphasis is on current problems of intergroup relations, social movements, and related social changes, as well as community building and conflict resolution. The historic contributions of the groups may be presented. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

SOCI 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)

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 I (3)
(This is a common course number. Former course prefix/number SPA 207)
Prerequisite: Spanish 1411 and Spanish 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2311. The next course in this conversation sequence is Spanish 2370. (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 2370 Spanish Conversation II (3)
(Former course prefix/number SPA 208)
Prerequisite: Spanish 2306 or Spanish 2311 or the equivalent. This course is designed to further strengthen and improve oral skills in the language. Oral activities will continue to 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 2312. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055431)

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. (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 2370 Group Interpretation (3)
(Former course prefix/number SC 208)
This course offers practical experience in sharing fiction and nonfiction selections with audiences. Various types of literature are studied for group presentation. Emphasis is on selecting, cutting, and arranging prose and poetry, and applying reader's theatre techniques to group performance of literature. (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)

TRAVEL, EXPOSITION AND MEETING MANAGEMENT

TRVM 1166 Practicum -Travel and Tourism (1)
(This is a WECM course number.)
Suggested Prerequisite: TRVM 1300. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (7 Ext.)

TRVM 1191 Special Topics in Travel and Tourism (1)
(This is a WECM course number. Former course prefix/number TRAV 1171.)
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., 16 Ext.)

TRVM 1266 Practicum - Travel and Tourism (2)
(This is a WECM course number.)
Suggested Prerequisite: TRVM 1300. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (14 Ext.)

TRVM 1291 Special Topics in Travel and Tourism (2)
(This is a WECM course number. Former course prefix/number TRAV 1273.)
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. (1 Lec., 2 Lab.)

TRVM 1300 Introduction to Travel and Tourism (3)
(This is a WECM course number. Former course prefix/number TRAV 1370.)
An overview of the travel industry. Emphasis on travel careers and the impact on society. In addition, this course includes transportation, lodging, hospitality, cruise, group tours, parks, convention centers, governmental agencies, and associations. (3 Lec.)

TRVM 1308 Travel Destinations I – Western Hemisphere (3)
(This is a WECM course number. Former course prefix/number TRAV 1376.)
Study of countries located in the Western Hemisphere including Canada, United States, Latin America, South America, and the Caribbean Islands. Emphasis on the culture, customs, climate, physical features, language, currency, tourist, and seasonal attractions. In addition this course includes the study of tourism destination including natural and man-made attractions in each country. (3 Lec.)

TRVM 1323 Group Tour Operations (3)
(This is a WECM course number.)
A study of the role of the group planner, selling to groups, and planning itineraries, including components of a tour package, tour costing, advertising, and promotion, group dynamics, and tour guide qualifications. (3 Lec.)

TRVM 1325 Exposition and Trade Show Management (3)
(This is a WECM course number. Former course prefix/number TRAV 1372.)
A broad-based introduction to the principles and skills required for the management of expositions. Examination of the fundamental business philosophy of expositions and their position in the marketplace. An overview of the major issues in exposition management including needs assessment, budget strategies, site selection, floor plan development, contractor relationships, sales and marketing and related management issues. (3 Lec.)

TRVM 1327 Hospitality and Special Events (3)
(This is a WECM course number.)
Focus on planning and managing special events in the meeting planning area. An overview of the entire sequence of events from conceptual stage of the first meeting through completion of the event. Emphasis on technical planning skills including site selection, negotiating with suppliers, devising meeting specifications, preparing a budget, and working with facility staff to manage a successful event. (3 Lec.)

TRVM 1331 Introduction to Hospitality Industry (3)
(This is a WECM course number.)
An exploration of the hospitality industry with emphasis on history and development. Topics include food, beverage, and lodging management. (3 Lec.)

TRVM 1341 Travel Destinations II – Eastern Hemisphere (3)
(This is a WECM course number. Former course prefix/number TRAV 2372.)
Study of countries located in the Eastern Hemisphere including Europe, Asia, Africa, Middle East, Commonwealth of Independent States, Australia, and New Zealand. Emphasis on the culture, customs, climate, physical features, language, currency, tourist and specific seasonal attractions. In addition this course will include the study of tourism destinations including natural and man-made attractions in countries located in the Eastern Hemisphere. (3 Lec.)

TRVM 1345 Travel and Tourism Sales and Marketing Techniques (3)
(This is a WECM course number. Former course prefix/number TRAV 1371.)
A study of marketing, sales techniques, promotions, and advertising theories as applied to the travel and tourism industry. Coverage of the marketing mix in travel, market segmentation, market planning, and the use of advertising and other communication techniques. Emphasis on buyer motivation, telephone sales techniques, profitable travel counseling, and the use of promotional material in selling travel. (3 Lec.)

TRVM 1349 Travel Operations I (3)
(This is a WECM course number. Former course prefix/number TRAV 1274.)
A study of manual travel agency operations and basic hands-on computerized reservation techniques in manual travel agency operations; emphasis on making air, hotel, tour and cruise reservations, writing itineraries, reading and interpreting brochures, and ticketing rules, credit card sales, ticket refunds, exchanges, and re-issues. Topics include building a simple Passenger Name Record on an airline computer reservation system, accessing availability, fares and miscellaneous related information. Laboratory fee. (2 Lec., 3 Lab.)

TRVM 1391 Special Topics in Travel and Tourism (3)
(This is a WECM course number. Former course prefix/number TRAV 1374.)
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.)

TRVM 2301 Introduction to Convention/Meeting Management (3)
(This is a WECM course number. Former course prefix/number TRAV 1170.)
Overview of the meetings and conventions industry and the various aspects and skills involved in planning and managing meetings and conventions. Emphasis on types of meetings, meeting markets, industry suppliers, budget and program planning, site selection and contract negotiations, registration and housing, food and beverage requirements, functions and meeting room setup, and audiovisual requirements. (3 Lec.)

TRVM 2331 Convention and Exposition Law and Ethics (3)
(This is a WECM course number. Former course prefix/number TRAV 1270.)
Application of general legal principles and statutory requirement for meetings, conventions and trade shows. Emphasis on ethical considerations to problems faced by meeting planners, hotels, and convention centers in the negotiation and implementation of agreements for meetings and similar events. In addition this course will cover legal issues for travel and suppliers. (3 Lec.)

TRVM 2333 Applied Convention/Meetings Management (3)
(This is a WECM course number. Former course prefix/number TRAV 2373.)
Suggested Prerequisite: TRVM 2301. Discussion of meeting planning with emphasis on the key areas of meeting management. Topics include needs assessment, identifying meeting objectives, program development, facility selection, negotiations, contracts, meeting and function space set-up, promotion and publicity, budgeting, evaluation, and legal issues. (3 Lec.)

TRVM 2341 International Meeting Management (3)
(This is a WECM course number. Former course prefix/number TRAV 2374.)
Suggested Prerequisite: TRVM 2301. A discussion of meeting planning notes and responsibilities in an international context. Topics address foreign currency, customs and laws, shipping, international planning resources, marketing, and language interpretation. (3 Lec.)

TRVM 2343 Exposition Service Contracting (3)
(This is a WECM course number. Former course prefix/number TRAV 2375.)
Suggested Prerequisite: TRVM 1325. A study of logistical support systems of expositions and trade shows. Topics include designing floor plans, installation and dismantling of exhibits, freights, and drayage abilities, contracting labor, and working with unions. Instruction in selecting service contractors and hall management. (3 Lec.)

TRVM 2355 Exposition and Trade Show Operations (3)
(This is a WECM course number. Former course prefix/number TRAV 2376.)
Suggested Prerequisite: TRVM 1325. A discussion of management of the specific problems of trade shows and exhibitions, including design, construction, and regulation. Logistics for planning events, including crowd control, special effects, lighting, decorations and audio. Procedures for conduction fairs, festivals, sporting events, and grand openings. (3 Lec.)

TRVM 2367 Practicum - Travel and Tourism (3)
(This is a WECM course number.)
Suggested Prerequisite: TRVM 1300. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (21 Ext.)

TRVM 2380 Cooperative Education - Travel and Tourism (3)
(This is a WECM course number. Former course prefix/number TRAV 7371.)
Suggested Prerequisite: Student must have completed basic courses including: TRVM 1300 and TRVM 2301. Career related activities encountered in the student's area of specialization are offered though a cooperative agreement between 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 paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

TRVM 2437 Travel Industry Operations II (4)
(This is a WECM course number. Former course prefix/number TRAV 2273.)
Prerequisite: TRVM 1349. Continuation of the study of airline computer reservation systems. Emphasis on reserving cars and hotels, using queues, creating passenger profiles, interpreting air fares, rules and routing, and explaining these to a passenger. Laboratory fee. (3 Lec., 2 Lab.)

TRVM 2467 Praticum - Travel and Tourism (4)
(This is a WECM course number.)
Suggested Prerequisite: TRVM 1300. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experience may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (28 Ext.)

Application for Admission

Dallas County Community College District

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

SEMESTER YOU PLAN TO ENTER

☐ Fall (Aug. - Dec.) ☐ Spring (Jan. - May)
☐ Summer I (June) ☐ Summer II (July)

Please check the college you plan to attend. *Type or print in ink and complete all items.*

☐ **Brookhaven College**
3939 Valley View Lane
Farmers Branch, TX 75244-4997
972-860-4700

☐ **Cedar Valley College**
3030 North Dallas Avenue
Lancaster, TX 75134-3799
972-860-8201

☐ **Eastfield College**
3737 Motley Drive
Mesquite, TX 75150-2099
972-860-7100

☐ **El Centro College**
Main & Lamar Streets
Dallas, TX 75202-3604
214-860-2037

☐ **Mountain View College**
4849 West Illinois Avenue
Dallas, TX 75211-6599
214-860-8680

☐ **North Lake College**
5001 N. MacArthur Blvd.
Irving, TX 75038-3899
972-273-3000

☐ **Richland College**
12800 Abrams Road
Dallas, TX 75243-2199
972-238-6106

☐ **Bill J. Priest Institute**
1402 Corinth
Dallas, TX 75215-2181
214-860-5700

REASON FOR ATTENDING

I will take courses:

☐ To Earn a One-Year Certificate [APPN.CERT]
☐ To Earn a Two-Year Degree [APPN.ASSOCIATE]
☐ To Improve Job Skills [APPN.J/R]
☐ To Transfer to a University [APPN.U/T]
☐ For Personal Interest [APPN.N/D]
☐ In Continuing Education/NonCredit [APPN . C/E]
☐ Uncertain [APPN.UNCERTAIN]

* Your responses to these questions are voluntary.

PERSONAL INFORMATION

SOCIAL SECURITY NUMBER ☐☐☐-☐☐-☐☐☐☐

GENDER * ☐ M ☐ F

NAME Give full legal name. Do not use initials unless initials are your legal name.
Last First Middle

Give names, if different from above, that are on transcripts from other institutions.

DATE OF BIRTH (MM/DD/YY)

ADDRESS NUMBER STREET APARTMENT

CITY STATE ZIP COUNTY

HOME PHONE NUMBER ( )

WORK PHONE NUMBER ( )

E-MAIL ADDRESS

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 _____)

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 ☜

DCCCD Home Page URL: HTTP://WWW.DCCCD.EDU

DOCUMENTATION & OATH REQUIREMENT

REQUIRED STATE RESIDENT VERIFICATION

DO YOU LIVE IN DALLAS COUNTY?	HOW LONG HAVE YOU LIVED IN DALLAS COUNTY?	HOW LONG HAVE YOU LIVED IN TEXAS?	PREVIOUS STATE OR COUNTRY OF RESIDENCE
☐ Yes ☐ No	Year(s) _____ Month(s) _____	Year(s) _____ Month(s) _____	_____

1.) If you consider yourself a resident of TEXAS for tuition purposes, CHECK ONE of the following:

☐ I am a U.S. citizen.

☐ I am a Permanent Resident, Refugee or have other legal immigrant status.

Date residency document/card issued _____

Document/card number _____

"Documentation must be viewed by Admissions personnel."

☐ I have filed with the proper federal immigration authorities a declaration of intention to become a citizen.

☐ I have no documentation of formal status with federal immigration authorities and have lived in Dallas County the past 12 consecutive months.

2.) If your claim for residency is based upon your having lived in Texas for the past 12 months, please answer the following questions:

IF YOU CAME HERE WITHIN THE PAST 5 YEARS, WHY DID YOU MOVE TO TEXAS?

☐ Education ☐ Employment ☐ Other (Please Specify) _____

HAVE YOU BEEN EMPLOYED IN TEXAS FOR THE PAST 12 MONTHS? ☐ Yes ☐ No

3.) If your claim for residency is based upon a parent or legal guardian (and not yourself) please answer the following questions:

NAME OF THE PERSON UPON WHOM CLAIM IS BASED ☐ Parent ☐ 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.

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